(For Official Use Only)

Our Ref:

Date Received:

**International Mediation Service Application Form**

**国际调解服务申请表**

**Documents required for the application of Mediation:**

Any one, both or multiple party/parties in any disputes involving Hong Kong, the Mainland China or other places around the world may submit application to Hong Kong International Mediation Centre (HKIMC) for mediation, regardless whether there is a prior mediation agreement between the parties or not.

The following documents are required when applying for mediation service at HKIMC:

1. International Disputes Resolution Service Application Form;
2. Non-refundable registration fee HK$2,000 for each party;
3. The names of all parties and their respective valid contact(s);
4. The facts of the dispute and the mediation request;
5. Related evidence and documents;
6. Proof of identity; and
7. If any party entrusts an attorney to participate in mediation, a letter of attorney and authorization shall be submitted.

Each party shall complete this form and submit all relevant documents and the registration fee to:

*Hong Kong International Mediation Centre*

*Room 506, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong*

*(or by fax: +852 2866-1299 or by e-mail to* [*admin@hkimc.com*](mailto:admin@hkimc.com)*)*

**申请调解之所需文件:**

任何一方、双方或多方涉及香港，中国内地或世界各地地方的各类纠纷的当事人，无论当事人之间是否事先存在提交调解之协议，均可向香港国际调解中心申请调解服务。

当事人向香港国际调解中心申请调解时，需要提交以下档：

1. 跨境争议解决服务申请表；
2. 各方登记费为港币2,000元正(不予以退回)；
3. 各方当事人的名称（姓名）和有效联系方式；
4. 争议事实和调解请求；
5. 相关的证据材料；
6. 身份证明文件；及
7. 如当事人委托代理人参与调解，应提交授权委托书。

请填妥表格及递交相关数据及费用至:

*香港国际调解中心*

*(香港中环雪厂街11号律政中心西座5楼506室)*

*(或传真至 +852 2866 1299，或电邮至admin@hkimc.org)*

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| --- | --- |
| Application Date  申请日期 |  |
| Court Case No. (if any) 法庭案件编号 (如适用) |  |

**Parties’ Information当事人资料** (*Please tick“✓ ”the box provided请在方格内填上「✓」号)*

🞏 Party A甲方

|  |  |
| --- | --- |
| Title  称谓 | □Mr.先生 □Miss.小姐 □Mrs.太太 □Ms.女士 |
| Name  姓名 |  |
| Representative(s) *(if any)*  代表 *(如适用)* |  |
|  | Will the above representative(s) represent the party in mediation?  会否代表当事人出席调解会议? □Yes 会 □No 不会 |
| Contact No.  联络电话 |  |
| E-mail Address  电邮地址 |  |
| Fax No.  传真号码 |  |
| Correspondence Address  通讯地址 |  |
|  |  |

🞏 Party B乙方

|  |  |
| --- | --- |
| Title  称谓 | □Mr.先生 □Miss.小姐 □Mrs.太太 □Ms.女士 |
| Name  姓名 |  |
| Representative(s) *(if any)*  代表 *(如适用)* |  |
|  | Will the above representative(s) represent the party in mediation?  会否代表当事人出席调解会议? □Yes 会 □No 不会 |
| Contact No.  联络电话 |  |
| E-mail Address  电邮地址 |  |
| Fax No.  传真号码 |  |
| Correspondence Address  通讯地址 |  |
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**Language选择语言** *(Please put a “✓ ” in the appropriate box 请在适当的方格内填上「🗸」号)*

1. Written correspondence书面通讯: □ Chinese中文 □ English英文
2. Mediation调解: □ Cantonese广东话 □ Putonghua 普通话 □ English英语

□ Others其他 (Please specify请注明):

1. **Case Nature调解事项**  (*Please put a “* ✓ *” in the appropriate box请在适当的方格内填上「🗸」号)*

|  |  |
| --- | --- |
|  | Bank/Financial Service Disputes银行/金融服务纠纷 |
|  | Maritime Disputes海事纠纷 |
|  | Insurance Disputes保险纠纷 |
|  | Contact Disputes合约纠纷 |
|  | Leasing Disputes租务纠纷 |
|  | Construction Disputes工程纠纷 |
|  | Shareholders dispute股东纠纷 |
|  | International Trade Disputes国际贸易纠纷 |
|  | Personal Injury Disputes人身伤亡纠纷 |
|  | Labor Disputes劳资纠纷 |
|  | Intellectual Property Disputes 知识产权纠纷 |
|  | Property Disputes物业纠纷 |
|  | Others其他 (Please specify请注明) |

1. **The place(s) of enforcement of the settlement agreement**

将会执行和解协议的地方

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1. **Mediation Advocates or Legal representatives**

**调解代理或法律代表**

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1. **Dispute Summary争议概要**

*[****Note****：Please briefly state what the dispute is about, as well as important issues relevant to the dispute. It is suggested to list out the proposed solutions, including compensation or subsidy (if applicable). Additional pages can be attached when necessary (must be duly signed on each additional page). 请撮要陈述事件争议内容，以及与争议有关的重要事项，建议列出对个案的解决要求，包括赔偿或补助措施(如适用)。如有需要，可另加附页以作详尽陈述；****必须****在每张附页签署作实。]*

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**Notice of Personal Information Collection Statement收集个人资料通知**

Personal information submitted by parties regarding the “International Mediation Services Application Form” will be solely used for handling the dispute and issuing the arbitral award by an International Arbitration Institution. Information provided may be disclosed or handled by the following parties:

当事人各方就香港国际调解中心《国际调解服务申请表》提供的个人资料，只会用于处理指定的争议事件及由国际仲裁机构发出仲裁裁决书。就此而言，所提供的个人资料有可能向以下各方透露或交由以下各方处理：

1. Staff of International Dispute Resolution & Risk Management Institute国际争议解决及风险管理协会职员;
2. Parties as stated in this form此表格列出之个案的各方当事人;
3. Appointed Mediator获委派处理争议个案的调解员;
4. Appointed Arbitrator 获委派处理争议个案的仲裁员;
5. Staff of International Arbitration Institution国际仲裁机构职员

**Declaration by the Party/ Parties声明**

(\*Please delete inapplicable parts 请删去不适用部份)

1. \* I hereby submit the case to Hong Kong International Mediation Centre for mediation, which shall be conducted in accordance with the Mediation Rules of HKIMC in effect at the time of mediation.”

\* 本人现提交本争议至香港国际调解中心提，根据该<香港国际调解中心调解规则>作出调解。

\* I hereby submit the disputes to the Hong Kong International Mediation Centre for mediation which shall be conducted in accordance with IDDRM’s International Dispute Resolution Mechanism in effect at the time of application (“the Mechanism”). Any settlement reached in the course of the mediation shall be referred to the People’s Court in China designated by the Mechanism and shall be made a Judicial confirmation or Mediation Agreement. If no settlement is reached, the dispute shall be finally settled under the Rules of the Hong Kong Centre of International Commercial Arbitration or the designated arbitral tribunal, by one or more arbitrators appointed in accordance with the said Rules

\* 本人现提交本争议至香港国际调解中心，按照争议解决及风险管理协会有效的国际争议解决机制及规则[机制] 先以调解方式解决争议。各方当事人所达成的和解协议将交由机制指定的中国法院发出司法确认或调解书，如未能解达成和解，争议将交由香港国际商业仲裁中心或机制指定的仲裁机构和地点，按该仲裁机构的规则进行仲裁。

\* I hereby submit the disputes to the Hong Kong International Mediation Centre for mediation which shall be conducted in accordance with IDDRM’s International Dispute Resolution Mechanism in effect at the time of application (“the Mechanism”). Any settlement reached in the course of the mediation shall be referred to the Hong Kong Center of International Commercial Arbitration or the arbitral tribunal designated by the Mechanism and shall be made a consent award on agreed terms. If no settlement is reached, the dispute shall be finally settled under the Rules of the Hong Kong Centre of International Commercial Arbitration or the designated arbitral tribunal, by one or more arbitrators appointed in accordance with the said Rules."

\* 本人现提交本争议至香港国际调解中心，按照争议解决及风险管理协会有效的国际争议解决机制及规则[机制] 先以调解方式解决争议。各方当事人所达成的和解协议将交由香港国际商业仲裁中心或机制指定的仲裁机构发出仲裁裁决，如未能解达成和解，争议将交由香港国际商业仲裁中心或机制指定的仲裁机构和地点，按该仲裁机构的规则进行仲裁。

1. The Party/Parties will cooperate with the personnel of HKIMC, Mediation Case Manager and the mediator, by providing all relevant documents and information, when requested, including information that may be personal data, to enable such personnel of HKIMC and the mediator to handle the dispute.

当事人承诺与香港国际调解中心人员，调解管理经理及获委任处理争议的调解员合作，如上述人士提出要求，当事人愿意提供所有与个案相关的数据(包括个人资料)，惟数据仅限用作处理该指定个案。

1. 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/parties, the personnel of the HKIMC, and the mediator, save and to the extent required by the laws.

为保障各方利益，除法律有所规定外，当事人承诺保密所有关于及涉及调解个案的事宜及数据，以及不会向与个案无关的任何人士披露调解会议任何内容。

1. The Party/Parties will not hold the personnel of HKIMC and the mediator liable for any claims, loss or damages in relation to the outcome or proceedings of the dispute under International Dispute Resolution Mechanism of IDRRMI and Mediation Rules of HKIMC .

就《国际争议解决及风险管理协会国际争议解决机制调解规则》及香港国际调解中心调解规则而进行的争议个案，当事人不会因为调解结果或程序而引起的任何申索、损失或损害，要求国际争议解决及风险管理协会，香港国际调解中心及其职员，以及调解员负责。

1. The Party/Parties has/have read the ‘Notice of Personal Information Collection Statement’ and confirm/ confirms the agreement to provide personal data in relation to IDRRMI on a voluntary basis and on the terms and for the purposes set out in the Statement.

当事人已阅读《收集个人资料通知》，并确认所提供的任何数据及个人资料，均在自愿的基础上，按该通知上所载的条款及目的提供。

1. I further confirms/confirm that the information provided in this International Disputes Resolution Service Application Form is true and accurate.

当事人确认提供的所有数据均正确无误。

**Signature(s) 签署:**

|  |  |
| --- | --- |
|  |  |
| Signature of Party 当事人签署 |  |
|  |
| Name of Party 当事人姓名 |  |
| Date日期 |  |

**Notes for Application注:**

1. To apply for the international mediation Service of HKIMC, please fill in the “International Disputes Resolution Service Application Form” with HK$2,000 registration fee each to HKIMC.

如需申请国际争议解决及风险管理协会所提供的跨境争议解决服务，请填妥跨境争议解决服务申请表连同各方登记费港币2,000元正提交至国际争议解决及风险管理协会。

1. The crossed cheque should be made payable to “International Dispute Resolution and Risk Management Institute Limited”

划线支票的抬头为「国际争议解决及风险管理协会有限公司」。

1. All parties shall jointly appoint a mediator within 15 days from the day of receiving the notification of mediator appointment. If there is no consensus before the deadline, IDRRMI would specify a mediator to handle the case.

所有当事人应在收到调解员委任通知之日起的15日内共同选定一名调解员。逾期未能共同选定的，则由国际争议解决及风险管理协会指定的调解员处理该个案。

1. Paid registration fee is not refundable.

已缴付的登记费用概不退还。