



HONG KONG MEDIATION SERVICES LIMITED

香港調解服務有限公司

5C, Hung Kei Building, 5-8, Queen Victoria Street, Central, Hong Kong

Tel: 28400789 Fax: 25238127

Website: www.hk-mediation.com Email: inquiry@hk-mediation.com

HKMSL Ref:

APPLICATION TO JOIN THE HKMSL PANEL

Notes:-

- a Applicant is advised to provide all information and supporting documents, failing which we may refuse to process and consider his/her application.
b Please send all documents to us by e-mail to mediator@hk-mediation.com.
c This form must annex with the following documents:
c1. Applicant's recent photo (jpeg), photocopies of accreditation and relevant certificates (PDF),
c2. Applicant's signed Application to join the HKMSL Panel (PDF), and
c3. Application to join the HKMSL Panel duly completed (DOC).
d. HKMSL has absolute discretion to allow or disallow this application.

1. Please print clearly in BLOCK CAPITAL LETTERS

Name: (Surname first) 中文姓名: (If any)
Title: {(Mr/Ms/Mrs/Dr/JP/Other (pls specify)}
Profession: (Only your main profession)
Tel: Mobile: Fax:
Email:
Address:

2. Do you have experience in mediation service in the past 12 months?

Yes No

3. Do you require professional indemnity insurance to cover any potential claims that may arise in the course of your mediation service?

Yes No

4. Do you have any mediation membership? If yes, please specify.

5. Do you agree to join the HKMSL Mediation Scheme# to provide mediation service for those who have not commenced litigation in Court?

Yes No

(# Details please refer to information shown in our webpage “About Us”)

PERSONAL DATA (PRIVACY) ORDINANCE NOTICE

Applicant 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 Applicant, 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 applicant will be retained in a file established by the HKMSL. Such information will be retained by the HKMSL for the period when the applicant is the associate of HKMSL and shall be destroyed as soon as the applicant ceases to be an associate of HKMSL without further notice.

3. Under the provisions of the Personal Data (Privacy) Ordinance, an applicant has the right to request access to, and the correction of, his/her personal data as retained by the HKMSL. The Applicant 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 HK\$200. The fee will be changed and updated from time to time and the current rate will be applied.

DECLARATION

1. I have read and agree to the Personal Data (Privacy) Ordinance Notice.
2. I authorize the HKMSL, its staff, employees and/or authorized persons to deal with, utilize and/or assess the data submitted by me as may be required in connection with my application.
3. I understand that my data and documents provided will become a part of the HKMSL's files and may be used for all purposes deemed necessary or useful by the HKMSL.
4. I declare that the information and documents given in support of this application are accurate and complete. I understand that any misrepresentation will disqualify my application.
5. I agree that any information on this form may be made available by the HKMSL to third parties including my professional body/association for the purposes of clarification of my accreditation and experience.
6. I have never received a caution, including conditional cautions from my client, professional body/association and been convicted by a court of any offence.
7. I understand and agree that the HKMSL has absolute discretion to add or remove my name and information from its panelist / website anytime without prior notice.
8. I undertake to inform the HKMSL in writing immediately if any information provided to the HKMSL has been changed.
9. I agree to waive all right of action or claim against the HKMSL for any act or omission in my mediation service which is referred to me by the HKMSL.

Name and Signature: _____

Date: _____