

Hong Kong Mediation Services Limited

香港調解服務有限公司 HKMSL Ref: _____

Specific Area of Practice

調解專項資料表

Instructions 指引

- Please complete this form electronically, then print, sign, and return. 請以電子方式填寫此表格，然後打印、簽署並交回。
- Kindly email the completed form in both PDF format (for record) and Word format (for website use), together with your photo in JPEG format. 請將完成的表格以 PDF 檔案（存檔用）及 Word 檔案（網站用），連同近照（JPEG 格式）電郵至本公司。

Areas of Practice 專項範疇

This list is designed for potential clients to identify their dispute type. Please tick ☒ all relevant areas. 此清單旨在方便潛在客戶辨識其糾紛類別，請勾選 ☒ 所有相關範疇。

Please TICK ☒ area(s) of practice below linking to your subscribed specialist page(s) of the HKMSL website.					
☐ A1 Accounting 會計	☐ A2 Admiralty 海事	☐ A3 Aviation 航 空”	☐ B1 Banking 銀行業	☐ B2 Building and Construction 大廈及建築 工程	☐ B3 Building Management 大廈管理
☐ C1 Clothing 製衣業	☐ C2 Company 公 司	☐ C3 Contract 合 約	☐ C4 Cross- border Commercial Dispute 跨境 商業糾紛	☐ D1 Decoration 裝 修	☐ D2 Debt 債務
☐ D3 Defamation and Discrimination 誹謗及歧視	☐ D4 Matrimonial and Children 婚姻及子女	☐ E1 Employment and Wages 僱傭 及薪酬	☐ E2 Engineering 工程	☐ E3 Environmental 環保	☐ E4 Education 教育

□E5 Elderly issues 長者問題	□ F1 Finance 金融	□ F2 Fisheries 漁業	□ F3 Funeral 殯儀業	□ G1 Water, Electricity and Fuel 水, 電及燃料	□ I1 Insolvency 破產
□ I2 Insurance 保險	□ I3 Intellectual property 智慧財產權	□ I4 Information Technology 資訊科技	□ L1 Land 土地	□ L2 Landlord and Tenant 業主與租客	□ L3 Legal Costs 訴訟費
□ L4 Logistics 物流	□ M1 Medical Negligence 醫療失誤	□ N1 Neighborhood 鄰舍	□ P1 Parents & Siblings 父母及兄弟姊妹	□ P2 Partnership 合夥	□ P3 Personal Injury 人身傷亡
□ P4 Probate 遺產	□ P5 Professional Negligence 專業失誤	□ P6 Property Ownership 財產業權	□ R1 Rating, Valuation and Land Compensation 差餉, 估價及土地賠償	□ R2 Railway 鐵路	□ S1 Sales and Carriage of Goods 貨物銷售及付運
□ S2 Securities 證券	□ S3 Shipping 船務	□ T1 Telecommunication 電訊	□ T2 Traffic Accident 交通意外	□ T3 Travel 旅遊	□ T4 Trusts 信託
□ W1 Water Seepage 滲漏水	□ 其它-請提出 Others-Please specify				

Additional Information 其他資料

If your service charges differ across practice areas (for example, HK\$1,000 per hour for banking disputes and HK\$2,000 per hour for other designated areas), please indicate this clearly. Mediators may select multiple practice areas, but it is not necessary to complete separate sheets for each unless the charges vary significantly.

中文對應 如您在不同範疇的收費有所不同（例如：銀行糾紛每小時港幣 1,000 元；其他指定範疇每小時港幣 2,000 元），請清楚註明。調解員可選擇多個專項，但除非各範疇收費差異顯著，否則無須為每個範疇分別填寫獨立表格。

For potential clients' consideration, please set out your service charges clearly (hourly rate, full-day mediation, half-day mediation, preparation, document review, venue, etc.). 為方便潛在客戶考慮，請清楚列明您的收費（時薪、全日／半日調解費、準備工作、文件審

閱、場地費等)。

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	

Subscription Period 訂閱期

☐ April to September (ending March 31 of the following year) ☐ 四月至九月（翌年三月三十一日止）

☐ October to March (ending March 31 of the following year) ☐ 十月至翌年三月（三月三十一日止）

Subscription Fee & Payment 訂閱費用及付款方式

- Subscription fee details available at HKMSL webpage: https://hk-mediation.com/join_us 訂閱費用詳情請參閱 HKMSL 網頁: https://hk-mediation.com/join_us。
- Payment by cheque payable to “Hong Kong Mediation Services Limited” or BOC receipt (account no. 012-916-1-110325-1) or Shanghai Commercial Bank (account no. 688-24-01490-2). 支票抬頭「Hong Kong Mediation Services Limited」，或以中銀（帳號 012-916-1-110325-1）或上海商業銀行(帳號 688-24-01490-2)
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- Please mark your name, contact number, and email address on the back of the cheque/receipt. 請於支票／收據背面註明姓名、聯絡電話及電郵地址。

Personal Data (Privacy) Ordinance Notice

Mediators who supply data in their application to the Hong Kong Mediation Services Limited (HKMSL) are 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 HKMSL for the following purposes: a. Assessment for panel listing, b. Promotion of the mediator, and c. Communication in the normal course and in case of emergencies
2. In these connections, the data herein will be handled by HKMSL staff. After an application has been duly processed, the application papers of the mediator will be retained in a file established by HKMSL. Such information will be retained for the period during which the mediator is an associate of HKMSL and will be destroyed once the mediator ceases to be an associate, without further notice.
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.
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.

個人資料（私隱）條例通知

申請人於申請表中向香港調解服務有限公司（HKMSL）提供資料時，須注意以下事項（依據《個人資料（私隱）條例》）：

1. 申請表所提供的個人資料、文件及信息將用於： a. 名冊評審 b. 推廣調解員 c. 日常及緊急聯絡。
2. 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. 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. 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。

Confirmation 確認

I have read and agreed to the Personal Data (Privacy) Ordinance Notice above and confirm that all information provided is accurate and true. 本人已閱讀並同意上述《個人資料（私隱）條例通知》，並確認所提供資料均屬真實及準確。

Name and Signature 姓名及簽署： _____

Date 日期： _____