



For Office Use Only
Receipt No.

PANEL MEMBERSHIP RENEWAL FORM
(1 January – 31 December 2017)

Please read the Important Notes on the second page before filling in this form.
Please fill in this form in BLOCK LETTERS, and put a tick in the appropriate boxes.

Part 1 (Please complete ALL the information in this part)

Membership No. : _____ Name in Chinese : _____

Title : Dr. / Prof. / Mr. / Ms. / Mrs. / Others (Please specify): _____

Name in English : _____

(Surname) (Given Name) (Other Name)

(must be the same as that appearing in HKID card / passport)

Are you Hong Kong permanent resident? Yes No

Part 2

(Please put in **CHANGES ONLY**)

HKID Card No. (First four digits only) /
Passport No. (if not holding a HKID card) : _____ Nationality : _____

Home Number : _____ Mobile Number : _____

Office Number : _____ Fax Number : _____

Email Address : _____ (please quote 1 frequently-used account)

Correspondence Address : _____

Company Name : _____

Profession/
Occupation (English) : _____ Profession/
Occupation (Chinese) : _____

Position (English) : _____ Position (Chinese) : _____

Part 3

(Please put in **CHANGES ONLY**; If there is insufficient space, please use separate papers)

Mediation Experience
Language(s)/Dialect(s) Spoken and Written (Please indicate ability to mediate in any language)
Education
Professional Qualification

Part 4 Fee and Payment Methods

Membership Fee: HK\$800.00 per year

Payment Methods

- Cheque:** Cheque should be made payable to "Hong Kong Mediation Centre Limited". Please write applicant's full name, membership number, contact no. and label "Panel Membership Renewal 2017" on the back of the cheque.

Cheque No. _____ Name of Bank _____

- Bank Transfer:** Please transfer the membership fee to HSBC account 162-242226-001 (Account Name: Hong Kong Mediation Centre Limited) and write applicant's full name, membership number, contact no. and label "Panel Membership Renewal 2017" on the back of the bank slip.

Date of Transfer _____ Transfer No. _____

Part 5 Important Notes

- Under the existing Continuing Professional Development ("CPD") Policy* of Hong Kong Mediation Centre ("HKMC"), all Panel Members who have fulfilled the minimum CPD requirement, which is 10 HKMC CPD points in the 2-Year CPD period from 1 January 2015 to 31 December 2016, are eligible to renew the Membership by the end of 2016. For those members joining HKMC as Panel Members during the period from 1 January 2015 to 31 December 2016, their CPD points requirement is calculated on pro-rata basis. For details, please refer to the HKMC CPD Policy (*: CPD policy can be found in the "CPD" section of the HKMC website <http://www.mediationcentre.org.hk/en/training/CPD.php>)
 - Each Panel Member is responsible for the accurate maintenance of the CPD Record and needs to submit the Record at the time of membership renewal. Each CPD activity must be clearly stated with the date / topics / trainer / organization and other relevant details of the activity in order to comply with the HKMC CPD requirements for Accredited Mediator. Accurate recording and maintenance of the CPD Training Record Form in order to comply with the requirements of the HKMC is very much dependent upon the integrity of each Panel Member. The CPD and Membership Committee may undertake random check on the CPD Records and ask respective Panel Members to provide further details / substantiation as and when required.
 - Panel Member who cannot fulfil the CPD requirements due to health reasons or any other circumstances beyond their control may submit an explanatory letter along with supporting documents to HKMC for consideration. Council of HKMC will consider the exception cases on a case-by-case basis.
 - The validity period of the eligibility of the successful applicant is from the date of approval to 31st December 2017.
 - Applicants must fulfil the CPD requirement stated in point a. of Important Notes, and submit **(i) the completed renewal form, (ii) CPD record submission form, and (iii) membership fee (HK\$800)**, to HKMC (21/F, Success Commercial Building, 245 -251 Hennessy Road, Wan Chai, Hong Kong) in person, by mail or by email **on or before 31 December 2016**, in order that the application may be admissible. Late application will normally not be considered. The membership will expire if the said application is not submitted by 31 December 2016
 - The Council of HKMC has the right to accept or reject the application without any explanation. If the application is refused eventually, the membership fee will be refunded to the applicant.
 - The Council of HKMC has the right to update/change the relevant application eligibility, requirements and fees at any time.
 - In case of any disputes, HKMC reserves the right of final decision.
-

Part 6 Personal Information Collection Statement

- Purpose of Collection:** The Staff, the Committee Member(s), and the Council Member(s) of HKMC may use applicant's Personal Information for the following purposes: (i) to process applicant's application; (ii) to promote mediation related activities, such activities include but not limited to: information with regard to event activities invitation, services provided, training courses, research, opinion collection, or fundraising etc; (iii) to communicate with applicant; (iv) to list applicant's information including accredited mediator number, name and profession on HKMC website during validity period. Applicant's personal information will be retained by HKMC for as long as it deems necessary or useful.
 - Consequence of failing to provide Personal Information:** It is necessary for 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 applicant with the services or carry out the activities outlined in point a. of this statement.
 - 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 wishing to access or make corrections to their data should submit written requests to the Secretariat of HKMC.
- 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 7 Applicant's Declaration

- 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.
- I declare that all information provided in this application form is accurate and complete, and authorize HKMC to check and verify the information supplied pertaining to my application.
- 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 there are any disciplinary actions against me during the time that I am admitted to HKMC as an accredited mediator.
- On admittance, I agree to abide by the Hong Kong Mediation Code of Department of Justice, and all regulations of HKMC, such regulations include but 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.
- I would adhere to the HKMC Continuing Professional Development ("CPD") Policy*, and noted 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>)
- 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 _____

