



**PANEL MEMBER NAME CARD ORDER FORM**

*\*The 1<sup>st</sup> page will be sent directly to the printing company. Applicants are fully responsible for the accuracy and the completeness of the provided information for the printing company to handle your name card. HKMC IS NOT responsible for any faults in printing.*

a) **Name:** \_\_\_\_\_ (English)  
\*English name limits in 24 letters including punctuation and spacing  
\_\_\_\_\_ (Chinese)

b) **Academic Qualification (LETTERS, ENG in abbreviated format)**

\_\_\_\_\_

c) **Professional Qualification (LETTERS, ENG in abbreviated format)**

\_\_\_\_\_

\_\_\_\_\_

d) **Committee Members (if applicable, Both CHI & ENG)**

\_\_\_\_\_

\_\_\_\_\_

e) **Mediator Registration Number:** \_\_\_\_\_

f) **Mobile Number:** \_\_\_\_\_

g) **Email Address:** \_\_\_\_\_

\* maximum 32 letters including punctuation and spacing



**Notes for Application:**

- 1) Printing & Administrative Fee: HK \$120/ 100 copies; HK \$170/ 200 copies; HK \$220/ 300 copies
- 2) **Applicants are fully responsible for proof-reading the artwork, as well as the accuracy and completeness of the provided information with the printing company. At most two proofreading sessions are allowed. An extra amount of \$50 will be charged for each extra session. HKMC IS NOT responsible for any faults in printing.**
- 3) Items on the card including address, telephone number, fax number and website address are UNCHANGEABLE and strictly standardised in using HKMC’s office contact.
- 4) Please enclose PHOTOCOPIES of your academic, accreditation, and other professional certificates. Applicants are responsible for the validity of the qualifications. HKMC reserves the right of final judgment on the content printed in the name card.
- 5) The whole process usually takes about 21 working days after your request is received.
- 6) Please send the completed application together with the total fee either in the form of
  - (a) crossed cheque made payable to “*Hong Kong Mediation Centre Limited*” ; or
  - (b) official receipt of bank transfer to HSBC [162-242226-001]

*Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong*
- 7) Name cards are valid for use only when you maintain a valid Mediator Membership with HKMC. No refund will be entertained for any unused cards.
- 8) Members are obligated to use the name cards provided by HKMC and should not reprint or create their own mediator name card in any circumstances.
- 9) For second order onwards, please enclose one present name card.
- 10) For second order onwards, please enclose PHOTOCOPIES of your academic, accreditation, and other professional certificates if there is any amendment.
- 11) For any enquiries, please contact us at 2866 1800.

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**Order & Declaration:**

I hereby request to print the above specified no. of \_\_\_\_\_ copies of name card. I have read and understood the “Notes for Application” in this request form and declare that all information provided in this request form and the attached documents are accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_