

REQUEST FOR MEDIATION

Please complete this *Request for Mediation* form **and** return it to:

Joint Mediation Helpline Office, Room 322, 3/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong (Or by fax: +852 2899 2984 or by email: email@jointmediationhelpline.org.hk)

The Party/ Parties named below individually/ together apply to the Joint Mediation Helpline Office (“the JMHO”) to have a Mediator to mediate the dispute between them as set out in this form. Unless otherwise agreed, the mediation is to follow the JMHO Mediation Rules and Fee Schedule effective at the date of this application.

1. Details of Parties:

Party 1 (Applicant)

Name: _____

Address: _____

Tel.: _____

Fax: _____

E-mail: _____

Contact Person & Tel (if any) _____

Party 2 (Respondent)

Name: _____

Address: _____

Tel.: _____

Fax: _____

E-mail: _____

Contact Person & Tel (if any) _____

2. Will you be represented by a lawyer at the mediation?

☐ Yes ☐ No

If yes, please fill in the following details:

Party 1 – Representatives (if any)

Name: _____

Address: _____

Tel: _____

Fax: _____

E-mail: _____

Your Ref.: _____

Contact Person: _____

Party 2 – Representatives (if any)

Name: _____

Address: _____

Tel: _____

Fax: _____

E-mail: _____

Your Ref.: _____

Contact Person: _____

Please specify your preferred (i) communication method(s) and (ii) communication language(s).

- (i) ☐ Email ☐ Mail ☐ Fax
(ii) ☐ English ☐ Chinese

5. **Date of Reporting Mediation Result (if any):**

7. Summary of the Dispute:

(Please state briefly what the dispute is about, and any particular issue(s) of importance. Please also state any relief or remedy sought.)

[illegible]

Any particular language skills of the mediator? (please tick ☒ the box provided)

- ☐ English ☐ Cantonese ☐ Putonghua ☐ Other (Please specify)

Any preference for special or other requirements of the mediator? (please tick ☒ the box provided)

- ☐
- Yes
- ☐
- No

If so, please specify:

(JMHO will convey the requirements listed above to the designated Participating Service Provider **for their reference** on mediator appointment.)

9. Notice of the Gathering of Personal Data:

The personal data provided by the Party/ Parties under this Request for Mediation Form or generally in relation to the dispute are for the purpose of processing the dispute under JMHO. In this connection, the personal data so provided will be handled by or revealed to the following parties:

- a) personnel of the JMHO and Participating Service Providers (PSPs)¹;
- b) the other Party/ Parties named in this form;
- c) the potential mediators in relation to your dispute; and
- d) the mediator appointed in relation to your dispute.

Declaration by the Party/ Parties

- I. The Party/ Parties will cooperate with the personnel of the JMHO and PSPs and the mediator, by providing all relevant documents and information, when requested, including information that may be personal data, to enable such personnel, JMHO, PSPs and the mediator to handle the dispute;
- II. The Party/ Parties undertake(s) to keep all matters and information concerning and relating to the mediation confidential and will not disclose such matters and information to any person, other than the other party/ parties, the personnel of the JMHO and PSPs, and the mediator, save and to the extent required by the laws;
- III. The Party/ Parties will not hold the personnel of the JMHO and PSPs and the mediator liable for any claims, loss or damages in relation to the outcome or proceedings of the dispute under the JMHO Mediation Rules;
- IV. The Party/ Parties has/ have read the Notice of the Gathering of Personal Data and confirms/ confirm the agreement to provide personal data in relation to the JMHO on a voluntary basis and on the terms and for the purposes set out in the Notice;
- V. The Party/ Parties further confirms/ confirm that the information provided in this Request for Mediation Form is true and accurate;
- VI. The Party/ Parties understand that JMHO Mediation Consultant will assess the suitability of the case for mediation and further understand that the JMHO has discretion to accept or reject the application without giving reason;
- VII. The Party/ Parties understand that any special requirement on the mediator should be specified in the Request for Mediation Form when the Application or Response is made. JMHO has the sole discretion to accept or reject any special request made after the Form is accepted by the JMHO; and
- VIII. The Party/ Parties understand(s) that JMHO will not provide any documentary proofs for the status/ completion of mediation after referring cases to the designated PSPs and mediators.

10. Signature(s):

(Party 1 and Party 2 may sign this *Request for Mediation* Form (“RM1”) on separate forms.)

Signature of Party 1

Signature of party 2

Full Name of Party 1

Full Name of Party 2

Date

Date

¹ These are the Participating Service Providers of JMHO, namely the Hong Kong Mediation Council Limited, the Hong Kong Bar Association, the Law Society of Hong Kong, the Chartered Institute of Arbitrators (East Asia Branch), the Hong Kong Institute of Arbitrators, the Hong Kong Mediation Centre and the Hong Kong Institution of Engineers.