



APPLICATION FOR PANEL MEMBERSHIP

(From other Professional Membership of Mediation)

Name of Applicant: (English - Block Letters)		<i>Applicant's passport photograph</i>
Name of Applicant: (Chinese)		
Occupation:		
Company Name:		
Position:		

Part A --- PROPOSER AND SECONDER		
We, the undersigned, propose and recommend the candidate, who is worth being elected from our personal knowledge and thorough consideration in every aspect; therefore, we propose him/her to the Council as a proper person to be admitted as Panel Member of Hong Kong Mediation Centre.		
A1. Proposer		
Print Name:		Signed by Proposer:
Membership Number:		
Date:		
A2. Seconder		
Print Name:		Signed by Seconder:
Membership Number:		
Date:		
A3. Applicant		
I declare and certify that the enclosed submissions are true and accurate records, and have been completed by myself.		Signed by Applicant:
Print Name:		
Date:		

Part B --- RÉSUMÉ OF APPLICANT				
B1. Personal Particulars				
Title:	Dr. / Prof. / Ir / Mr. / Ms. / Mrs. Others: Please specify:			
Full name (Eng):		Date of birth:		
Full name (Chi):		Nationality:		
Office Tel. No. :		Mobile Phone No.:		
Home Tel. No.:		Fax No.:		
Email:				
Mailing Address:				
B2. Education (Please list all academic qualification(s))				
University/Institution (Please include country)	Title of Degree/Diploma	Type of Study (full-time, part-time, flexible study)	Starting Date	Completion Date

B3. Membership of other Professional Organisation(s) (if applicable)			
Name of Organisation(s)	Membership Grade	How the Membership was Achieved (e.g. examination)	Duration

B4. Professional Experience (Please list all employer details to date, starting with the most recent)			
Duration	Job Title	Employer	Type & Scope of Responsibilities (in detail)

Part C --- MEDIATION TRAINING & EXPERIENCE

C1. Mediation Training

Institution (Please include country)	Certificate/ Diploma/Degree	Number of Hours/ Study Units	Starting Date	Completion Date

C2. Mediation Experience

Role in Mediation	Court Case Number/ Name	Dispute Nature	Number of Hour(s)	Date

Part D --- CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Continuing professional development (CPD) in HKMC is the systematic updating and enhancement of skills and knowledge. It should be closely linked to mediation.

Please state the details below of the activity undertaken in the past 2 years.

Activity Undertaken	Nature/Scope of Professional Knowledge	Year Undertaken

NOTES TO APPLICATION FOR MEMBERSHIP

Qualifications

Experienced mediators accredited by other professional mediation organisations, local or overseas, may apply to be enlisted on HKMC's Panel; application will be considered by the Council or CPD & Membership Committee on a case-by-case basis. Panel Members are required to fulfill the Continuing Professional Development requirements stipulated by HKMC, details are available at <http://www.mediationcentre.org.hk/cpd.html>.

1. Membership period for new member: from the day of admission to December 31 of the same year.
2. Membership payment:
 - A. One-time Admission Fee: HKD500
 - B. Annual Membership Fee:
 - I. Admission between January 1 to June 30 of the same year: HKD800
 - II. Admission between July 1 to December 31 of the same year: HKD400
3. For application to be considered, please submit the following to 21/F, Success Commercial Building, 245-251 Hennessy Road, Wanchai, HK.
 - A. Completed application form
 - B. Membership payment (one-time admission fee plus membership fee) either in the form of crossed cheque made payable upon application to "Hong Kong Mediation Centre Limited". Please provide applicant's name and label "outsider application" at the back of the cheque.
 - C. Photocopies of academic, accreditation and other professional certificates.
4. For application processing and approval consideration, applicant MUST meet the qualification listed above and provide all documents in 3(a) – (c).
5. Hong Kong Mediation Centre reserves the right to amend the enrolment rules, Panel Membership fee, and to refuse any application or withdraw approval that was granted.
6. Enquiry: 2866 1800 Fax: 2866 1299 Email: admin@mediationcentre.org.hk

Personal Information Collection Statement

1. Purpose of Collection

Personal data provided in this renewal form will be used for the following purposes: (a) to process applicant's application; (b) 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; (c) to communicate with applicant.

2. Classes of Transferees

We may disclose applicant's Personal Information to third parties for the purposes outlined at Section 1 above, including without limitation for the HKMC Staff, HKMC Council Members and/or by our mediation related activities providers.

3. Consequence of failing to provide Personal Information

It is necessary for the applicant to provide the Personal Information requested by us. In the event that any such Personal Information is not provided, we may be unable to provide applicant with the services or carry out the activities outlined at Section 1 above.

4. Access and Correction Rights

Under the provisions of the Personal Data (Privacy) Ordinance, applicant have the right to request access to, and correction of any Personal Information that applicant provides to us. If applicant wish to access or make corrections to his/her data, applicant should submit written requests to the Secretariat of HKMC.

In the event that applicant do not wish to receive information of the services or activities outlined in (b) and (c) of Section 1 "Purpose of Collection" above, please let us know by ticking the opt-out box below.

☐ Opt-out box

DECLARATION AND SIGNATURE

1. I, the undersigned, declare and confirm that all the information provided above and all the documents enclosed are complete and accurate.
2. 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 the HKMC as an accredited mediator.
3. I hereby confirm understanding of and agreement to the contents in this part entitled 'Personal Information Collection Statement'.
4. On admittance, I agree to abide by the Mediator's Rules, Code of Ethics & Memorandum and Articles of Association of the Hong Kong Mediation Centre and the Hong Kong Mediation Code of Department of Justice.
5. 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>)
6. I understand that my failure to provide accurate and sufficient information in this application will hinder future contact and mediation case referral (if any) from HKMC.

Payment:	Cheque No.:	Signature of Applicant:
Date:		

For Office Use Only

OVERALL ASSESSMENT:	PASSED	REFERRED
Mediation Training		
Mediation Experience		
Résumé		

IF CANDIDATE IS REFERRED:	
Retake Examination:	
Retake Course:	

CONFIRMED AND SIGNED BY:	
President/ Vice-President of HKMC	<i>Signature</i>
Head of HKMC Secretariat Office	<i>Signature</i>
CPD & Membership Committee Chairperson of HKMC	<i>Signature</i>

Date: _____