



APPLICATION FORM

Please complete this Form and return it to:

Joint Mediation Helpline Office, West Kowloon Mediation Centre, 2 Ying Wa Street, Sham Shui Po, Kowloon (Or by fax to +852 2899 2984 or by email to mediation@jointmediationhelpline.org.hk)

Having read the Application and Mediation Rules of the Mediator Mentorship Scheme (“MMS”), the Party/ Parties named below individually/ jointly apply to the Joint Mediation Helpline Office (“JMHO”) for mediation under the MMS to mediate the dispute between them as set out in this Form. Unless otherwise agreed, the mediation is to be conducted in accordance with the Application and Mediation Rules of the MMS effective from the submission of this Form.

1. Details of Parties

Party 1 (Applicant)

Party 2 (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. Legal Representative (if any)

If you will be represented by a lawyer at the mediation, please fill in the following details.

Party 1 - Representative

Party 2 - Representative

Name:

Name:

Address:

Address:

Tel:

Tel:

Fax:

Fax:

E-mail:

E-mail:

Ref. No.:

Ref. No.:

Contact

Person:

Contact

Person:

10. Application Fee

A cheque payable to “Joint Mediation Helpline Office” of HK\$200 as the non-refundable application fee for one party is enclosed.

11. Personal Information Collection Statement

The personal data provided by the Party/ Parties under this Form or generally to the JMHO under the MMS are for the purpose of mediation under the MMS and for the purposes incidental to the conduct of such mediation. In this connection, the personal data so provided will be handled by or revealed to the following parties:

- a) personnel (including Interns) of the JMHO;
- b) the potential mediator(s) in relation to the mediation;
- c) the mediator(s) appointed in relation to the mediation;
- d) West Kowloon Mediation Centre Management Committee (“WMC”); and
- e) Board of Directors of the JMHO.

Declaration

- I. The Party/ Parties undertake(s) to cooperate with the personnel (including Interns) of the JMHO, the mediator(s) and the WMC, by providing all relevant documents and information, when requested, including information that may be personal data, to enable such personnel (including Interns), the JMHO, the mediator(s) and the WMC to handle the case application;
- II. The Party/ Parties undertake(s) to disclose to JMHO information of all or other court case(s) and/ or case(s) at any statutory bodies in relation to the dispute or Parties at the time when returning the application form to JMHO;
- III. 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 (including Interns) of the JMHO, the mediator(s) and the WMC, save and to the extent required by the laws;
- IV. The Party/ Parties undertake(s) to give consent to the personnel (including Interns) of the JMHO, Board of Directors and WMC to access any forms of mediation communication disclosed to the Appointed Mediator in confidence before entering into the Agreement to Mediate;
- V. The Party/ Parties will not hold the JMHO and its personnel (including Interns) and Board of Directors, WMC and its members and the mediator(s) liable for any claims, loss or damages in relation to the outcome or proceedings of the mediation under the MMS;
- VI. The Party/ Parties has/ have read the Personal Information Collection Statement (“the Statement”) and confirms/ confirm the agreement to provide any information or personal data in relation to the MMS on a voluntary basis and on the terms and for the purposes set out in the Statement;
- VII. The Party/ Parties confirm(s) that the information provided in this Form is true and accurate; and
- VIII. The Party/ Parties has/ have read the Application and Mediation Rules of the MMS and agree to follow the rules and regulations set out therein to conduct the mediation.

Signature(s)

The Party/ Parties may sign on separate forms.

Signature of Party 1

Signature of Party 2

Full Name of Party 1

Full Name of Party 2

Date

Date