民政事務總署
Home Affairs Department

Case No.: _____
(to be filled in by HAD)

To : District Office
(Attn:)

Free Mediation Service Scheme for Building Management ("Mediation Service")
Application Form

(1) Particulars of Client

☐ Party A (initiator) ☐ Party B

Name : _____ Sex : ☐ M ☐ F
Contact Tel. No. : _____ Fax No. : _____
Email Address : _____
Correspondence Address : _____
_____

Capacity : ☐ 1. Owner ☐ 2. Tenant
☐ 3. Representative of Property Management Company (PMC)
☐ 4. Member of * Management Committee (MC) of Owners' Corporation (OC)/Owners' Committee (OComm)
(Position Held: _____)
☐ 5. Others (Please specify: _____)

In the case of a member of an MC of an OC/OComm, authorisation shall be obtained from the MC/OComm to handle all matters regarding the Mediation Service and to enter into a settlement agreement. The relevant minutes of the meeting duly stamped with the seal or chop of OC or OComm shall be enclosed herewith.

(2) Particulars of Property

Name of Building/Housing Estate :_____
Address of Building/Housing Estate :_____
Residents' Organisation (if any): *OC/OComm/Others
(Please specify: _____)
PMC (if any): _____

(3) Name of person(s) in attendance in the process of Mediation Service (if any)

1. _____ 2. _____

(4) Venue of mediation session

- 31/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
- Urban Renewal Resource Centre, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon
- Venue of the meeting will be arranged by the HAD depending on the actual situation

(5) Subject matter of the dispute concerned

Please briefly summarise below the subject matter of the dispute concerned:

*Please delete as appropriate ☐ Please put a "✓" in the appropriate box

Submission

Completed forms, as well as copies of relevant documents (if any), shall be submitted to the concerned District Offices (details are listed below). Please specify on the envelope "Re: Free Mediation Service Scheme for Building Management". For enquiries concerning the submission of this Application Form, please contact the District Building Management Liaison Teams of the respective District Offices:

Hong Kong

District	Address	Telephone
Central & Western District	11/F, Kennedy Town Community Complex, 12 Rockhill Street, Kennedy Town	2119 5010
Eastern	1/F, Causeway Bay Community Centre, 7 Fook Yum Road, Causeway Bay	3427 3469
Southern	1/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen	2814 5763
Wan Chai	21/F, Southorn Centre, 130 Hennessy Road, Wan Chai	2835 1999

Kowloon

District	Address	Telephone
Kowloon City	7/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom	2621 3406
Kwun Tong	21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong	2171 7465
Sham Shui Po	4/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	2150 8175
Wong Tai Sin	6/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2324 1871
Yau Tsim Mong	1/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok	2399 2155

New Territories East

District	Address	Telephone
North	3/F, North District Government Offices, 3 Pik Fung Road, Fanling	2675 1719
Sai Kung	6/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3907 0135
Sha Tin	4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2158 5388
Tai Po	2/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2654 1262

New Territories West

District	Address	Telephone
Islands	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau	2109 4635
Kwai Tsing	5/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung	2494 4543
Tsuen Wan	1/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan	3515 5654
Tuen Mun	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun	2451 3466
Yuen Long	4/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long	2470 1125

Statement of Purpose in respect of Collection of Personal Data

Purpose of Collection

1. The personal data provided by means of this form will be used by the Home Affairs Department (HAD) and District Offices (DOs) and relevant staff members for the sole purpose of processing application for, providing and evaluating or compiling statistics on the Mediation Service.

Classes of Transferees

2. The personal data you provided by means of this form may be disclosed to other Government bureaux and departments, staff and members of participating mediation organisation, clients representing parties concerned, mediators appointed for the case, as well as other relevant persons and bodies for the purpose mentioned in paragraph 1 above.

Access to Personal Data

3. You have the right of access and correction with respect to personal data under sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form.

Enquiries

4. Enquiries concerning the personal data collection by means of this form, including access and correction, should be addressed to –

Executive Officer (5)1
Division 5, Home Affairs Department
31/F, Southorn Centre
130 Hennessy Road, Wanchai, Hong Kong
(Tel. No.: 2835 2127)

Disclaimer of Liability

1. HAD and DOs and relevant staff members, staff and members of the participating mediation organisations and/or mediators accept no liability or responsibility whatsoever for any inaccuracy, misrepresentation or omission in relation to advice given, or for any claim, loss or damage occasioned by the result or procedures of the mediation.

2. Information including communications and documents disclosed during the course of the Mediation Service shall not be presented as evidence in any future legal proceedings. The parties shall not call the mediators, and HAD and DOs and relevant staff members as witness in any subsequent judicial proceedings. Upon completion of the Mediation Service, unless both parties agree, the mediators, and HAD and DOs and relevant staff members shall not act for any party in any capacity, professional or otherwise.

Acknowledgement of Disclaimer by Applicant

1. I understand the content and meaning of the above disclaimer and agree to apply for and use the Mediation Service mentioned therein subject to the said disclaimer.

2. I undertake to cooperate with HAD and DOs and relevant staff members, and the participating mediation organisations and the mediators appointed to handle the dispute. Upon request by any of the above-mentioned bodies, I am willing to provide all information related to the case (including personal data) on the condition that the information provided is used solely for the specified case.

3. To protect the interests of all parties, I undertake to keep all matters and information related to and involved in the mediation in confidence and not to disclose any details of the mediation session to any unrelated parties, unless permitted and required by law.

4. I have read the Statement of Purpose in respect of Collection of Personal Data and confirm that any information and personal data are provided in accordance with the provisions and purpose stated therein on a voluntary basis.

5. I confirm that all information provided is true and correct.

Date: _____ Signature of Client: _____

Seal or chop of OC/Residents' Organisation/PMC (if applicable): _____

Collaborating organisations:

香港和解中心
Hong Kong Mediation Centre

香 港 調 解 會
The Hong Kong Mediation Council
(A Division of Hong Kong International Arbitration Centre)

(in no particular order)