



Legal Procedure and the Role of Mediators Enrolment Form

Name in English: _____

Name in Chinese: _____

(Both Chinese and English name must be the same as shown on HKID card)

Membership No.: Panel Member _____ Associate Member _____ Non-HKMC Member

Contact No.: _____

E-mail: _____

Correspondence Address: _____

Payment Method:

Cheque Cheque no.: _____ Name of Bank: _____

Bank Transfer Date of Transfer: _____ Transfer No.: _____

Registration Method:

Please submit a completed enrolment form, together with a cheque / bank slip and copies of certificate of 40-hour General Mediator Training Course (if applicable) to HKMC (21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong) in person or by mail.

Important Notes:

1. Regardless of whether applicants have attended classes or not, fees paid are not refundable unless the enrolled course is full or cancelled.
2. HKMC reserves the right to cancel the course due to insufficient enrolment or other unforeseen reasons, and make alteration regarding trainers, class locations and class schedules if necessary.
3. 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.
4. For the details / requirements of attendance policy for CPD of HKMAAL, please refer to HKMAAL's webpage or contact them directly for enquiry.
5. 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 **28 August 2015**, you have not been assigned a place to the course.
6. 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.
7. In case of disputes, Hong Kong Mediation Centre reserves the right to make final decision.

Personal Information Collection Statement

1. 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.
 2. The personal data provided in this form will be used by HKMC 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.
 3. 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 Hong Kong Mediation Centre.
- 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. I have noted, understood and agreed to the contents of the "Important Notes" and "Personal Information Collection Statement".

Signature: _____

Date: _____