



For Office Use Only

Date

Remarks

HONG KONG MEDIATION AND ARBITRATION CENTRE

Application for the Preparatory Workshop of the Mediator Qualifying Examination

Workshop code: (for office use)	
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Personal Information

Applicant 1 Name:	Chinese:
	English:
Programme Attended:	Programme Name:
	Programme Year:
Membership Number: (If provided)	
Contact:	
Email:	

Applicant 2 Name:	Chinese:
	English:
Programme Attended:	Programme Name:
	Programme Year:
Membership Number: (If provided)	
Contact:	
Email:	



香港調解仲裁中心

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Applicant 3 Name:	Chinese:
	English:
Programme Attended:	Programme Name:
	Programme Year:
Membership Number: (If provided)	
Contact:	
Email:	

Applicant 4 Name:	Chinese:
	English:
Programme Attended:	Programme Name:
	Programme Year:
Membership Number: (If provided)	
Contact:	
Email:	

Payment Details

Tuition Fee:	HKD 6,000
Payment method:	<input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> ATM
Cheque No.:	
Name of Issuer:	



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Workshop Details

Please fill in the below information and check the boxes where appropriate.

Proposed Date	
Tuition Fee	HKD6,000 for a one day (8-hour) workshop for a group of 4 applicants <input type="checkbox"/> 3 applicants <input type="checkbox"/> Below 3 applicants <input type="checkbox"/>
Venue	Venue to be proposed and arranged by <u>Applicants</u>: <input type="checkbox"/> Address: _____ _____ <i>Approved by HKMAAC: Yes / No (for office use)</i>
	Venue to be provided by <u>HKMAAC</u>. <input type="checkbox"/>
Trainer	Trainer to be proposed by Applicants: <input type="checkbox"/> Trainer's Name: _____ Trainer's Membership Number: _____
	Trainer to be appointed by HKMAAC. <input type="checkbox"/>



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Application Instructions

1. For payment made by crossed cheque(s), please make it payable to “**Hong Kong Mediation and Arbitration Centre Limited**”.
2. For payment made by ATM or bank transfer, please transfer the fees to the below bank account:
Bank: Hang Seng Bank
Account number: 787-288018-001
Account Name: Hong Kong Mediation and Arbitration Centre Limited
3. Please mark the name, contact number of any applicant(s) at the back of the crossed cheque(s) / ATM / bank transfer receipt(s).
4. Please send this completed application form together with (i) the ATM / bank transfer receipt(s) by e-mail to training@hkmaac.org; or (ii) the cross cheque(s) by post to **Hong Kong Mediation and Arbitration Centre - Level 12, Infinitus Plaza, 199 Des Voeux Road Central, Hong Kong**. Please specify the application as ‘*Application for the Preparatory Workshop of the Mediator Qualifying Examination*’.
5. HKMAAC reserves all the rights to accept, reject, change any proposed trainer, training date, time and/or venue.
6. Save for the situation where the workshop is cancelled by HKMAAC, all the training arrangements, once accepted and confirmed by HKMAAC, shall not be amended by applicants. Any payment will not be refunded once the application has been received and approved by HKMAAC.
7. Same tuition fee shall be applied regardless of the actual group size of the Workshop.
8. For the purposes of formal practicing and examination preparation, venues with suitable settings for mediation are highly recommended. Unless with special reasons provided, using residential homes as training venues are generally not preferable.
9. Any comments, feedbacks provided by trainer(s) are the personal views and opinions of individual trainer(s). Such comments or feedbacks shall not be regarded as any official views, examination standards or estimated MQE results by HKMAAC.
10. To avoid any conflict of interests in MQE examinations, all the arrangements regarding the Preparatory Workshop should be centrally organized and approved by HKMAAC.



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Declaration

We would like to apply for the above Preparatory Workshop. We have fully read, understood and accepted all the terms and instructions as stipulated in this application form and the Workshop prospectus. We hereby declare that all the information provided in this application form is correct, complete and true to the best of our knowledge and belief.

Signature (Applicant 1)

Date

Signature (Applicant 2)

Date

Signature (Applicant 3)

Date

Signature (Applicant 4)

Date