

**JOINT MEDIATION HELPLINE OFFICE
MINOR DISPUTE MEDIATION PILOT SCHEME**

JMHO/MDMPS/RM1
Case Ref.: _____
(for internal use only)

REQUEST FOR MEDIATION FORM

This form may be filed individually by the Applicant of the Minor Dispute Mediation Pilot Scheme (“MDMPS”) or jointly by the Applicant and the Respondent applying for mediation under the MDMPS. In case the application is made individually, the JMHO will furnish this form to the other party and invite the other party to file a Response form to this Request for Mediation.

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

Scheme Officer
Minor Dispute Mediation Pilot Scheme
Joint Mediation Helpline Office
Room LG102, LG1/F
High Court Building
38 Queensway, Hong Kong
(Or by fax: 2899 2984 or by email: mdmps@jointmediationhelpline.org.hk)

Having read the Terms of Reference of the MDMPS, the party/parties named below individually/ jointly apply to the Joint Mediation Helpline Office (“JMHO”) for a Mediator to be appointed for mediation under the MDMPS to mediate the minor disputes between the parties.

Unless otherwise agreed, the mediation is to be conducted in accordance with the Terms of Reference of MDMPS effective from the date of this application.

1. Details of the Parties:

Party A (Applicant)

Party B (Respondent)

Name:

Name:

Address:

Address:

Tel:

Tel:

Fax:

Fax:

E-mail:

E-mail:

**Contact
Person & Tel
(if any):**

**Contact
Person & Tel
(if any):**

2. Method & Language of Communication:

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

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

3. Amount of Dispute: _____ (if any)

(Note: if the amount of dispute is more than HK\$100,000, this application is not eligible)

4. Any Court Proceeding? ☐ Yes (Court Case No.: _____) ☐ No

5. Summary of Dispute:

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

6. Mediator:

The JMHO is requested to appoint a mediator taking into account the following:-

Any particular language skills of the mediator?

☐ English ☐ Cantonese ☐ Putonghua ☐ Other *(Please specify)* _____

Any preference for other requirements of the mediator? ☐ Yes ☐ No

If yes, please specify _____

7. Declaration

☐ A declaration form has been signed and submitted together with this application.

8. Application Fee:

A cheque payable to “Joint Mediation Helpline Office” of HK\$200 as the application fee for one party is enclosed (which is non-refundable once an agreement to mediate^ under the MDMPS is reached between the parties).

^ Agreement to mediate means all parties have signed the application form and the response form

9. Personal Information Collection Statement

The personal data provided by the party / parties (if any) under this form or generally to the JMHO under the MDMPS are for the purpose of the mediation services under MDMPS. In this connection, the personal data so provided will be handled by or revealed to the following parties:

- (a) persons of the JMHO;
- (b) the other party / parties named in this form;
- (c) the potential mediators in relation to the mediation; and
- (d) the mediator appointed in relation to the mediation;

10. Confirmation / Declarations by the party / parties

The party / parties may sign on separate Request for Mediation Forms (“JMHO/MDMPS/RM1”).

- (a) The party / parties undertake(s) to cooperate with the personnel of the JMHO and the mediator, by providing all relevant documents and information, when requested, including information that may be personal data, to enable such personnel, the JMHO and the mediator to handle the case application.
- (b) 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 the mediator(s), save and to the extent required by the laws.
- (c) The party / parties will not hold the JMHO, their personnel, staff, directors, council members, committee members, secretaries and the mediator liable for any claims, loss or damages in relation to the outcome or proceedings of the mediation under the MDMPS.
- (d) The party / parties has / have read the Personal Information Collection Statement and confirms / confirm the agreement to provide any information or personal data in relation to the MDMPS on a voluntary basis and on the terms and for the purposes set out in the Statement.
- (e) The party / parties further confirms / confirm that the information provided in this form is true and accurate.
- (f) The party / parties has / have read the Terms of Reference of MDMPS and agree to follow the rules and regulations set out in the Terms of References to conduct the Mediation.

Signature of Party A

Signature of Party B

Name of Party A

Name of Party B

Date

Date