

Application No.

申請編號： _____

Home Affairs Department
民政事務總署

FREE MEDIATION SERVICE - APPLICATION FORM
義務專業調解服務申請表

(1) Name (Name in Chinese) (Name in English)
申請人姓名： _____ (中文) _____ (英文)

ID Card No. Tel
身分證號碼： _____ 電話： _____

Address
地址 _____

Name of Owners' Corporation/MAC/Owners' Committee
法團/互助委員會/業主委員會名稱 _____

Tenant Owner Member of the Management Committee/
Held) Executive Committee (Position
 住客 業主 管理委員會/執行委員會成員 _____ (請註明職位)

Disclaimer of Liability
卸棄法律責任聲明

The Home Affairs Department and persons providing advice at the Centre in its service of free professional advice accept no liability or responsibility whatsoever for any inaccuracy, misrepresentation or omission in relation to advice given in the service, or for any loss or damage occasioned thereby.

Information including communications and documents disclosed in the mediation process shall not be presented as evidence in any future legal proceedings. The parties shall not call the mediators to give evidence for them in any future legal proceedings. Unless both parties agree, the mediator shall not act for any party in any capacity, professional or otherwise, after the mediation process.

民政事務總署及提供免費專業諮詢服務人士，不會就諮詢服務所提供意見的偏差、失實陳述或遺漏事項，或因而引起的任何損失或損害，承擔法律責任或一般責任。

在調解過程中使用過的通信、文件等資料，一概不得在其後進行的法律程序中作為證據之用。調解所涉各方也不得傳召調解人在其後進行的法律程序中作證。在完成調解後，除非調解所涉各方同意，否則調解人也不得以專業人士或其他身份，代表任何一方行事。

Home Affairs Department
民政事務總署

Acknowledgement of Disclaimer by Applicant 申請人確認聲明

I understand the content and meaning of the above disclaimer and agree to apply for and use the service mentioned therein subject to the said disclaimer.

I also agree that a copy of the written agreement reached in the mediation session would be kept in the Home Affairs Department for the sole purpose of evaluation of the voluntary service.

本人明白上述卸棄法律責任聲明的內容和含意，並同意在上述卸棄法律責任聲明的規限下，申請和使用上述調解服務。

此外，本人同意經調解達成協議後，把一份有關的協議書副本交由民政事務總署保存，以供評估調解服務的成效。

Signed

申請人簽署：_____

Date

日期：_____

Statement of Purpose

Purpose of Collection

1. The personal data provided by means of this form will be used by Home Affairs Department for the purpose of :
“ to assist in processing various applications for the service of Home Affairs Department from members of the public”

Classes of Transferees

2. The personal data you provide by means of this form may be disclosed to other Government branches, departments and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principal 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.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to : Senior Liaison Officer, Home Affairs Department (Tel No. : 2123 8382

目的說明

收集目的

1. 對於這份表格所提供的個人資料，民政事務總署會用作以下目的：
【協助處理市民向民政事務總署提出的服務申請。】

資料轉移對象類別

2. 你在這份表格所提供的個人資料，可能會為上文第 1 段所述目的而向政府其他各科、部門，以及其他有關人士和團體披露。

查閱個人資料

3. 根據《個人資料（私穩）條例》第 18 及 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正個人資料。你查閱資料的權利，包括有權索取你在這份表格所提供的個人資料的副本。

查詢

4. 如對這份表格所收集的個人資料有任何查詢，包括查閱及改正資料，應與下述人員聯絡：

民政事務總署
高級聯絡主任
電話：2123 8382

The outcome you have expected from the “Voluntary Professional Mediation Service” .

你期望透過「義務專業調解服務」可以達至的解決方案。

Do you agree to provide a copy of the points of dispute to the other party?

你是否同意將這份摘要的副本給予對方？

Agree 同意 Disagree 不同意

Others (Please specify) 其他（請註明）_____

Signed
申請人簽署：_____

Date
日期：_____

For Official Use only

(3) Supplementary Information, if any:

Appointment Date : _____ Time : _____

Prepared By : _____ Date : _____

Recommendation :

Mediation Service to be given by : HKMC HKMctr

Remarks : _____

Vetted and Recommended By : _____ Date : _____

Sent to : HKMC HKMctr By : _____ Date: _____

