

**Entry Form**  
**List of Accredited Mediators for the**  
**Building Management Cases**  
**in the Lands Tribunal**

**PART I – PERSONAL PARTICULARS**

- 1.1 Name – (English): (Surname) Wo Mr.  
(Other names) Wai Kwai Harmony (in full)  
(Chinese): 和為貴
- 1.2 Hong Kong Identity Card / Passport No: X112008(2)
- 1.3 Profession (English): Surveyor  
(Chinese): 測量師
- 1.4 Name of Employer (if any) (English): XYZ Surveyors Limited  
(Chinese): 酉戌亥測量師行
- 1.5 Position in the Organization (English): Senior Building Surveyor  
(Chinese): 高級屋宇測量師
- 1.6 Correspondence address (English): Room 206, 38 Gascoigne Road, Kowloon, Hong Kong  
(Chinese): 九龍加士居道 38 號 206 室
- 1.7 Telephone: 21703858
- 1.8 Fax: 27825780
- 1.9 Email Address: harmony@xyz.com
- 1.10 Academic Qualifications(Institutes and year obtained):  
Bachelor of Science in Surveying (University of Society, 1997)

## PART II – RELEVANT EXPERIENCE AND INFORMATION

### 2.1 Accreditation of Mediation

- (i) Name of Accreditation Body: (1) Hong Kong International Arbitration Centre (2008), (2) Hong Kong Mediation Centre (2009)

(Note: Please attach certificate from Accreditation Body and note item 4.4)

- (ii) Place of Accreditation: Hong Kong
- (iii) Accreditation Requirement: (Please provide details, e.g. training courses attended, duration of training, etc. where applicable)

Attended a 40 hours mediation training course, passed a written test and mediated two simulated cases

- (iv) Date obtained: (1) 2 January 2008, (2) 2 April 2009
- (v) Practising mediation since: 2008
- (vi) Approximate No. of mediation cases handled in the past 3 years:  
9

### 2.2 Relevant Experience in the Fields of Law or Mediation:

Date	Name of Organization	Type of Work
2008 to present	Hong Kong Mediation Organization	Mediation service

### 2.3 Language and Dialect Proficiency:

(i) I have the skills and expertise in the following language / dialect <sup>#</sup> :

English     Cantonese     Mandarin

Others (Please specify) \_\_\_\_\_

(ii) I have the skills and expertise in drafting documents in <sup>#</sup>:

English     Chinese

Others (Please specify) \_\_\_\_\_

### 2.4 Mediation Service Offered:

(i) As a mediator in private practice, I will provide the following mediation service <sup>#</sup>:

Pro bono service for 10 cases, subject to a maximum of 15 hours per case or 10 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\$ x,xxx.

Others (Please specify) \_\_\_\_\_

(ii) Venue for Mediation Appointment <sup>#</sup>:

I will not provide venue

I will provide venue as follows:

(English) 3rd Floor, 18 Peace Road, Hong Kong

(Chinese) 香港和平道 18 號 3 樓

Time Available for Mediation Appointments:

(Please specify the exact time, e.g. Mon - Sat: 10:00 a.m. – 9:00 p.m.)

Mon - Fri 10:00am - 6:00pm; Sat 10:00am - 1:00pm

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<sup>#</sup> Please check the box and provide information as appropriate

**PART III – PROFILE SUMMARY**

Name (Mr/Mrs/Miss/Ms) 姓名 (先生/太太/小姐/女士)		Mr Harmony Wai Kwai Wo 和為貴先生
Profession 專業		Surveyor 測量師
Name of Accreditation Body 調解員資格認可機構		(1) Hong Kong International Arbitration Centre 香港國際仲裁中心, (2) Hong Kong Mediation Centre 香港和解中心
Year of Accreditation 取得調解員資格年份		(1) 2008, (2) 2009
Place of Accreditation 取得調解員資格地方		Hong Kong 香港
Practising Mediation since 從事調解工作自		Year 2008 2008 年
No. of Mediation Cases Handled In The Past 3 Years 過去三年處理調解個案數目		9 case(s) 9 宗
Language/ Dialect Proficiency 語言能力	Spoken 交談	English, Cantonese, Mandarin 英文, 廣東話, 普通話
	Written 書寫	English, Chinese 英文, 中文
Pro Bono/Mediation Fee To Be Charged 免費/調解費用		Pro bono / \$x,xxx per hour 免費 / 每小時\$x,xxx
Venue for Mediation Appointments 調解會面場地		3rd Floor, 18 Peace Road, Hong Kong 香港和平道 18 號 3 樓
Time for Mediation Appointment 調解會面時間		Mon - Fri 10:00am - 6:00pm; Sat 10:00am - 1:00pm 星期一至星期五上午十時至下午六時; 星期六 上午十時至 下午一時

## PART IV - DECLARATION

- 4.1 I declare that the information provided in this form is accurate to the best of my knowledge and belief.
- 4.2 I understand that the information provided on this Entry Form 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:-
- (i) if there is any change in the information provided in this form; and
  - (ii) 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.
- 4.5 I undertake to abide by the following terms if I receive cases which have attended Information Sessions at the BMMCO:-
- (i) to comply with the relevant Ethical and Professional Guide as required by the Accreditation Body as named in item 2.1; and
  - (ii) 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: 1 November 2011 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.gov.hk](mailto:bmmco@judiciary.gov.hk). If necessary, Part IV & Certificate of Accreditation Body may be submitted by fax or by post:  
 Address: Room 206, 2/F, Lands Tribunal Building  
 38 Gascoigne Road, Kowloon, Hong Kong  
 Fax: 2782 5780
- (2) The Mediation Co-ordinator (Building Management) reserves the right to require further information or proof as to the information provided.
- (3) For enquiries concerning submission of this Entry Form, please contact Mediation Co-ordinator (Building Management) at tel. no. 2170 3858.

## **Part V - STATEMENT OF PURPOSE**

### Purpose of Collection

- 5.1 The personal data provided in this form will be used:-
- (i) for arranging mediation service; and
  - (ii) for the purposes of Mediation for Building Management Cases in the Lands Tribunal 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 4.1 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. 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)  
Room 206, 2/F  
Lands Tribunal Building  
38, Gascoigne Road  
Kowloon  
Hong Kong