



Fee Schedule

Service Type 1 - Professional Mediation Services (Case Referral)

| Service Items | Service Charges (Each Party) |
|---|---|
| Mediation Consultation Services | Free of Charge |
| Application Fee | HK\$1,000 |
| Mediator Fee (Varies based on the requirements of mediator, their qualifications and complexity of the case) | (i) Preparation work and pre-mediation session(s) (up to 4 hours in total): Range from HK\$500 to HK\$1,500 per hour (ii) Mediation session(s): Range from HK\$500 to HK\$1,500 per hour |
| Rental of Meeting Room(s) | Please refer to “Rates for Multi-functional Room and Other Facilities” |

Terms and Conditions apply:

1. The service items shall be charged to each party. The charges shall be equally shared or shared according to parties' agreement.
2. The paid application fee is non-refundable.
3. If an application is received by a single party, HKMC will assist in sending an invitation to the other parties. If the other party agrees to undergo mediation, the other party shall submit the application form and settle the application fee to HKMC.
4. HKMC will recommend the appropriate mediators for all parties' considerations one by one (maximum 3 mediators) 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\$1,000 per party will be charged for the provision of other mediators (maximum 3 mediators).
5. The mediator is an impartial person who will not give any legal or other professional advices to any parties, as well as imposing a decision on the parties.
6. The mediator may arrange a preliminary meeting. All parties should sign on the “Agreement to mediate” before the mediation session in order to show their agreement towards mediation.
7. If the participant is the representative of an organization, an authorization letter should be shown during the mediation session.
8. HKMC reserves the right of final decision.



Service Type 2 - Professional Mediation Services (Mediation and Case Management Process)

| Service Items | Amount in Dispute | Standard Service Charges (Each Party) | Service Charges per Additional Hour (Each Party) |
|--|--|---------------------------------------|--|
| Mediation Consultation Services | - | Free of Charge | - |
| Application Fee* (For single application only) | - | HK\$1,000 | - |
| Service Fee for Mediation and Case Management Process ** | Level 1 (Small Scale Disputes): Below HK\$500,000 | HK\$9,000 | HK\$900 |
| | Level 2 (Medium Scale Disputes): From HK\$500,000 to HK\$29,999,999 | HK\$14,000 | HK\$1,400 |
| | Level 3 (Large Scale or Complex Disputes): From HK\$30,000,000 to HK\$99,999,999 | HK\$40,000 | HK\$4,000 |
| | Level 4 (Super Large Scale or Very Complex Disputes): HK\$100,000,000 or above | HK\$75,000 | HK\$7,500 |
| | A 50% of standard service fee per party shall be received by the HKMC on behalf of the mediator. | | |

Terms and Conditions apply:

1. The service items shall be charged to each party. The charges shall be shared according to parties' agreement if applicable.
2. The service charges include:
 - (i) Application fee;
 - (ii) Mediator fee: Preparation work and pre-mediation session(s) (up to 4 hours in total) and mediation session(s) (up to 8 hours a day);
 - (iii) Case management administration fee (refer to Clause 8 below);
 - (iv) Rental of meeting room(s) for pre-mediation session(s) (up to 4 hours) and mediation session(s) (up to 8 hours a day).
3. *If an application is received by a single party, the applicant shall pay HKMC a



non-refundable application fee of HK\$1,000 as a part of service fee deposit. HKMC shall assist in sending an invitation to the other parties. If the other party agrees to undergo mediation, the other party shall submit the application form and service fee deposit to HKMC while the applicant shall settle the remaining service fee deposit in accordance with the Fee Schedule for further processing. The process shall proceed only after the payment is successfully made.

4. All remaining standard service fee must be paid prior to the mediation session(s).
5. Any other fees must be paid on the day of mediation. All other expenses that may be incurred, such as miscellaneous, transportation and accommodation, will be equally shared or shared according to parties' agreement.
6. The paid application fee and service fee deposit is non-refundable.
7. HKMC will recommend the appropriate mediators for all parties' considerations one by one (maximum 3 mediators) 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 within 10 working days, HKMC will appoint a mediator to handle the case.
8. **A Mediation Case Manager (MCM) shall be assigned to handle the case, including case examination, selection of suitable mediator(s), mediation advocate(s) and expert(s) (if necessary), arranging professional support (such as expert witness reports), venue booking, and providing support to the mediation session etc.
9. The mediator is an impartial person who will not give any legal or other professional advices to any parties, as well as imposing a decision on the parties.
10. The mediator and MCM may arrange a preliminary meeting. All parties should sign on the "Agreement to mediate" before the mediation session in order to show their agreement towards mediation.
11. If the participant is the representative of an organization, an authorization letter should be shown during the mediation session.
12. HKMC reserves the right of final decision.