



For Office Use Only
Receipt No.

**PANEL MEMBERSHIP APPLICATION FORM**

Tick or circle if appropriate. If there is insufficient space, please use separate papers.

<b>PART I – PERSONAL PARTICULARS</b>			
Mediator Registration No.			
Title	Dr. / Prof. / Mr. / Ms. / Mrs.	Others: Please specify:	
Name in English:			
<i>(Surname)</i>		<i>(Given Name)</i>	<i>(Other Name)</i>
<i>(must be the same as that appearing in your HKID card / passport)</i>			
Name in Chinese		Gender	
HKID Card No.		Passport No. <i>(if not holding a HKID card)</i>	
Date of Birth		Nationality	
Home Number		Fax Number	
Mobile Number			
Email Address	<i>(please quote 1 frequently-used account)</i>		
Correspondence Address			
Name of the institute where you completed the mediation training course :			

<b>PART II – OCCUPATION</b>			
Working	<input type="checkbox"/> Yes	<input type="checkbox"/> Retired <sup>#</sup>	<input type="checkbox"/> Non-working <sup>#</sup>
Company Name			
Office No.		Profession/Occupation	
Position (English)		Position (Chinese)	

**#Please state last held position**

<b>PART III – ACADEMIC QUALIFICATIONS (in chronological order)</b>		
Education Institution	Details of Qualification	Year Obtained



PART IV –Language(s)/Dialect(s) Spoken and Written (Please indicate ability to mediate in any language)		

PART V – PROFESSIONAL QUALIFICATIONS (in chronological order)		
Issuing Authority	Details of Qualification	Year Obtained

#### NOTES TO APPLICATION FOR MEMBERSHIP

##### Qualifications

Candidates who have satisfactorily passed the accreditation examination held by HKMC are eligible to apply for admission to HKMC Panel List. Renewal of Panel Membership is required to fulfil the Continuing Professional Development (CPD) requirements stipulated by HKMC, details are available at <http://www.mediationcentre.org.hk>.

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: HKD800**
  - (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 followings to:-  
**Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong**
  - (a) Completed application form
  - (b) Membership payment (one-time admission fee plus membership fee) either in the form of:-
    - (i) Crossed cheque made payable to **“Hong Kong Mediation Centre Limited”**  
*Please provide your name and label “new application” at the back of your cheque.*  
**OR**
    - (ii) Official receipt of bank transfer to HSBC [162-242226-001].  
*Please mark your name together with the word “new application” on the reference session.*
  - (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.



**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 your 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 you.

2. Classes of Transferees

We may disclose your 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 you 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 you 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, you have the right to request access to, and correction of any Personal Information that you provide to us. If you wish to access or make corrections to your data should submit written requests to the Secretariat of HKMC.

In the event that you do not wish to receive information of the services or activities outlined at Section 1 above, please let us know by ticking the opt-out box below.

Opt-out box

Enquiry: 852 2866 1800 Fax: 852 2866 1299 Email: admin@mediationcentre.org.hk

**DECLARATION AND SIGNATURE**

**I, the undersigned, declare and confirm that all the information provided above and all the documents enclosed are complete and accurate. I declare that I have no criminal record or outstanding criminal charges. I hereby confirm understanding of and agreement to the contents in this part entitled 'Personal Information Collection Statement'. On admittance, I agree to abide by the Mediator's Rules & Code of Ethics of the Hong Kong Mediation Centre and the Hong Kong Mediation Code of Department of Justice. I understand that my failure to provide accurate and sufficient information in this application will be grounded for termination, hinder future that contact misrepresentation may and mediation case referral (if any) from HKMC.**

Payment: Cheque No. \_\_\_\_\_ / Bank Transfer Receipt No. \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_