

Please read the "Important Notes" carefully before completing this form
Please complete this form in BLOCK LETTERS and tick as appropriate

Course applied for:	
Programme Title	Mediation Advocacy Skills Training

<i>For office use only</i>	
<input type="checkbox"/> Admitted	<input type="checkbox"/> Rejected <input type="checkbox"/> Waiting list
<input type="checkbox"/> Paid by cheque no.: _____	
<input type="checkbox"/> Paid by bank transfer	
Receipt Date: _____	
Receipt No.: _____	

Part A Personal Particulars

Name in Chinese _____ Title Mr Miss Mrs Ms
(Must be the same as shown on HKID Card / Passport) Others: _____

Name in English _____
Surname First Name (Must be the same as shown on HKID Card / Passport)

HKMC Membership No. Panel Member _____ Associate Member _____ Non – HKMC Member

Correspondence Address _____

Contact No. _____ Email Address _____

Occupation Mediators Solicitors Barristers In-house Legal Consultants Senior-level Management
 Executives Others: _____

Part B Methods of Payment

Cheque
Cheque should be made payable to "Hong Kong Mediation Centre Limited". Please write your name, contact no. and course name on the back of your cheque.
Cheque No. _____ Name of Bank _____

Bank Transfer
Please transfer your course fee to HSBC 162-242226-001 and write your name, contact no. and course name on the back of your bank slip.
Date of Transfer _____ Transfer No. _____

Part C Important Notes

- Regardless of whether applicants have attended classes or not, course fees paid are not refundable unless the enrolled course is full or cancelled.
- CCPIT-HKMC Joint Mediation Center ("CHJMC") reserves the right to cancel the course due to insufficient enrolment or other unforeseen reasons, and make alteration regarding trainers, venue and class schedules if necessary.
- For HKMC, participants who are absent (either late or early departure) for more than 30 minutes will not be granted with any CPD points for that session.
- For the details / requirements of attendance policy for CPD of HKMAAL and Law Society of Hong Kong, please refer to their webpages or contact them directly for enquiry.
- Confirmation will be notified by email upon successful registration. If you have not received an email confirmation on your registration from the Secretariat on or before **5 July 2016**, you have not been assigned a place to the course.
- Upon the completion of the Mediation Advocacy Skills Training, a "Certificate of Completion" will be issued to participants who have achieved 100% attendance rate and a "Certificate of Attendance" will be issued to participants who have achieved 70% attendance rate.
- If typhoon signal no.8 or black rainstorm warning signal is hoisted and not lowered by 2 hours before the class start, the class will be postponed. Rescheduled date/time/venue will be announced in due course.
- In case of disputes, CHJMC reserves the right to make final decision.

Personal Information Collection Statement

- Personal data provided in this application form will solely be used for the admission process. However, failure to provide such data may take it impossible to process your registration and communicate with you. All such data will be destroyed within 3 months should the application be unsuccessful.
 - The personal data provided in this form will be used by CHJMC staff for delivering information including any events and functions to be held, courses to be organized, discount, benefit and services offers. This personal data will not be transferred to other external parties for purposes as stated above.
 - Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal data. Applicants wishing to access or make corrections to their data should submit written requests to CHJMC.
- If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box.

Applicant's Declaration

I declare that all information provided in this enrolment form is accurate and complete. I have noted, understood and agreed to the contents of the Personal Information Collection Statement and Important Notes.

Signature _____ Date _____

Application Method

Please submit (i) the enrolment form and (ii) course fee to Secretariat of CCPIT – HKMC Joint Mediation Center (21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong) in person, by mail. You may also send us the enrolment form and bank-in slip by email.