



## REQUEST FOR MEDIATION

### 調解服務申請

Please complete this form and send by:

Mail: Hong Kong Professional Mediation Association,  
905 Hua Fu Comm. Bldg., 111 Queen's Road West, Hong Kong

Or

Fax: +852 3020 6607 or via email: [info@mediatorassociation.org](mailto:info@mediatorassociation.org)

請填妥本表格，並以下列方式送回本會：

郵寄：香港調解專業協會  
香港皇后大道西 111 號 905 室

或

傳真：+852 3020 6607 或 電郵：[info@mediatorassociation.org](mailto:info@mediatorassociation.org)

(i) THIS APPLICATION IS SUBMITTED JOINTLY/ UNILATERALLY\* I/ We\* the undersigned, hereby, apply for all disputes or differences ( details below ) to be referred to mediation. I/We\* would like to apply to the Hong Kong Professional Mediation Association, hereinafter "HKPMA", to appoint mediator(s) to the mediation.

我/我們\* 分別/共同\* 申請以調解來處理我們之間的紛爭（下述的）。我/我們\* 分別/共同\* 現向香港調解專業協會（以下簡稱為“調解協會”）申請委派調解員來主持我們的調解。

(\* Note 註)

\* delete if appropriate 請刪去不適用的

(ii) DETAILS OF PARTIES 當事人資料如下：

#### **PARTY 1:**

**Applicant (\* Claimant / Plaintiff / Defendant  
Petitioner in the issue)**

當事人一方: 申請人 (在爭議中屬\* 呈請人 / 原告人 / 被告人 / 入稟人)

**Solicitor for the Applicant, if applicable**

申請人的律師 (如有)

Name /Organization 姓名/機構: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

\_\_\_\_\_

Company name 公司名稱 \_\_\_\_\_

Address 地址: \_\_\_\_\_

Address 地址: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel 電話: \_\_\_\_\_

Tel 電話: \_\_\_\_\_

Fax 傳真: \_\_\_\_\_

Fax 傳真: \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_

(\* Note 註)

\* delete if appropriate 請刪去不適用的



**PARTY 2:**

**Applicant (\* Claimant / Plaintiff / Defendant  
Petitioner in the issue)**

當事人一方: 申請人 (在爭議中屬\* 呈請人 / 原告人 / 被告人 / 入稟人)

**Solicitor for the Applicant, if applicable**

申請人的律師 (如有)

Name /Organization 姓名/機構: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

\_\_\_\_\_

Company name 公司名稱 \_\_\_\_\_

Address 地址: \_\_\_\_\_

Address 地址: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel 電話: \_\_\_\_\_

Tel 電話: \_\_\_\_\_

Fax 傳真: \_\_\_\_\_

Fax 傳真: \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_

(\* Note 註)

\* delete if appropriate 請刪去不適用的

**(iii)** High / District / Family Court / Tribunal Action No. (if any) 高等 / 區域 / 家事 法院 / 審裁處

案件編號 (如有) \_\_\_\_\_

**(iv)** Brief statement of the nature of the issue and the quantum in issue (if any), time and place of the dispute(s). (Use separate sheet or enclose pleadings / documents if you think necessary.)

簡述爭議的性質和涉及金額 (如有的話), 發生的時間、地點。(如您認為有需要, 請用另紙或附上訴狀 / 文件)。

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Form M01

(v) LANGUAGE in mediation :  
當事人要求調解過程採用 :

- ☐ Cantonese 廣東話      ☐ English 英語      ☐ Putonghua 普通話 / Mandarin 國語
- ☐ Other, please specify 其他, 請指明 \_\_\_\_\_

(vi) Other special requests, eg., mediation time reserved, etc. 其他要求 例如 調解預留時間、等

☐ IF YES, please use a separate piece of paper 如有, 請寫在另外一張紙上。

(vii) APPLICANT'S CONFIRMATION (申請人確認):

a. The personal data and documents provided by the Party / Parties are for the purpose of processing the mediation. In this connection, the data and documents so provided will be handled by or revealed to the following:

1. the personnel of mediator;
2. the parties;
3. the appointed mediator.

a. 當事人提供的個人資料是用作處理調解事宜, 因此; 這些資料將會提供給下列人仕:

1. 調解員指定的工作人員;
2. 當事人;
3. 所委任的調解員。

b. The mediator is not required to maintain any documents after mediation services.

b. 調解服務完結後, 調解員無責任要保留任何檔案。

c. The Party / Parties agree to cooperate with the personnel of the mediator and the mediator by providing all relevant documents and information, when requested, including information that may be personal data, to enable such personnel of the mediator and the mediator to handle the issue;

c. 為便處理爭議事宜, 當調解員的工作人員和調解員有需要的時候, 當事人同意提供所有有關檔案和資料, 包括可能屬於個人資料;

d. The Party / Parties undertake 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 in the issue, the personnel of the mediator, and the mediator, save and to the extent required by the laws;

d. 除法律有規定外, 當事人承諾會將所有有關調解事項和資料保密及除了調解的另一方、調解員的工作人員和調解員外, 不會向其他人仕披露該等事宜及資料;

e. The Party / Parties confirm that the information provided in this Application is true and accurate and on a voluntary basis;

e. 當事人確認是在自願的基礎上與情況下提供資料及所提供的資料是真確無誤的;



Form M01

(viii) Table of charges 收費撮要 (\* Note 註)

Administration charge (non-refundable) 行政費 (無退款)	HKD1,500 payable to Hong Kong Professional Mediation Association. 港幣一千五百作為香港調解專業協會的行政費用。
Conference room service fee (non-refundable) 會議室服務費 (無退款)	According to venue. 具體收費按照雙方指定的地點 (雙方當事人共付)
Mediator's fee(*preliminary mediation session and Joint Mediation) 調解員費 (*初步調解會議及調解會議)	To be agreed between parties and mediator. The charge ranges from HKD1500 to 4000 per hour. 由調解員向調解各方協商收取，一般為每一小時港幣1500元到4000元。
Hiring venue and other fees 租用會議場地及其他	On re-imbursement basis 實報實銷

(\* Note 註)

\* Preliminary mediation session(s) include any pre-mediation session(s) and the first mediation session

\* 初步調解會議包括調解前會議及首節調解會議

Signature of Applicant,

Party 1當事人一方簽署

Signature of Applicant,

Party 2當事人另一方簽署

\_\_\_\_\_  
Name / Authorized person 姓名

HKID card no. 身份証號碼:

Company chop 公司印章  
(Applicable to company disputes)

Date 日期:

\_\_\_\_\_  
Name / Authorized person 姓名

HKID card no. 身份証號碼:

Company chop 公司印章  
(Applicable to company disputes)

Date 日期: