

Hong Kong Mediation Services Limited

香港調解服務有限公司

Application to Join HKMSL Panel of Mediators

HKMSL 調解員名冊申請表

1. Personal Information 個人資料

- Full Name (English & Chinese) 姓名（中英文）： _____
- Contact Number 聯絡電話： _____
- Email Address 電郵地址： _____
- Correspondence Address 通訊地址： _____

2. Professional Background 專業背景

- Professional Experience (e.g. legal, academic, business, social services) 專業經驗
（如法律、學術、商業、社會服務等）： _____
- Professional Qualifications 專業資格： _____
- Mediation Accreditation Details (training institution, year, certificate number) 調解
認證資料（培訓機構、年份、證書編號）： _____

3. Supporting Documents 附件文件

Please attach:

- Certificates of mediation training and accreditation 調解培訓及認證證書副本
- Recent photo 近期照片

4. Specific Area of Practice Form 調解專項資料表

Must be completed and signed together with this Application Form. 需與本申請表一併填妥及簽署。

5. Declaration 聲明

I hereby declare that the information provided is true and accurate. I agree to abide by HKMSL's membership requirements and adopt the HKMS Code of Conduct for Mediators as guiding standards. 本人謹此聲明所提供資料真確無誤，並同意遵守香港調解服務有限公司的會員要求，並採納香港調解學會調解員守則為指引標準。

Signature 簽署： _____

Date 日期： _____

6. Personal Data (Privacy) Ordinance Notice 個人資料（私隱）條例通知

Applicants to join the HKMSL Panel of Mediators are advised to note the following, pursuant to the Personal Data (Privacy) Ordinance:

1. Personal data, documents, and information provided in this application form will be used by HKMSL for the following purposes: a. Assessment for panel listing 名冊評審
b. Promotion of the mediator 推廣調解員 c. Communication in the normal course and in case of emergencies 日常及緊急聯絡
2. In these connections, the data herein will be handled by HKMSL staff. After an application has been duly processed, the application papers will be retained in a file established by HKMSL. Such information will be retained for the period during which the mediator is listed on the HKMSL Panel and will be destroyed once the mediator ceases to be listed, without further notice. 上述用途之資料將由本公司職員處理。申請經處理後，申請文件將存檔於本公司。資料將於申請人為本公司名冊成員期間保存，並於不再為成員時予以銷毀，毋須另行通知。
3. Under the provisions of the Personal Data (Privacy) Ordinance, a mediator has the right to request access to, and correction of, his/her personal data as retained by HKMSL. 根據《個人資料（私隱）條例》，調解員有權要求查閱或更正其由本公司保存的個人資料。
4. A mediator wishing to access or make corrections to his/her data should submit a written request to the Manager of HKMSL and pay a one-time administration fee of HK\$200. This fee may be adjusted periodically, and the prevailing rate will apply. 調解員如欲查閱或更正資料，須以書面向本公司經理提出，並繳付一次性行政費港幣 200 元。此費用或會不時調整，以最新版本為準。

7. Submission 提交方式

Please submit the duly signed Application Form and Specific Area of Practice Form in both Word file and PDF file formats by email and by post: 請將已簽署的申請表及《調解專項資料表》以 Word 檔及 PDF 檔形式，透過電郵及郵寄方式提交：

- Email 電郵： membership@hk-mediation.com
- Post 郵寄： Hong Kong Mediation Services Limited, Room 5C, Hung Kei Building, 58 Queen Victoria Street, Central, Hong Kong 香港調解服務有限公司 香港中環域多利皇后街 58 號 鴻基大廈 5C 室