

Hong Kong Mediation Services Limited

HKMSL Ref:

**PLEASE FILL IN ON COMPUTER, AND THEN PRINT OUT THE FORM AND SIGN.
PLEASE ALSO E-MAIL THE FORM DULY COMPLETD TO US IN A “DOC. FILE”AND
YOUR PHOTO IN A “JPEG FILE”.**

Mediator Webpage - Specific Area of Practice

調解專項資料表

Please TICK <input checked="" type="checkbox"/> area(s) of practice below linking to your subscribed specialist page(s) of the HKMSL website.					
<input type="checkbox"/> A1 Accounting 會計	<input type="checkbox"/> A2 Admiralty 海事	<input type="checkbox"/> A3 航空	<input type="checkbox"/> B1 Banking 銀 行業	<input type="checkbox"/> B2 Building and Construction 大廈及建築 工程	<input type="checkbox"/> B3 Building Management 大廈管理
<input type="checkbox"/> C1 Clothing 制衣業	<input type="checkbox"/> C2 Company 公司	<input type="checkbox"/> C3 Contract 合 約	<input type="checkbox"/> C4 Cross- border Commercial Dispute 跨 境商業糾 紛	<input type="checkbox"/> D1 Decoration 裝 修	<input type="checkbox"/> D2 Debt 債務
<input type="checkbox"/> D3 Defamation and Discrimination 誹謗及歧視	<input type="checkbox"/> D4 Matrimonial and Children 婚姻及 子女	<input type="checkbox"/> E1 Employment and Wages 僱傭及薪酬	<input type="checkbox"/> E2 Engineering 工程	<input type="checkbox"/> E3 Environmental 環保	E4 Education 教育
<input type="checkbox"/> F1 Finance 金融	<input type="checkbox"/> F2 Fisheries 漁 業	F3 Funeral 殯儀業	<input type="checkbox"/> G1 Water, Electricity and Fuel 水, 電及燃 料	<input type="checkbox"/> I1 Insolvency 破產	<input type="checkbox"/> I2 Insurance 保險
<input type="checkbox"/> I3 Intellectual property 智慧財產權	<input type="checkbox"/> I4 Information Technology 資訊科技	<input type="checkbox"/> L1 Land 土地	<input type="checkbox"/> L2 Landlord and Tenant 業主與租 客	<input type="checkbox"/> L3 Legal Costs 訴訟費	<input type="checkbox"/> L4 Logistics 物流

<input type="checkbox"/> M1 Medical Negligence 醫療失誤	<input type="checkbox"/> N1 Neighborhood 鄰舍	<input type="checkbox"/> P1 Parents & Siblings 父母及兄弟姊妹	<input type="checkbox"/> P2 Partnership 合夥	<input type="checkbox"/> P3 Personal Injury 人身傷亡	<input type="checkbox"/> P4 Probate 遺產
<input type="checkbox"/> P5 Professional Negligence 專業失誤	<input type="checkbox"/> P6 Property Ownership 財產業權	<input type="checkbox"/> R1 Rating, Valuation and Land Compensation 差餉, 估價及土地賠償	<input type="checkbox"/> R2 Railway 鐵路	<input type="checkbox"/> S1 Sales and Carriage of Goods 貨物銷售及付運	<input type="checkbox"/> S2 Securities 證券
<input type="checkbox"/> S3 Shipping 船務	<input type="checkbox"/> T1 Telecommunication 電訊	<input type="checkbox"/> T2 Traffic Accident 交通意外	<input type="checkbox"/> T3 Travel 旅遊	<input type="checkbox"/> T4 Trusts 信託	<input type="checkbox"/> W1 Water Seepage 滲漏水
<input type="checkbox"/> 其它-請提出 Others-Please specify					

Please provide the following information

(If you charge differently for various chosen Specific Areas of Practice, please fill in fresh sheet each)

For your potential clients' consideration, it is to advise you to set out CLEARLY your service charge e.g. hourly rate, one day mediation, half day mediation, preparation, perusal of documents, venue fee, etc.

Please complete and sign the form of "Specific Area of Practice" and e-mail it to us in a PDF file for our record. To copy and paste your information on our website, please send your "Specific Area of Practice" in a DOC file to us by email or by post or courier.

If you would like to charge different rates on different specific areas, please complete and sign separate form(s) of the "Specific Area of Practice".

Name:

Number of Specific Area of Practice :

Self-introduction	
Service Charge	1. Hourly rate:

	2. One day mediation (hours): 3. Half day mediation (hours): 4. Preparation: 5. Perusal of documents: 6. Venue: 7. Other:
Resume	
Contact me	

自我介紹	
服務收費	1. 時薪: 2. 全日調解費 (包 小時) 3. 半日調解費 (包 小時) 4. 準備工作: 5. 閱讀文件: 6. 場地: 7. 其他:
履歷	
與我聯絡	

I subscribe the HKMSL's service of my mediator webpage for the period

*1	Between April 1 st and September 30 th to March 31 st next year
*2	From October 1 st to March 31 st next year

(* please delete).

I am sending you a cheque in the sum of HK\$ payable to “Hong Kong Mediation Services Limited” or a BOC receipt (account no. 012-916-1-110325-1) marking my name, contact number and e-mail address on back of the cheque/receipt.

PERSONAL DATA (PRIVACY) ORDINANCE NOTICE

Mediator who supplies data in his/her application to the Hong Kong Mediation Services Limited (HKMSL) is advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

1. Personal data, documents and information provided in this application form will be used by the HKMSL for the purpose of
 - a. Assessment for panel listing,
 - b. Promotion of the Mediator, and
 - c. Communication in the normal course and in case of emergencies.

In these connections the data herein will be dealt with by the staff of the HKMSL.

2. After an application has been duly processed, the application papers of the Mediator will be retained in a file established by the HKMSL. Such information will be retained by the HKMSL for the period when the Mediator is the associate of HKMSL and shall be destroyed as soon as the Mediator ceases to be an associate of HKMSL without further notice.

3. Under the provisions of the Personal Data (Privacy) Ordinance, a Mediator has the right to request access to, and the correction of, his/her personal data as retained by the HKMSL.

4. The Mediator wishing to access or make corrections to his/her data should submit written request to the Manager of HKMSL and pay the HKMSL's administration fee \$200 once. The fee will be adjusted and updated from time to time and the current version will be applied.

I have read and agreed the PERSONAL DATA (PRIVACY) ORDINANCE NOTICE above and confirm that all information provided is accurate and true.

Name and Signature: _____ Date: _____