

### FEE LIST

The Joint Mediation Helpline Office (“JMHO”) has been appointed by the Government of the HKSAR as an independent coordinator of the West Kowloon Mediation Centre (“WKMC”), to implement the Small Claims Mediation Pilot Scheme, also known as the Mediator Mentorship Scheme (“MMS”), which aims to provide more accessible and affordable mediation services to disputants of Small Claims Tribunal (“SCT”) cases and other cases with an amount in dispute not exceeding the jurisdictional limited of the SCT.

The following services are provided on a **pro-bono basis** under the MMS:

Item	Remarks
Enquiries	Handled by Project Officer(s)
Consultation	Conducted by Mediation Consultant for maximum of 2 hours for each case
Mediation	The specified mediation time is 4 hours
Room Rental	For mediation taking place in the WKMC ONLY (Unless Parties agree otherwise, Mediation under the MMS should be conducted at the WKMC. If the mediation takes place elsewhere, the room hire fee shall be shared equally by all Parties)
Photocopying	Provided on a need basis

Fees will be charged for the following items under the MMS:

Item	Fee	Remarks
Application Fee	HKD200/ Party /Case	Non-refundable upon submission of the Application Form

Payment methods are as follows:

- By Cheque: prepare a crossed cheque payable to “**Joint Mediation Helpline Office**” and send to the Joint Mediation Helpline Office, West Kowloon Mediation Centre, 2 Ying Wa Street, Sham Shui Po, Kowloon, Hong Kong. **OR**
- By Cash: deposit cash into JMHO’s bank account, HSBC: **848-709820-838** and send a copy of the bank-in-slip to the JMHO by email to [mediation@jointmediationhelpline.org.hk](mailto:mediation@jointmediationhelpline.org.hk) or by fax to 2899 2984; pay in person (for security reason, please do not mail cash).

For either method, please write your names and our reference number on the back of the cheque or bank-in-slip for identification.

(Last updated on Sep 2020)