



(For Office Use Only) Our Case Ref.: Date Received:

APPLICATION FORM FOR FREE COMMUNITY MEDIATION SERVICE SCHEME

Each party shall complete this form returning to:
 Hong Kong Mediation Centre Limited
 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 **mediation@mediationcentre.org.hk**)

Date of Application: _____

Referred By (if any): _____

Court Case No. (if any): _____

Date of Reporting Mediation Result (if any): _____

1. Parties' Information (Please tick ✓ the box provided)

Party A (Applicant) Party B (Respondent)

Name/Name of Company: _____ Mr. Ms. Mrs. Miss

Authorised Representative (if any): _____ Mr. Ms. Mrs. Miss

Contact No.: _____

E-mail Address: _____

Fax No.: _____

Correspondence Address: _____

The Other Party's Name: _____ Mr. Ms. Mrs. Miss

Authorised Representative (if any): _____ Mr. Ms. Mrs. Miss

The Other Party's Contact No. and Fax No.: _____

The Other Party's E-mail Address: _____

The Other Party's Correspondence Address: _____



2. **Total Amount in Dispute** (if applicable): HK\$ _____
(* The total amount in dispute should be less than HK\$1,000,000.)

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

4. **Language** (Please tick ✓ the box provided)

a) Written correspondence: Chinese English

b) Mediation session(s): Cantonese Putonghua English

Others (Please specify): _____

5. **If there are any attendees during mediation, please provide their names :**

6. **Case nature** (Please tick ✓ the box provided)

Building Management Disputes

Building Maintenance Disputes

Water Seepage Disputes

Neighborhood Disputes

School Disputes

Tenancy Disputes

Family Disputes

Construction Disputes

Labour Disputes

Contract Disputes

Others (Please specify): _____



7. Dispute Summary :

[Note : Please briefly describe the dispute, as well as important issues relevant. It is suggested to list out the proposed solutions, including but not limited to compensation or subsidy (if applicable). Additional pages with further elaborations can be attached if necessary (each additional page must be duly signed).]



8. Purpose of Personal Information Collection Statement :

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

- (a) Personnel of Hong Kong Mediation Centre Limited (HKMC);
- (b) Parties and/or their representatives as stated in this form;
- (c) Appointed Mediator; and
- (d) Appointed Assistant Mediator(s).

9. Declaration :

- (a) The Party/Parties shall cooperate with the personnel of HKMC and the mediator by providing all relevant documents and information (including personal data) when requested. All information shall solely be used for case handling purposes.
- (b) To ensure the interest of every party, the Party/Parties undertake to keep all matters and information concerning the mediation confidential and shall not disclose such information to any person, apart from those required by the law.
- (c) For disputes based on HKMC Mediation Rules, the Party/Parties shall 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 mediation.
- (d) The Party/Parties has/have read the ‘Personal Information Collection Statement’ and agree/agrees to provide personal information on a voluntary basis, upon understanding the terms and purposes of collection.
- (e) The Party/Parties understand and agree that mediators of HKMC provide one-off mediation service to a specific case of not more than 4 hours for free.
- (f) The Party/Parties must confirm that the information provided in this Professional Mediation Service form is true and accurate.

10. Signature :

Applicant’s Signature with Company Stamp (if applicable)

Applicant’s Name

Date