**Entry Form**

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

PART I - PERSONAL PARTICULARS

1.1 Name (English): (Surname) Wo Mr.[[1]](#footnote-1)\*

(Other names) Wai Kwai Harmony (in full)

 (Chinese): 和為貴

1.2 Hong Kong Identity Card\*: 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 Organization (English): Senoir Building Surveyor

 (Chinese): 高級屋宇測量師

1.6 Correspondence Address (English): Room 206, 38 Gascoigne Road, Kowloon

 (Chinese): 九龍加士居道38號206室

1.7 Telephone No.: (Office) 2170 3858 (Mobile)

1.8 Fax No.: 2782 5780

1.9 Email Address: harmony@xyz.com

1.10 Academic Qualification (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)
*(Please attach certificate from Accreditation Body and note item 4.4)*

(ii) Place of Accreditation: Hong Kong

(iii) Date obtained (Month/Year): (1) 2 January 2008, (2) 2 April 2009

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

 Yes[[2]](#footnote-2)\*
*(If yes, please attach certificate from HKMAAL and note item 4.4)*

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

 10/2008

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

 9

2.2 Relevant Experience in the Fields of Law or Mediation:
*(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 |
| 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[[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 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 Appointments#:

 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

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

 10:00 a.m. - 6:00 p.m. (Monday - Friday), 10:00 a.m. - 1:00 p.m. (Saturday)

PART III – PROFILE SUMMARY

|  |  |
| --- | --- |
| Name (Mr./Mrs./Miss/Ms[[4]](#footnote-4)\*)姓名 (先生/太太/小姐/女士\*) | Mr. Wo Wai Kwai Harmony 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 cases(s) 9 宗 |
| Language / Dialect Proficiency語言能力 | Spoken 交談 | English, Cantonese, Putonghua 英語, 粵語, 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 Appointment調解會面地址 | 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 | 10:00 a.m. - 6:00 p.m. (Monday - Friday), 10:00 a.m. - 1:00 p.m. (Saturday)上午十時至下午六時 (星期一至五)上午十時至下午一時 (星期六) |
| Telephone No.電話 | (Office): 2170 3858(Mobile):  |
| Fax. No.傳真 | 2782 5780 |

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: 1 April 2017 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. 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)