



ASSOCIATE MEMBERSHIP RENEWAL FORM (1 JANUARY – 31 DECEMBER 2024)

Please fill in this form in BLOCK LETTERS, and put a tick in the appropriate boxes.

PART I – PERSONAL PARTICULARS

(All fields of this part must be filled in for processing the application)

Membership No. : _____ Name in Chinese : _____
Title : Dr. / Prof. / Mr. / Ms. / Mrs. / Others (Please specify) : _____
Name in English : _____
(Surname) (Given Name) (Other Name)
(as shown on identity document)

PART II – PERSONAL PARTICULARS

(Please put in CHANGES ONLY)

HKID Card No. : _____ Nationality : _____
(First 4 digits only)
Passport No. : _____
(for non-HKID card holder)
Contact Number : _____ Contact Number : _____
(Home) (Mobile)
Contact Number : _____ Fax Number : _____
(Office)
Email Address : _____
(please quote 1 frequently-used account)
Correspondence : _____
Address
Company Name : _____
Profession/Occupation : _____ Profession/Occupation : _____
(English) (Chinese)
Position (English) : _____ Position (Chinese) : _____

PART III - FEE AND PAYMENT METHODS

Associate Membership Annual Fee: HK\$400 per year

Payment Methods

- ☐ **Cheque:** Cheque should be made payable to “Hong Kong Mediation Centre Limited”. Please state your full name, contact no. and “Associate Membership Renewal 2024” at 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 state your full name, contact no. and “Associate Membership Renewal 2024” on the bank slip which is required to be sent to HKMC by post or email.

Date of Transfer _____ Transfer No. _____

- ☐ **FPS (轉數快):**

FPS account number: admin@mediationcentre.org.hk

Please state your full name, contact no. and “Associate Membership Renewal 2024” under remarks.

Date of Transfer _____



PART IV - IMPORTANT NOTES

- a. The validity period of the eligibility of the successful applicant is from the date of approval to 31 December 2024.
- b. Applicants must submit **(i) the completed associate membership renewal form and (ii) associate membership annual fee (HK\$400)**, to HKMC in person, by mail (Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong) or email (admin@mediationcentre.org.hk) **on or before 31 December 2023**. Late application will normally not be considered. The membership will expire if the said application is not submitted by 31 December 2023.
- c. The Council of HKMC has the right to accept or reject the application without any explanation. Should the application be rejected, membership fee will be refunded to the applicant.
- d. The Council of HKMC has the right to update/change the relevant application eligibility, requirements and fees at any time.
- e. In case of any disputes, HKMC reserves the right of final decision.

PART V - PERSONAL INFORMATION COLLECTION STATEMENT

- a. **Purpose of Collection:** The Staff, the Committee Members, and the Council Members of HKMC may use applicant's personal information for the following purposes: (i) to process membership renewal application; (ii) to promote activities related to mediation, including but not limited to information regarding event invitation, provision of services, training courses, research, opinion collection, or fundraising etc.; (iii) to communicate with the applicant; (iv) to list applicant's information including the membership number, name and profession on HKMC's website and promotional materials during the validity period (if necessary). Applicant's personal information will be retained by HKMC for as long as it deems necessary or useful.
- b. **Consequence of failing to provide personal information:** It is necessary for the applicant to provide personal information requested by HKMC. In the event that any such personal information is not provided, HKMC may be unable to provide the applicant with the services or to carry out the activities outlined in point a. of this statement.
- c. **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 who wish 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 VI - APPLICANT'S DECLARATION

- a. 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.
- b. I declare that all information provided in this renewal form is accurate and complete, and authorise HKMC to check and verify the information supplied pertaining to my application.
- c. 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 if there are any disciplinary actions against me during the time that I am admitted to HKMC as an Associate Member.
- d. I understand that my failure to provide accurate and sufficient information in this application may disqualify my application and may hinder future contact with HKMC.

Signature _____

Date _____