**Entry Form**

**List of Accredited Mediators** **for the   
Building Management Mediation Co-ordinator's Office**

PART I - PERSONAL PARTICULARS

1.1 Name (English): (Surname) Mr./Mrs./Miss/Ms[[1]](#footnote-1)\*

(Other names) (in full)

(Chinese):

1.2 Hong Kong Identity Card/Passport No.\*:

1.3 Profession (English):

(Chinese):

1.4 Name of Employer (if any) (English):

(Chinese):

1.5 Position in Organization (English):

(Chinese):

1.6 Correspondence Address (English):

(Chinese):

1.7 Telephone No.: (Office) (Mobile)

1.8 Fax No.:

1.9 Email Address:

1.10 Academic Qualification (Institutes and year obtained):

PART II – RELEVANT EXPERIENCE AND INFORMATION

2.1 Accreditation of Mediation:

(i) Name of Accreditation Body:   
*(Please attach certificate from Accreditation Body and note item 4.4)*

(ii) Place of Accreditation:

(iii) Date obtained (Month/Year):

(iv) Mediator on Panels of the Hong Kong Mediation Accreditation Association Limited (HKMAAL):

Yes / No[[2]](#footnote-2)\*   
*(If yes, please attach certificate from HKMAAL and note item 4.4)*

(v) Practising mediation since (Month/Year):

(vi) Approximate No. of mediation cases handled in the past 3 years:

2.2 Relevant Experience in the Fields of Law or Mediation:  
*(If there is insufficient space, please give details on a separate sheet to be attached to the Entry Form.)*

|  |  |  |
| --- | --- | --- |
| Date | Name of Organization | Type of Work |
|  |  |  |

2.3 Language and Dialect Proficiency:

(i) I have the skills and expertise in the following language/dialect[[3]](#footnote-3)#:

 English  Cantonese  Putonghua

 Others (Please specify)

(ii) I have the skills and expertise in drafting documents in#:

 English  Chinese

 Others (Please specify)

2.4 Mediation Service Offered:

(i) Fees Charging:

As a mediator in private practice, I will provide the following mediation service#:

 Pro bono service for cases, subject to a maximum of 15 hours per case or hours per case. (If the no. of pro bono hours offered is different from 15, please indicate the no. of hours)

 Fee-charging service at an hourly rate of HK$ .

 Others (Please specify)

(ii) Venue for Mediation Appointments#:

 I will not provide venue.

 I will provide venue as follows:

(English)

(Chinese)

(iii) Time Available for Mediation Appointments:  
*(Please specify the exact time, e.g. Mondays to Sundays,   
10:00 a.m. – 9:00 p.m.)*

PART III – PROFILE SUMMARY

|  |  |  |
| --- | --- | --- |
| Name (Mr./Mrs./Miss/Ms[[4]](#footnote-4)\*)  姓名 (先生/太太/小姐/女士\*) | |  |
| Profession  專業 | |  |
| Name of Accreditation Body 調解員資格認可機構 | |  |
| Year of Accreditation  取得調解員資格年份 | |  |
| Place of Accreditation  取得調解員資格地方 | |  |
| Practising Mediation since 從事調解工作自 | |  |
| No. of Mediation Cases Handled In The Past 3 Years  過去三年處理調解個案數目 | |  |
| Language /  Dialect Proficiency  語言能力 | Spoken 交談 |  |
| Written書寫 |  |
| Pro Bono /  Mediation Fee To Be Charged 免費 / 調解費用 | |  |
| Venue for Mediation Appointment  調解會面地址 | |  |
| Time for Mediation Appointment  調解會面時間 | |  |
| Telephone No.  電話 | | (Office):  (Mobile): |
| Fax. No.  傳真 | |  |

PART IV - DECLARATION

4.1 I declare that the information provided in this Entry Form is accurate to the best of my knowledge and belief.

4.2 I understand that the information provided on this Entry Form namely, the mediator’s name, profession, name of accreditation body, year and place of accreditation, the year commencing practising mediation, no. of mediation cases handled in the past 3 years, language/dialect proficiency (spoken and written), pro bono/mediation fee to be charged, venue and time for mediation appointment, telephone and fax number may be included in the **List of Accredited Mediators** at the discretion of the Building Management Mediation Co-ordinator’s Office (“BMMCO”) and may be accessible to members of the public upon enquiry.

4.3 I agree to notify the Mediation Co-ordinator (Building Management) as soon as possible:

1. if there is any change in the information provided in this Entry Form; and
2. if I am not available to take on any mediation work for a period of 4 weeks or more.

4.4 I undertake to notify the Mediation Co-ordinator (Building Management) if I cease to be Accredited Mediator/member of the Accreditation Body as named in item 2.1(i) and/ or item 2.1(iv).

4.5 I undertake to abide by the following terms if I receive cases which have attended Information Sessions and/or Pre-mediation Consultation at the BMMCO:

1. to comply with the relevant Ethical and Professional Guide as required by the Accreditation Body as named in item 2.1 and the Hong Kong Mediation Code; and
2. to provide mediation case statistics and data as required by the BMMCO for the purposes of evaluation of mediation service of the Office.

4.6 I apply to have my name included on the List of Accredited Mediators. I also agree to the access of the Mediation Co-ordinator (Building Management) to my personal data kept in the Accreditation Body as named in item 2.1.

Date: Signature:

Note:

1. Please submit the Entry Form (Part I, II & III in MS Word format), with scanned Part IV and Certificate of Accreditation Body to Building Management Mediation Co-ordinator’s Office by email at [bmmco@judiciary.hk](mailto:bmmco@judiciary.hk). If necessary, Part IV & Certificate of Accreditation Body may be submitted by fax or by post:

Address: Room 206 - 208, 2/F,  
Lands Tribunal Building,  
38 Gascoigne Road,  
Kowloon

Fax: 2782 5780

1. The Mediation Co-ordinator (Building Management) reserves the right to require further information or proof as to the information provided.
2. For enquiries concerning submission of this Entry Form, please contact Mediation Co-ordinator (Building Management) at 2170 3858.

PART V – STATEMENT OF COLLECTION

Purpose of Collection

5.1 The personal data provided in this form will be used:-

1. for arranging mediation service; and
2. for the purposes of enabling the Mediation Co-ordinator (Building Management) to discharge her duties and functions under the Building Management Mediation Co-ordinator’s Office and may be accessible to members of the public upon enquiry.

5.2 The provision of personal data by you is voluntary. If you do not provide sufficient information, the Mediation Co-ordinator (Building Management) may not be able to process your application for your name to be included on the List of Accredited Mediators.

Classes of Transferees

5.3 The personal data you provide on this form may be disclosed to the public, government departments or other relevant parties for the purposes stated in paragraph 5.1 above.

Access and Correction of Personal Data

5.4 You have a right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of your personal data provided by this form upon payment of a prescribed fee.

Enquiries

5.5 Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be addressed to:

Mediation Co-ordinator (Building Management)

Building Management Mediation Co-ordinator’s Office

Room 206 - 208, 2/F,

Lands Tribunal Building,  
38 Gascoigne Road,

Kowloon

Tel.: 2170 3858

1. \* Please delete as appropriate [↑](#footnote-ref-1)
2. \* Please delete as appropriate [↑](#footnote-ref-2)
3. # Please check the box and provide information as appropriate [↑](#footnote-ref-3)
4. \* Please delete as appropriate [↑](#footnote-ref-4)