



香港和解中心
Hong Kong Mediation Centre

PROFESSIONAL MEDIATION SERVICE FORM

PLEASE separately complete this form with HK\$2,000 administrative fee* returning to:
Hong Kong Mediation Centre
21/F, Success Commercial Building,
245-251 Hennessy Road, Wan Chai
(or by fax: +852 2866-1299 or by e-mail to admin@mediationcentre.org.hk)

**Each party is suggested to be responsible for HK\$1,000*

Date _____
Referred By (if any) _____
Court Case No. (if any) _____

Parties' Information (Please tick ✓ the box provided)

Party A (Applicant) Party B (Respondent)

Name: _____

Representatives (if any): _____

Tel: _____

E-mail: _____

Fax: _____

Address: _____

Case Nature (Please tick ✓ the box provided)

- | | |
|---|--|
| <input type="checkbox"/> Bank/Finance Service | <input type="checkbox"/> Commercial Dispute |
| <input type="checkbox"/> Building Management Dispute | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Relationship with Friends/Neighbours | <input type="checkbox"/> International Trade Dispute |
| <input type="checkbox"/> Personal Injury | <input type="checkbox"/> Others (Please specify) _____ |



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Particular requirements for the mediation *(Please tick ✓ the box provided)*

1. Any particular language skills of the mediator?

English Cantonese Mandarin Others (please specify) _____

2. Special requirements of the mediator:

(Profession is not regard as special requirement)

Case Description *(please state briefly what the dispute is about, as well as important issues relevant to the dispute, the proposed solutions can be listed, including compensation or subsidy measures (if applicable). Additional pages can be attached if necessary (must be duly signed on each additional page.)*



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Personal Information Collection Statement:

Hong Kong Mediation Centre (HKMC) respects personal data privacy and is committed to fully implementing and complying with the data protection principles and all relevant provisions under the Personal Data (Privacy) Ordinance of Hong Kong.

1. Purpose of Collection

Personal data provided in this form will be used for the following purposes: (a) processing your application of mediation service; (b) to communicate with you.

2. Classes of Transferees

We may disclose your Personal Information to third parties for the purpose outlined at Section 1 above, including without limitation for the personnel of HKMC, the other Party/ Parties named in this form, the potential mediators in relation to your dispute; and the mediator appointed in relation to your dispute.

3. Consequences of failing to provide Personal Information

It is necessary for you to provide the Personal Information requested by us. In the event that any such Personal Information is not provided, we may be unable to provide you with the services outlined at Section 1 above. We will retain the personal data for a period of not more than 90 days after the case is completed.

4. Access and Correction Rights

Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to, and correction of any Personal Information that you provide to us. If you wish to access or make corrections to your data should submit written requests to the Secretariat of HKMC.

Declaration by the Party/ Parties

- I. The Party/Parties will cooperate with the personnel of HKMC and the mediator, by providing all relevant documents and information, when requested, including information that may be personal data, to enable such personnel of HKMC and the mediator to handle the dispute;
- II. 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, save and to the extent required by the laws;
- III. 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.
- IV. 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 purposes set out in the Statement.



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- V. The Party/Parties further confirms/confirm that the information provided in this Professional Mediation Service form is true and accurate.

Signature(s):

Signature of Party

Name of Party

Date

Notes for Application

1. Parties who would like to apply the mediation services of HKMC should fill in the “Professional Mediation Service Form” and submit the form and administration fee to HKMC.
2. The crossed cheque should made payable to “Hong Kong Mediation Centre Limited”
3. HKMC will refer three shortlisted mediators one by one for the choice of party (ies) and invite party (ies) to comment the nominated mediator by replying email or fax. In case the applicant(s) do not satisfy with all the three shortlisted mediators, an extra administrative fee of HK\$2,000 will be charged and the above process will be repeated.
4. Administrative fee paid is not refundable.