

International Mediation Service Application Form **國際調解服務申請表**

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)

申請調解之所需文件:

任何一方、雙方或多方涉及香港，中國內地或世界各地地方的各類糾紛的當事人，無論當事人之間是否事先存在提交調解之協議，均可向香港國際調解中心申請調解服務。

當事人向香港國際調解中心申請調解時，需要提交以下文件：

1. 跨境爭議解決服務申請表；
2. 各方登記費為港幣 2,000 元正(不予以退回)；
3. 各方當事人的名稱（姓名）和有效聯繫方式；
4. 爭議事實和調解請求；
5. 相關的證據材料；
6. 身份證明文件；及
7. 如當事人委託代理人參與調解，應提交授權委託書。

請填妥表格及遞交相關資料及費用至:

香港國際調解中心

(香港中環雪廠街 11 號律政中心西座 5 樓 506 室)

(或傳真至 +852 2866 1299，或電郵至 admin@hkimc.org)

Application Date

申請日期

Court Case No. (if any)

法庭案件編號(如適用)

Parties' Information 當事人資料 (Please tick "✓" the box provided 請在方格內填上「✓」號)

☐ Party A 甲方

Title

稱謂

☐ Mr. 先生 ☐ Miss. 小姐 ☐ Mrs. 太太 ☐ Ms. 女士

Name

姓名

Representative(s) (if any)

代表(如適用)

Will the above representative(s) represent the party in mediation?

會否代表當事人出席調解會議?

☐ Yes 會 ☐ No 不會

Contact No.

聯絡電話

E-mail Address

電郵地址

Fax No.

傳真號碼

Correspondence Address

通訊地址

☐ Party B 乙方

Title

稱謂

☐ Mr. 先生 ☐ Miss. 小姐 ☐ Mrs. 太太 ☐ Ms. 女士

Name

姓名

Representative(s) (if any)

代表(如適用)

Will the above representative(s) represent the party in mediation?

會否代表當事人出席調解會議?

☐ Yes 會 ☐ No 不會

Contact No.

聯絡電話

E-mail Address

電郵地址

Fax No.

傳真號碼

Correspondence Address

通訊地址

Language 選擇語言 (Please put a “✓” in the appropriate box 請在適當的方格內填上「✓」號)

1. Written correspondence 書面通訊: ☐ Chinese 中文 ☐ English 英文
2. Mediation 調解: ☐ Cantonese 廣東話 ☐ Putonghua 普通話 ☐ English 英語
- ☐ Others 其他 (Please specify 請註明): _____

1. Case Nature 調解事項 (Please put a “✓” in the appropriate box 請在適當的方格內填上「✓」號)

- ☐ Bank/Financial Service Disputes 銀行/金融服務糾紛
- ☐ Maritime Disputes 海事糾紛
- ☐ Insurance Disputes 保險糾紛
- ☐ Contract Disputes 合約糾紛
- ☐ Leasing Disputes 租賃糾紛
- ☐ Construction Disputes 工程糾紛
- ☐ Shareholders dispute 股東糾紛
- ☐ International Trade Disputes 國際貿易糾紛
- ☐ Personal Injury Disputes 人身傷亡糾紛
- ☐ Labor Disputes 勞資糾紛
- ☐ Intellectual Property Disputes 知識產權糾紛
- ☐ Property Disputes 物業糾紛
- ☐ Others 其他 (Please specify 請註明) _____

2. The place(s) of enforcement of the settlement agreement
將會執行和解協議的地方

3. Mediation Advocates or Legal representatives
調解代理或法律代表

4. Dispute Summary 爭議概要

[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). 請撮要陳述事件爭議內容，以及與爭議有關的重要事項，建議列出對個案的解決訴求，包括賠償或補助措施(如適用)。如有需要，可另加附頁以作詳盡陳述；必須在每張附頁簽署作實。]

[illegible]

Notice of Personal Information Collection Statement 收集個人資料通知

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:

當事人各方就香港國際調解中心《國際調解服務申請表》提供的個人資料，只會用於處理指定的爭議事件及由國際仲裁機構發出仲裁裁決書。就此而言，所提供的個人資料有可能向以下各方透露或交由以下各方處理：

- (a) Staff of International Dispute Resolution & Risk Management Institute 國際爭議解決及風險管理協會職員；
- (b) Parties as stated in this form 此表格列出之個案的各方當事人；
- (c) Appointed Mediator 獲委派處理爭議個案的調解員；
- (d) Appointed Arbitrator 獲委派處理爭議個案的仲裁員；
- (e) Staff of International Arbitration Institution 國際仲裁機構職員

Declaration by the Party/ Parties 聲明

(*Please delete inapplicable parts 請刪去不適用部份)

- I. *
- * 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.”
 - * 本人現提交本爭議至香港國際調解中心提，根據該<香港國際調解中心調解規則>作出調解。
 - * 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
 - * 本人現提交本爭議至香港國際調解中心，按照爭議解決及風險管理協會有效的國際爭議解決機制及規則[機制] 先以調解方式解決爭議。各方當事人所達成的和解協議將交由機制指定的中國法院發出司法確認或調解書，如未能解達成和解，爭議將交由香港國際商業仲裁中心或機制指定的仲裁機構和地點，按該仲裁機構的規則進行仲裁。
 - * 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."

- * 本人現提交本爭議至香港國際調解中心，按照爭議解決及風險管理協會有效的國際爭議解決機制及規則[機制]先以調解方式解決爭議。各方當事人所達成的和解協議將交由香港國際商業仲裁中心或機制指定的仲裁機構發出仲裁裁決，如未能解達成和解，爭議將交由香港國際商業仲裁中心或機制指定的仲裁機構和地點，按該仲裁機構的規則進行仲裁。

- II. 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.
當事人承諾與香港國際調解中心人員，調解管理經理及獲委任處理爭議的調解員合作，如上述人士提出要求，當事人願意提供所有與個案相關的資料(包括個人資料)，惟資料僅限用作處理該指定個案。
- III. 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.
為保障各方利益，除法律有所規定外，當事人承諾保密所有關於及涉及調解個案的事宜及資料，以及不會向與個案無關的任何人士披露調解會議任何內容。
- IV. 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《國際爭議解決及風險管理協會國際爭議解決機制調解規則》及香港國際調解中心調解規則而進行的爭議個案，當事人不會因為調解結果或程序而引起的任何申索、損失或損害，要求國際爭議解決及風險管理協會，香港國際調解中心及其職員，以及調解員負責。
- V. 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.
當事人已閱讀《收集個人資料通知》，並確認所提供的任何資料及個人資料，均在自願的基礎上，按該通知上所載的條款及目的提供。
- VI. I further confirms/confirm that the information provided in this International Disputes Resolution Service Application Form is true and accurate.
當事人確認提供的所有資料均正確無誤。

Signature of Party 當事人簽署

Name of Party 當事人姓名

Date 日期

Notes for Application 註:

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.
如需申請國際爭議解決及風險管理協會所提供的跨境爭議解決服務，請填妥跨境爭議解決服務申請表連同各方登記費港幣 2,000 元正提交至國際爭議解決及風險管理協會。
2. The crossed cheque should be made payable to “International Dispute Resolution and Risk Management Institute Limited”
劃線支票的抬頭為「國際爭議解決及風險管理協會有限公司」。
3. 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.
所有當事人應在收到調解員委任通知之日起的 15 日內共同選定一名調解員。逾期未能共同選定的，則由國際爭議解決及風險管理協會指定的調解員處理該個案。
4. Paid registration fee is not refundable.
已繳付的登記費用概不退還。