

Entry Form
List of Accredited Mediators for the
Building Management Cases
in the Lands Tribunal

PART I – PERSONAL PARTICULARS

1.1 Name – (English) : (Surname) _____ (Mr/Mrs/Miss/Ms)*

(Other names) _____ (in full)

(Chinese) : _____

1.2 Hong Kong Identity Card/Passport No: _____

1.3 Profession (English) : _____

(Chinese) : _____

1.4 Name of Employer (if any) (English) : _____

(Chinese) : _____

1.5 Position in the Organization (English) : _____

(Chinese) : _____

1.6 Correspondence address (English) : _____

(Chinese) : _____

1.7 Telephone : _____

1.8 Fax : _____ Email Address : _____

1.9 Academic Qualifications (Institutes and year obtained) : _____

* Delete as appropriate.

PART II – RELEVANT EXPERIENCE AND INFORMATION

2.1 Accreditation of Mediation :

(i) Name of Accreditation Body : _____

(ii) Place of Accreditation : _____

(iii) Accreditation Requirement (Please provide details, e.g. training courses attended, duration of training, etc. where applicable)

(iv) Date obtained : _____

(v) No. of years practising mediation : _____

(vi) Approximate No. of mediation cases handled in the past 3 years :

2.2 Relevant Experience in the Fields of Law or Mediation :

Date	Name of Organization	Type of Work

2.3 Language and Dialect Proficiency :

(i) I have the skills and expertise in the following language/dialect #:

English Cantonese Mandarin

Others (Please specify) _____

(ii) I have the skills and expertise in drafting documents in #:

English Chinese

Others (Please specify) _____

2.4 Mediation Service Offered :

(i) As a mediator in private practice, I will provide the following mediation service #:

Pro bono service for _____ cases, subject to a maximum of 15 hours per case or _____ hours per case. (If the no. of pro bono hours offered is different from 15, please indicate the no. of hours)

Fee-charging service at an hourly rate of HK\$ _____.

Both pro bono and fee-charging service as indicated above.

Others (Please specify) _____

(ii) Office Address for Mediation Appointment

(iii) Time Available for Mediation Appointments (Please specify the exact time, e.g. Mon - Sat : 10:00 a.m – 9:00 p.m)

Please tick the box and provide information as appropriate.

PART III – DECLARATION

3.1 I declare that the information provided in this form is accurate to the best of my knowledge and belief.

3.2 I understand that the information provided on this Entry Form, namely, information in items 1.1, 1.7, 1.8 and 1.9 in Part I and all the information in Part II will be included in the **List of Accredited Mediators** and will be accessible to members of the public upon enquiry.

3.3 I undertake to abide by the following terms if I receive cases which have attended Information Sessions at the Building Management Mediation Co-ordinator's Office ("BMMCO"):

- (i) to comply with the relevant Ethical and Professional Guide as required by the Accreditation Body as named in item 2.1; and
- (ii) to provide mediation case statistics and data as required by the BMMCO for the purposes of evaluation of mediation service of the Office.

3.4 I also agree to notify the Mediation Co-ordinator (Building Management) as soon as possible:-

- (i) if there is any change in the information provided in this form; and
- (ii) if I am not available to take on any mediation work for a period of 4 weeks or more.

3.5 I apply to have my name included on the List of Accredited Mediators. I also agree to the access of the Mediation Co-ordinator (Building Management) to my personal data kept in the Accreditation Body as named in item 2.1 for the purpose of Accreditation as a Mediator.

Date : _____ Signature : _____

Note :

(1) Please return the completed form by fax at 2782 5780 or by mail to the following address:

Lands Tribunal
Lands Tribunal Building
38 Gascoigne Road
Kowloon
(Attn: Mediation Co-ordinator (Building Management))

(2) The Mediation Co-ordinator (Building Management) reserves the right to require further information or proof as to the information provided.

PART IV STATEMENT OF PURPOSE

Purpose of Collection

4.1 The personal data provided in this form will be used :-

(i) for arranging mediation service; and

(ii) for the purposes of Mediation for Building Management Cases in the Lands Tribunal.

4.2 The provision of personal data by you is voluntary. If you do not provide sufficient information, the Mediation Co-ordinator (Building Management) may not be able to process your application for your name to be included on the List of Accredited Mediators.

Classes of Transferees

4.3 The personal data you provide on this form may be disclosed to the public, government departments or other relevant parties for the purposes stated in paragraph 4.1 above.

Access and Correction of Personal Data

4.4 You have a right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form upon payment of a prescribed fee.

Enquiries

4.5 Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be addressed to :

Chief Judicial Clerk (Lands Tribunal)
Lands Tribunal Building
38, Gascoigne Road,
Kowloon,
Hong Kong.

Tel: 2170 3815