



**APPLICATION FORM FOR PROFESSIONAL MEDIATION SERVICE**

Each party shall complete this form returning to:

Hong Kong Mediation Centre

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](mailto:mediation@mediationcentre.org.hk))

Date of Application: \_\_\_\_\_

Referred By (if any): \_\_\_\_\_

Court Case No. (if any): \_\_\_\_\_

Date of Reporting \_\_\_\_\_

Mediation Result (if any): \_\_\_\_\_

**1. Types of Service<sup>1</sup> (Please put a “✓” in the appropriate box)**

Mediation Case Referral Service /  Mediation Case Management Process Service

**2. Parties' Contact Information (Please put a “✓” in the appropriate box)**

Party A (Applicant) /  Party B (Respondent)

Name: \_\_\_\_\_

Mr. Ms. Mrs. Miss

Authorised

Representative (if any): \_\_\_\_\_

Mr. Ms. Mrs. Miss

Tel: \_\_\_\_\_

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 Tel: \_\_\_\_\_

The Other Party's E-mail: \_\_\_\_\_

The Other Party's

Correspondence Address: \_\_\_\_\_

<sup>1</sup> For details, please refer to the webpage of HKMC: <http://www.mediationcentre.org.hk/en/services/Fees.php>

**3. Dispute Amount**

Total Amount in Dispute (if applicable): HK\$ \_\_\_\_\_  
*(\*must be provided for Mediation Case Management Process Service)*

**4. Language (Please put a “ ✓ ” in the appropriate box)**

- (a) Written correspondence:     Chinese         English
- (b) Mediation session(s):     Cantonese     Mandarin     English
- Others (Please specify): \_\_\_\_\_

**5. Case Nature (Please put a “ ✓ ” in the appropriate box)**

- Bank/Finance Service Disputes
- Commercial Disputes
- Insurance Disputes
- Contract Disputes
- Leasing Disputes
- Monetary Disputes
- Friends/ Neighborhood Disputes
- Trade Dispute
- Personal Injury Disputes
- Labor Disputes
- Building Management Disputes
- Property Disputes
- Others (Please specify) \_\_\_\_\_

**6. Special requirements of the mediator (Occupation of Mediator shall not be regarded as a special requirement)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. If there is / are any attendees during mediation, please provide their names.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**9. Mediation-Arbitration Mechanism** (*Please put a “ ✓ ” in the appropriate box*)

If the mediation is unsuccessful, the party shall consider adopting the “Mediation-Arbitration Mechanism” provided by Hong Kong Centre of International Commercial Arbitration to resolve the dispute by way of arbitration.

Yes /  To be confirmed /  No

**10. Personal Information Collection Statement**

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

- (a) Personnel of Hong Kong Mediation Centre (HKMC);
- (b) Appointed Mediation Case Manager (if any);
- (c) Parties and/or their representative(s) (if any) as stated in this form; and
- (d) Appointed Mediator

**11. 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, the Mediation Case Manager 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 must confirm that the information provided in this application form is true and accurate.

**Signature(s):**

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Party’s Signature with Company Stamp (if applicable)

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Party’s Name

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Date

**Notes for Application:**

## 1. Payment Methods:

The fees should be made to HKMC by either:

- (a) Crossed cheque made payable to “Hong Kong Mediation Centre Limited” (\*Post-date cheques shall not be accepted); or
- (b) Bank transfer to HSBC [162-242226-001] and with payment receipt posted/faxed to HKMC; or
- (c) FPS (轉數快) to account number [admin@mediationcentre.org.hk] and state the applicant’s name, contact number and “Professional Mediation Service” under remarks.

## 2. Fees once paid are not refundable.

## 3. HKMC provides two types of professional mediation service, namely Mediation Case Referral Service and Mediation Case Management Process.

**3.1 For Mediation Case Referral**

## (a) Application Process:

Please fill in and submit the application form with a non-refundable application fee (HK\$1,000 per party) to HKMC. If an application is received by a single party, HKMC shall send an invitation to the other parties. If the other party agrees to undergo mediation, the other party shall submit the form and application fee to HKMC.

## (b) Mediator Recommendation:

HKMC shall recommend appropriate mediators for the consideration of every party one by one (maximum 3) in accordance with the guidelines of HKMC and the requirements of parties. In case no mutual agreement is reached between both parties regarding the choice of mediator, they can request HKMC to appoint a mediator to handle the case. An extra amount of HK\$1,000 per party shall be charged for the provision of every three new mediators.

**3.2 For Mediation Case Management Process**

## (a) Application Process:

Please fill in and submit the application form to HKMC. If an application is received by a single party, the applicant shall pay HKMC a non-refundable administrative fee of HK\$1,000 as a part of service fee deposit. HKMC shall send an invitation to the other parties. If the other party agrees to undergo mediation, the other party shall submit the application form and service fee deposit to HKMC while the applicant shall settle the remaining service fee deposit in accordance with the Fee Schedule for further processing. The process shall proceed only after the payment is successfully made.

## (b) Mediator Recommendation:

HKMC shall recommend the appropriate mediators for all parties’ considerations one by one (maximum 3 mediators) in accordance with the guidelines of HKMC and the requirements of parties. In case no mutual agreement is reached between both parties regarding the choice of mediator within 10 working days, HKMC shall appoint a mediator to handle the case.

06/2022