國際爭議解決及風險管理協會
International Dispute Resolution & Risk Management Institute

International Accredited Professional Mediator Application Form - 2022

Please read the Important Notes on the third page before filling in this form. Please fill in this form in BLOCK LETTERS, and put a tick in the appropriate boxes.

1. Personal Particulars				
Title	❑Mr. ❑Ms. ❑Mrs. ❑Others:			Recent Business Photograph
Name in Chinese (Must be in accordance with ID document)				
Name in English (Must be in accordance with ID document)				
Gender		Year of Birth		
ID Document Type		ID Document No. (First 4 digits only)		
Contact No.(Home)		Contact No. (Mobile)		
Fax No.		Contact No. (Office)		
Nationality		Email Address		
Primary region of service		Travel on deployment	❑Yes ❑No	
Correspondence Address				

2. Occupation				
Job Status	❑Employed ❑Retired ❑Unemployed ❑Family caregiver ❑Others (Please specify) :			
Working Experience (In reverse chronological order)				
From (MM/YYYY)	To (MM/YYYY)	Name of Company / Organization	Job Function	Position

3. Academic and Professional Qualifications (In reverse chronological order) *Please attach a copy of the certificate(s)			
From (MM/YYYY)	To (MM/YYYY)	Issuing Authority	Academic /Professional Qualification

4. Category of service or specializations (Please refer to the items below and list out at most 5 items)

1:	2:	3:	4:	5:

Reference

- ◆ Accounting
- ◆ Banking
- ◆ Building management
- ◆ Commercial
- ◆ Company Formation
- ◆ Construction
- ◆ Computing / IT
- ◆ Engineering
- ◆ Environmental
- ◆ Family and Children
- ◆ Company equity
- ◆ Financial
- ◆ Human Resources
- ◆ Insurance
- ◆ Intellectual Property
- ◆ Landlord and Tenant
- ◆ Legal – Civil Law
- ◆ Legal – Common Law
- ◆ Management
- ◆ Medical Negligence
- ◆ Partnership
- ◆ Inheritance
- ◆ Personal – Injuries
- ◆ Professional Negligence
- ◆ Securities
- ◆ Social Work Affairs
- ◆ Shipping
- ◆ Sports
- ◆ Tax
- ◆ Trust
- ◆ International Trade
- ◆ International Investment
- ◆ Others

5. Membership of Other Mediation Organization(s) (if applicable)

* Please attach a copy of the certificate(s)

From (MM/YYYY)	To (MM/YYYY)	Name of Mediation Organization	Membership Type

6. Language Proficiency

Please tick "✓" the appropriate boxes and specify any other language(s) you may be proficient in.

	Spoken Language Proficiency				Written Language Proficiency			
	Native	Fluent	Fair	Unfamiliar	Native	Fluent	Fair	Unfamiliar
Chinese (Putonghua)	❑	❑	❑	❑	❑	❑	❑	❑
Chinese (Cantonese)	❑	❑	❑	❑				
English	❑	❑	❑	❑	❑	❑	❑	❑
Other: _____	❑	❑	❑	--	❑	❑	❑	--
Other: _____	❑	❑	❑	--	❑	❑	❑	--

7. Fees and Method of Payment

Annual Fee has to be paid each year. Under the current payment scale, for International Accredited Professional Mediator of **BOTH** International Dispute Resolution and Risk Management Institute (**IDRRMI**) and Mainland – Hong Kong Joint Mediation Center (**MHJMC**):

The fee is **HK$1,500** (valid until December 31 of each year), including the Registration Fee of HK$500 and the Annual Fee of HK$1000. The Registration Fee and Annual Fee will be regularly adjusted.

Method of Payment (Please tick "✓" the appropriate box):

❑ Cheque – For HKD accounts only (Should be made payable to *"International Dispute Resolution & Risk Management Institute Limited"*)

❑ Paypal – If you would like to use Paypal, please select **IDRRMI - Apply as an International Accredited Professional Mediator** on . http://mhjmc.org/en/Cart.php to proceed.

❑ Bank Transfer –HKD (Please deposit the fee into the multi-currency account of Bank of China: 012-704-2-005395-8)

Please write your name, contact number and specify "International Accredited Professional Mediator Application" at the back of the bank slip and submit to the Secretariat of IDRRMI.

Date of Transfer _____ Transaction Reference Number (If any) _____

8. Important Notes

a. The validity period of the qualification of successful applicants is from the date of approval to 31st December of that year. All successful applicants shall submit documents for the renewal of qualifications.

b. Applicants must fulfill the requirements stated in point (a) of Important Notes, and submit (i) the completed application form, (ii) a recent business photograph, (iii) fees (Application Fee and Annual Fee, waived for invited individuals), (iv) copies of the certificates of academic/professional qualifications in Section 3 of this Application Form, to IDRRMI in person, by mail or email, in order that the application may be admissible.

c. The Board of Directors of IDRRMI has the right to accept or reject the application without any explanation. If the application is refused eventually, the Annual Fee will be refunded to the applicant, but the Application Fee is not refundable or transferable.

d. The Board of Directors of IDRRMI has the right to update/change the relevant application eligibility, requirements and fees at any time without prior notice.

e. In case of any disputes, IDRRMI reserves the right to final decision.

9. Personal Information Collection Statement

a. Purpose of Collection: Staff and the Board of Directors of IDRRMI may use applicant's Personal Information for the following purposes：(i) to process applicant's application; (ii) to promote mediation related activities, such activities include but are not limited to: event invitation, services provided, training courses, research, opinion collection, fundraising, etc.; (iii) to communicate with applicant. All such data will not be disclosed to other parties.

b. Consequence of failing to provide Personal Information: It is necessary for applicant to provide the Personal Information requested by IDRRMI. In the event that any such Personal Information is not provided, IDRRMI may be unable to provide applicant with the services or carry out the activities outlined in point (a) above.

c. Access and Correction Rights: Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal information. Applicants wishing to access or make corrections to their data should submit written requests to the Secretariat of IDRRMI.

❑ If you do not wish to receive information as stated in point a(ii) of this statement, please indicate objection by ticking this box.

10. Applicant's Declaration

a. I have noted, understood and agreed to the contents of the Important Notes and the Personal Information Collection Statement.

b. I declare that all information provided in this application form is accurate and complete, and authorize IDRRMI to check and verify the information supplied pertaining to my application.

c. I declare that I have no criminal record or outstanding criminal charges and there have been no disciplinary action against me by any professional body. I undertake to duly inform IDRRMI if I am charged with any criminal offences or if there is any disciplinary action against me during the time that I am admitted to IDRRMI as an International Accredited Professional Mediator.

d. On admittance, I agree to abide by the Hong Kong Mediation Code, and all regulations of IDRRMI, such regulations include but are not limited to: Mediator's Rules, Code of Ethics, Disciplinary Procedures, etc., and all regulations and by-laws and any amendments thereto of the Board of Directors of IDRRMI.

e. I understand that my failure to provide accurate and sufficient information in this application will disqualify my application and may hinder mediation case referral (if any) from IDRRMI or lead to revocation of my qualification as International Accredited Professional Mediator.

f. I understand that the Board of Directors of IDRRMI has the final decision on my application. If my application is refused eventually, I cannot object, while the Application Fee is not refundable or transferable.

Signature _____ Date _____

Checklist for Applicant
Please check if all required information and documents are provided： ❑ Completed Application Form ❑ Recent business photograph (144x192 Pixel (3.8cm x 5cm)) ❑ Fees (Registration Fee & Annual Fee, waived for invited individuals) ❑ Copies of the certificates of academic/professional qualifications in Section 3 of this Application Form ❑ Copies of certified documents of accreditation by a renowned mediator accreditation institution

For office use only			
Date of Application		International Accredited Professional Mediator Number	
Date of Approval		Receipt Number	
Approval Results		Remarks	