



PANEL 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
(as shown on identity document) : _____

(Surname)

(Given Name)

(Other Name)

Are you a Hong Kong permanent resident?

☐ Yes ☐ No

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 (Home) : _____ Contact Number (Mobile) : _____

Contact Number (Office) : _____ Fax Number : _____

Email Address
(please quote 1 frequently-used account) : _____

Correspondence Address : _____

Company Name : _____

Profession/Occupation : _____ Profession/Occupation : _____
(English) (Chinese)

Position : _____ Position : _____
(English) (Chinese)

If there is insufficient space, please use separate papers

Mediation Experience

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

Education

Professional Qualification

PART III - FEE AND PAYMENT METHODS

Panel Membership Annual Fee: HK\$800 per year

Payment Methods

- ☐ **Cheque:** Cheque should be made payable to "Hong Kong Mediation Centre Limited". Please state your full name, contact no. and "Panel 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 "Panel 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 "Panel Membership Renewal 2024" under remarks.

Date of Transfer _____

PART IV - IMPORTANT NOTES

- Under the existing Continuing Professional Development ("CPD") Policy* of Hong Kong Mediation Centre ("HKMC"), all Panel Members who have fulfilled the minimum CPD requirement, which is 10 HKMC CPD points in the 2-Year CPD period from 1 January 2022 to 31 December 2023, are eligible to renew the corresponding Membership by the end of 2023. For those members joining HKMC as Panel Members during the period from 1 January 2022 to 31 December 2023, their CPD points requirement is calculated on a pro-rata basis. For details, please refer to the HKMC CPD Policy (*: CPD policy can be found in the "CPD" section of the HKMC website <http://www.mediationcentre.org.hk/en/training/CPD.php>)
- Each Panel Member is responsible for the accurate maintenance of the CPD Record and needs to submit the Record at the time of membership renewal. Each CPD activity must be clearly stated with the date/ topic/trainer/speaker/organiser and other relevant details of the activity in order to comply with the HKMC CPD requirements for Accredited Mediator. Accurate recording and maintenance of the CPD Training Record Form in order to comply with the requirements of the HKMC is very much dependent upon the integrity of each Panel Member. The Member Affairs Committee may undertake random check on the CPD Records and ask respective Panel Members to provide further details/substantiation as and when required.
- Panel Member(s) who cannot fulfil the CPD requirements due to health reasons or any other circumstances beyond their control may submit an explanatory letter along with supporting documents to HKMC for consideration. Council of HKMC will consider the exception cases on a case-by-case basis.
- The validity period of the eligibility of the successful applicant is from the date of approval to 31 December 2024.
- Applicants must fulfil the CPD requirement stated in point a. of Important Notes, and submit (i) the completed membership renewal form, (ii) CPD record submission form, and (iii) panel membership annual fee (HK\$800), to HKMC in person, by mail (Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong) or by email (admin@mediationcentre.org.hk) on or before 31 December 2023 for the application to be admissible. Late application will normally not be considered. The membership will expire if the said application is not submitted by 31 December 2023.
- The Council of HKMC has the right to accept or reject the application without any explanation. Should the application be unsuccessful, the submitted membership fee will be refunded to the applicant.
- The Council of HKMC has the right to update/change the relevant application eligibility, requirements and fees at any time.
- In case of any disputes, HKMC reserves the right of final decision.

PART V - PERSONAL INFORMATION COLLECTION STATEMENT

- Purpose of Collection:** The Staff, 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 accredited mediator number, name and profession on HKMC's website and promotional materials during validity period. Applicant's personal information will be retained by HKMC for as long as it deems necessary or useful.
 - Consequence of failing to provide Personal Information:** It is necessary for the applicant to provide the 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.
 - 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

- 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.
- 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.
- 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 accredited mediator.
- On admittance, I agree to abide by the Hong Kong Mediation Code of Department of Justice of HKSAR, and all regulations of HKMC, such regulations include but are not limited to Mediator's Rules, and Memorandum and Articles of Association of HKMC etc., and all regulations and by-laws and any amendments thereto of the Council of HKMC.
- I would adhere to the HKMC Continuing Professional Development ('CPD') Policy*, and understand that information on latest HKMC CPD events shall be available on the HKMC website. (*: CPD policy can be found in the 'CPD' section of the HKMC website <http://www.mediationcentre.org.hk/en/training/CPD.php>)
- I understand that my failure to provide accurate and sufficient information in this application may disqualify my application and may hinder mediation case referral (if any) from HKMC.

Signature _____

Date _____



CPD Record Submission Form

| Name of Accredited Mediator | | | |
|-----------------------------|--|---|------------|
| Membership Number | | | |
| Date of Submission | | | |
| CPD period | | _____ (DD/MM/YY) to _____ (DD/MM/YY) | |
| Date | Activity (please specify the type - training, professional activity or voluntary work) | Organiser | CPD points |
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| Total CPD points = | | | |

*Use additional sheets if necessary.

I declare and certify that all particulars given on this form are true and correct.

Signature of Applicant: _____

Date: _____