



PANEL MEMBERSHIP APPLICATION FORM

Tick or circle if appropriate. If there is insufficient space, please use separate papers.
All fields must be filled in for processing the application.

PART I – PERSONAL PARTICULARS			
Title	Dr. / Prof. / Mr. / Ms. / Mrs. / Others (Please specify):		
Name in English: (as shown on identity document)	(Surname)	(Given Name)	(Other Name)
Name in Chinese (as shown on identity document)		Gender	
HKID Card No.		Passport No. (for non-HKID Card holder)	
Date of Birth		Nationality	
Contact Number (Home)		Fax Number	
Contact Number (Mobile)			
Email Address (please quote 1 frequently-used account)			
Correspondence Address			
Name of the institute where you completed the mediation training course (Year of completion):			

PART II – OCCUPATION			
Working	<input type="checkbox"/> Yes <input type="checkbox"/> Retired# <input type="checkbox"/> Non-working#		
Company Name			
Contact Number (Office)		Profession/Occupation	
Position (English)		Position (Chinese)	

#Please state last held position

PART III – ACADEMIC QUALIFICATIONS (in chronological order)		
Education Institution	Details of Qualification	Year Obtained



PART IV – Language(s)/Dialect(s) Spoken and Written (Please indicate ability to mediate in any language)		

PART V – PROFESSIONAL QUALIFICATIONS (in chronological order)		
Issuing Authority	Details of Qualification	Year Obtained

Part VI – IMPORTANT NOTES

Requirements of Panel Membership Application and Renewal

Candidates who have satisfactorily passed the mediator assessment held by Hong Kong Mediation Accreditation Association Limited or are mediators of International Dispute Resolution & Risk Management Institute are eligible to apply for HKMC Panel Membership. Renewal of Panel Membership is required to fulfil the Continuing Professional Development (CPD) requirements stipulated by HKMC. Details are available at <http://www.mediationcentre.org.hk>.

- Membership period for new member: from the day of admission to December 31 of the same year.
- Membership Fee:
 - One-time Admission Fee: HKD800**
 - Annual Fee:**
 - Admission between 1 January to 30 June of the same year: HKD800**
 - Admission between 1 July to 31 December of the same year: HKD400**
- For application to be considered, please submit the followings to:
Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong
 - Completed Application Form
 - Membership Fee (one-time admission fee plus annual fee)
 - Photocopies of academic, accreditation, and other professional certificates
- For application processing and approval consideration, the applicant **MUST** meet the requirements listed above and provide all documents in 3 (a) – (c).
- Hong Kong Mediation Centre reserves the right to amend the rules, Panel Membership fee, and to refuse any application or withdraw approval previously granted.

Part VII – PAYMENT METHODS

- Cheque:** Cheque should be made payable to “Hong Kong Mediation Centre Limited”. Please state your full name, contact no. and “Panel Membership Application” at the back of the cheque.

Cheque No. _____ Name of Bank _____

- Bank Transfer:** Please transfer the fee to HSBC account 162-242226-001 (Account Name: Hong Kong Mediation Centre Limited) and state your full name, contact no. and “Panel Membership Application” on the bank slip which is required to be sent to HKMC by post or email.

Date of Transfer _____ Transfer No. _____

- FPS (轉數快):**
FPS account number: admin@mediationcentre.org.hk
Please state your full name, contact no. and “Panel Membership Application” under remarks.

Date of Transfer _____



Part VIII – PERSONAL INFORMATION COLLECTION STATEMENT

- a. **Purpose of Collection:** The Staff, the Committee Members, and the Council Members of HKMC may use applicant's personal information for the following purposes: (i) to process membership application; (ii) to promote activities related to mediation, including but not limited to information regarding event invitation, provision of services, training courses, research, opinion collection, or fundraising etc.; (iii) to communicate with the applicant; (iv) to list applicant's information including accredited mediator number, name and profession on HKMC's website and promotional materials during validity period (if necessary). Applicant's personal information will be retained by HKMC for as long as it deems necessary or useful.
- b. **Consequence of failing to provide Personal Information:** It is necessary for the applicant to provide the personal information requested by HKMC. In the event that any such personal information is not provided, HKMC may be unable to provide the applicant with the services or to carry out the activities outlined in point a. of this statement.
- c. **Access and Correction Rights:** Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal information. Applicants who wish to access or make corrections to their data should submit written requests to the Secretariat of HKMC.
- d. **Changes of Personal Information:** Applicants are required to notify HKMC of any changes in their personal information
- If the applicant **DOES NOT** wish to receive information as stated in point a (ii) of this statement, please indicate the objection by ticking the box.

Part IX – APPLICANT'S DECLARATION

- a. I, the undersigned, have noted, understood and agreed to the contents of the Important Notes and the Personal Information Collection Statement stated in this form.
- b. I declare that all information provided in this application form is accurate and complete, and authorise HKMC to check and verify the information supplied pertaining to my application.
- c. I declare that I have no criminal record or outstanding criminal charges and there are no disciplinary actions against me by any professional body. I undertake to duly inform HKMC if I am charged with any criminal offences or if there are any disciplinary actions against me during the time that I am admitted to HKMC as an accredited mediator.
- d. On admittance, I agree to abide by the Hong Kong Mediation Code of Department of Justice of HKSAR, and all regulations of HKMC, such regulations include but are not limited to Mediator's Rules, and Memorandum and Articles of Association of HKMC etc., and all regulations and by-laws and any amendments thereto of the Council of HKMC.
- e. I would adhere to the HKMC Continuing Professional Development ('CPD') Policy*, and understand that information on latest HKMC CPD events shall be available on the HKMC website. (*: CPD policy can be found in the 'CPD' section of the HKMC website <http://www.mediationcentre.org.hk/en/training/CPD.php>)
- f. I understand that my failure to provide accurate and sufficient information in this application may disqualify my application and may hinder mediation case referral (if any) from HKMC.

Signature _____

Date _____