



Accredited Mediator Membership
香港調解專業協會認可調解員會員

Please complete this form and return it to:

via Mail: 905 Hua Fu Comm. Bldg., 111 Queen's Road West, Hong Kong
(Or by fax: +852 3020 6607 or by email: info@mediatorassociation.org)

Accredited Mediator Membership Application Form

Application for Mediator Accreditation:-

Please indicate category for accreditation..... ☐ General

☐ Family

English Name : _____ Chinese Name : _____

Date of Birth : _____ Gender : F / M

Mobile No.: _____ Home No.: _____

Office No.: _____ Fax No.: _____

Email : _____

Occupation : _____ (Chinese) _____
(English)

Company Name : _____

Correspondence Address : _____

Name of the institute where you completed the mediation training course : _____ (Cycle no.:)



Language(s)/Dialect(s) Spoken and Written - please give details:
(Please indicate ability to mediate in any language)

General Qualification(s)/Degree(s)/Professional body(ies) (grade and year obtained):

Brief Employment Summary:

From/To: Position/Description:

Employer:

From/To: Position/Description:

Employer:

From/To: Position/Description:

Employer:

MEDIATION RELATED TRAINING AND EXPERIENCE:

Mediation (or equivalent) training including trainer organisation, duration, etc
(Please include date(s), hour(s), trainer(s) and a copy of the certificate(s))



Form MA03

Details of any other relevant training, eg negotiation, counseling, partnering workshop(s)

Experience as a mediator, eg family, commercial or other - giving approximate date(s) and total number of mediation cases

Other mediation related experience (eg as Trainer, Coach, DRA, mini-trial)

Remarks - please provide any other relevant details not covered above

Applicants who apply for Accreditation as Family Mediators should sign on this part:

I confirm that of the two cases submitted for assessment, at least one case has involved complex financial issues (i.e. property, child and/or spouse maintenance) and at least one case has involved child related issues (i.e. custody, relocation, visitation)*.

* One case may involve both complex financial and child related issues.

Signature by Applicant (Trainee)

Name of Applicant (Use capitals): _____

Membership Fee: Application fee: HK\$700, Annual fee: HK\$1200.

Application for exemption: HK\$1000, Annual fee: HK\$1200.



Notes :-

1 Please fill in all sections in block letters and do not submit separate c.v. If there is insufficient space, provide details on a separate A4 sheet in the same format. In case any section of the form is not applicable, please put in N/A.

2 Applicants are advised to provide all the information requested in the relevant documents, where applicable, failing which the HKPMA Mediator Accreditation Committee may refuse to process and consider their applications.

3 This form must be attached with a payment covering the assessment / re-assessment fee per category (non-refundable) and the annual standard fee for inclusion into HKPMA's panel of accredited mediators. All fees must be paid in Hong Kong dollars, drawn on bank(s) in Hong Kong.

4 Upon satisfactory assessment and payment of necessary fees, accredited mediators are entitled to be included on HKPMA web site listing. Would you like your details (name, telephone number, fax number, email) to be listed on the website.

Yes/No *

* delete as appropriate

PERSONAL DATA (PRIVACY) ORDINANCE NOTICE

Persons who supply data in their application to the Hong Kong Professional Mediation Association (HKPMA) are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

1. Personal data provided in this application form will be used solely for the purpose of the said application, and in this connection the data herein will be dealt with by the HKPMA staff and/or by the HKPMA Mediator Accreditation Committee members/or by offices of HKPMA's Principal Organization.

2. After an application has been duly processed, the application papers of the candidates will be retained in a file established by the HKPMA for each applicant. Such information will be retained by HKPMA or the Principal Organization of HKPMA for as long as it deems necessary or useful.

3. Under the provisions of the Personal Data (Privacy) Ordinance, an applicant has the right to request access to, and the correction of, his/her personal data as retained by the HKPMA or its Principal Organization. Applicants wishing to access or make corrections to their data should submit written requests to the Secretary General of HKPMA or its Principal Organization.

Declaration:

1. I have read and agreed to the Personal Data (Privacy) Ordinance Notice.

2. I authorize the HKPMA and its Principal Organization, its/their staff, employees and/or members of the HKPMA Mediator Accreditation Committee to deal with, utilize and/or assess the data submitted by me as may be required in connection with my application.

3. I understand that my data will become a part of the HKPMA's files and may be used for all purposes deemed necessary or useful by the HKPMA and its Principal Organization.

4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application and may lead to revocation of my application, should the application is accepted. HKPMA Mediator Accreditation Committee and offices of HKPMA's principal organization also reserves the right to report the matter to my professional body/association.



Form MA03

5. I confirm that I am familiar with and will adhere to the HKPMA and its principal organization Guidelines for Professional Practice of Family Mediators / General Ethical Code.

6. Any information on this form may be made available by HKPMA and its principal organization to third parties for the purposes of assessment or selection.

Please sign below to confirm your agreement to the disclosure of the information contained in the application and your confirmation of its accuracy.

I agree to abide by the rules & regulations (and their changes afterwards) of the Hong Kong Professional Mediation Association (HKPMA) and I understand and agree that the application is subject to approval by HKPMA and the rules & regulations of HKPMA are subject to change of HKPMA at its sole discretion without notice.

Signature: _____ Date: _____

Name (in print): _____

Membership Fee: Application fee: HK\$700, Annual fee: HK\$1200.

Application for exemption: HK\$1000, Annual fee: HK\$1200.

General Information:

1. The application is subject to approval by the *Hong Kong Professional Mediation Association (HKPMA)*.
2. Members shall complete 6 hours of CPD each year in order to maintain the HKPMA membership.
3. The membership granted is subjected to review of HKPMA every year. The HKPMA has the sole discretion whether to continue or discontinue the membership of any individual at any time by serving a written notice to the registered address and email address stated in this application form.
4. Enquiry: 2110 0834
Fax: 3020 6607 E-mail: info@mediatorassociation.org

For HKPMA use only

Membership No. :

Receipt: