



FREE COMMUNITY MEDIATION SERVICE SCHEME **APPLICATION FORM**

Each Party is required to complete this form and return to:
Hong Kong Mediation Centre
Room 504, 5/F, West Wing, Justice Place,
11 Ice House Street, Central, Hong Kong
(or by fax: +852 2866-1299 or by e-mail to admin@mediationcentre.org.hk)

Date _____

Court Case No. (if any) _____

Parties' Information (Please tick ✓ the box provided)

Party A (Applicant)

Party B (Respondent)

Name: _____

Mr. Ms. Mrs. Miss

Representatives (if any): _____

Tel: _____

E-mail: _____

Fax: _____

Address: _____

Total Amount in Dispute (if applicable): HK\$ _____

* The total amount in dispute should be less than HK\$1,000,000.



Please specify if any special arrangement is needed during mediation (if applicable):

Language (Please tick ✓ the box provided)

1. Written correspondence: Chinese English
2. Mediation: Cantonese Mandarin English
- Others (Please specify): _____

1. If there is any observer during mediation, please provide their names :

2. Case nature (Please tick ✓ the box provided):

- Building Management Disputes/ Building Maintenance Disputes
- Neighborhood Disputes
- School Disputes
- Property Disputes
- Leasing Disputes
- Family Disputes
- Construction Disputes
- Labor Disputes
- Contract Disputes
- Others (Please specify): _____



3. Purpose of Personal Information Collection Statement :

Personal information submitted by parties regarding the “Free Community Mediation Service Scheme Application Form” will be solely used for the handling the dispute. Information provided may be disclosed or handled by the following parties:

- (a) Staffs of Hong Kong Mediation Centre;
- (b) Parties as stated in this form;
- (c) Appointed Mediator; and
- (d) Appointed Assistant mediators.

4. Declaration

- (a) The Party/Parties will cooperate with the personnel of HKMC and the mediator, by providing all relevant documents and information, when requested, including personal data, to enable such personnel of HKMC and the mediator to handle the dispute.
- (b) The Party/Parties undertake to keep all matters and information concerning and relating to the mediation confidential and will not disclose such matters and information to any person, other than the other party/parties, the personnel of the HKMC, and the mediator, and to the extent required by the laws.
- (c) The Party/Parties will not hold the personnel of HKMC and the mediator liable for any claims, loss or damages in relation to the outcome or proceedings of the dispute under HKMC Mediation Rules.
- (d) The Party/Parties has/have read the ‘Personal Information Collection Statement’ and confirm/ confirms the agreement to provide personal data in relation to HKMC on a voluntary basis and on the terms and for the purpose set out in the Statement.
- (e) The Party/Parties understand and agreed that the mediator(s) of HKMC offer a one-off mediation service of no more than 4 hours.
- (f) The Party/Parties further confirms/confirm that the information provided in this Free Community Mediation Service Application form is true and accurate.

5. Signature :

Applicant’s signature

Applicant’s Name

Date