



PROFESSIONAL MEDIATION SERVICE
APPLICATION FORM

Each party shall complete this form with HK\$2,000 administrative fee (suggested to be equally shared by each party) 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 admin@mediationcentre.org.hk)

Date

Referred By (if any)

Court Case No. (if any)

Parties' Contact Information (*Please put a "✓" in the appropriate box*)

☐ **Party A (Applicant)** / ☐ **Party B** / ☐ **Party C**

Name:

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss

Representative(s) (*if any*):

Contact No.:

E-mail Address:

Fax No.:

Correspondence Address:

Another Party's Name:

Another Party's Tel:

Another Party's E-mail:

Another Party's Address:



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

1. Written correspondence: ☐ Chinese ☐ English
2. Mediation: ☐ Cantonese ☐ Mandarin ☐ English
- ☐ Others (Please specify): _____

1. 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
- ☐ International Trade Dispute
- ☐ Personal Injury Disputes
- ☐ Labor Disputes
- ☐ Building Management Disputes
- ☐ Property Disputes
- ☐ Others (Please specify) _____

2. Special requirements of the mediator (The occupation of Mediator will not be regarded as a special requirement)

3. If there is/ are any observer(s) during mediation, please provide their names.

4. Dispute Summary

[Note : Please briefly state what the dispute is about, as well as important issues relevant to the dispute, suggest to list out the proposed solutions, including compensation or subsidy (if applicable). Additional pages can be attached when necessary (each additional page should be duly signed).]

[illegible]

Personal Information Collection Statement

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

- (a) Staff of Hong Kong Mediation Centre;
- (b) Parties and/or their representatives as stated in this form; and
- (c) Appointed Mediator

Declaration by the Party/ Parties

- (a) The Party/Parties will cooperate with the personnel of HKMC and the mediator by providing all relevant documents and information (including personal data) when requested. All information will 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 will 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 will 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 must confirm that the information provided in this Professional Mediation Service form is true and accurate.

Signature(s):

Applicant’s Signature with Company Stamp (if applicable)

Applicant’s Name

Date

Notes for Application

1. To apply for the Professional Mediation Services of HKMC, please fill in and submit the “Professional Mediation Service Application Form” with an administrative fee of HK\$2,000 (suggested to be equally shared by each party) to HKMC.
2. The crossed cheque should be made payable to “Hong Kong Mediation Centre Limited”
3. HKMC would 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\$2,000 will be charged for the provision of every three new mediators
4. Fees once paid are not refundable.