



## HKMAAC Member<sup>1</sup>, Accredited General Mediator, Family Mediator, Arbitrator

### Application / Renewal Application Form For Year 2019

#### IMPORTANT NOTES

##### Membership Upgrade

1. Starting from 2016, all previous “Associate Members” (AMHKMAAC) will be upgraded and re-categorized as “Members” (MHKMAAC), who will be subject to the same annual continuing professional development (CPD) and membership renewal requirements as required below in order to maintain their membership status.

##### Accredited General Mediator/Family Mediator/Arbitrator

2. Professional Members of HKMAAC (PMHKMAAC) including Accredited General Mediators, Accredited Family Mediators and Arbitrators, are all required to renew their membership annually in order to maintain their professional status as mediators or arbitrators. To renew their membership, PMHKMAAC must maintain technical competence and fulfill ethical obligations. They must complete a minimum of 5 points of CPD every year (details please refer to “HKMAAC CPD Policy 2018”).
3. In addition to the annual CPD requirement, PMHKMAAC shall disclose all civil, criminal and/or disciplinary actions that may have been taken against them during the previous year(s) as part of the membership renewal process.

##### Membership Cards

4. Upon renewal of membership, all MHKMAAC/ PMHKMAAC will be issued membership cards, which will serve as valid proof of identity in the course of attending internal CPD seminars, being Trainers/Coaches/Assessors of training programmes, attending Committee functions or external ceremony/conference events. All members shall also produce membership cards when using HKMAAC’s facilities as well as conducting general mediation/family mediation/arbitration.

---

<sup>1</sup> Members shall include all levels of membership: previous Associate Members, Members, Fellow Members.



# 香港調解仲裁中心 Hong Kong Mediation and Arbitration Centre

## Deadline for Membership Renewal

5. The one year membership period is based on calendar year, i.e. from 1 January to 31 December of each year.
6. Deadline for submitting the completed renewal application is the end of the April in the following year (i.e. 30 April 2019).

## Late Submission of Renewal Application

7. Completed renewal application form with appropriate membership fee must be received by HKMAAC on or before the deadline on 30 April 2019. If any member has failed to submit the renewal application by 30 April, a late fee of HK\$200 will be added to the regular membership fee. Membership fee and late fee are non-refundable and non-transferable.
8. If a completed application is not received by the end of April in the following year, the member will be considered as not having satisfied the renewal requirements and the membership will automatically be suspended.
9. All applications are subject to review and approval by HKMAAC. HKMAAC endeavours to notify the result of the application within 6 to 8 weeks upon receipt. If members have any concerns, issues or further queries regarding the membership renewal application, please contact us at 3796-3366 or by email: [membership@hkmaac.org](mailto:membership@hkmaac.org).





## Section 2: Membership Usage & CPD Declaration

This is to declare that

- a) I have read and understood the new CPD requirements in 2018 and all the obligations of MHKMAAC/PMHKMAAC as specified by HKMAAC; and
- b) I have met the obligations of the proper usage of the MHKMAAC/PMHKMAAC for 2018 membership renewal.

### Compliance with CPD requirement:

- I confirm that I have completed 5 CPD points in 2019.
- I have failed to comply CPD requirement in 2019.

I undertake that I will make up the shortfall of CPD points \_\_\_\_\_ (number of points) within the extended period\* as stipulated by HKMAAC.

- I am exempted for CPD requirement in 2018#.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

\* Extended period usually refers to the first half-year (i.e. January – June) right after the previous CPD year. Member may have to submit all relevant documentary evidence to HKMAAC within demanded period after the expiry of the extended period.

# CPD requirements and Renewal Fee are exempted for the following members of 2 categories: (1) Members who completed the Professional Mediation Training Programme/Professional Family Mediation Training Programme in 2018; (ii) Professional Members who become Accredited General Mediators, Accredited Family Mediators, Arbitrators in 2018



# 香港調解仲裁中心

## Hong Kong Mediation and Arbitration Centre

### NOTES:

1. Members who have not acquired any specified requirement(s) are considered non-compliance with the renewal requirements. Their membership and rights to use the Membership status of HKMAAC will be suspended until they have successfully renewed their membership.
2. Members who cannot comply with the renewal requirements for health reasons or any other circumstances beyond their control may submit a written request to HKMAAC for consideration. Such requests must include an explanatory letter and be submitted along with all applicable supporting documentation. Any exception cases will be considered by the Membership Committee of HKMAAC on a case-by-case basis.

### Section 3: Declaration & Agreement

**Note: If you have answered YES to any of the below questions, please submit your renewal application by mail or in person, and attach all relevant documents relating to the matter(s) at issue.**

Period of Declaration: 1 January 2019 to the date of application for 2019 membership renewal

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Have you ever been convicted of any offence(s) other than a minor traffic or littering offence in Hong Kong (or elsewhere)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you or have you ever been declared bankrupt in Hong Kong (or elsewhere)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been refused membership of a statutory body and/or other professional body in respect of your professional capacity in Hong Kong (or elsewhere)?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been refused professional indemnity insurance in Hong Kong (or elsewhere)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been subject to disciplinary proceedings or expelled by a statutory body or other professional body in respect of your professional capacity in Hong Kong (or elsewhere)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you aware of any other matters that may impact on HKMAAC's consideration of your application?   | <input type="checkbox"/> | <input type="checkbox"/> |



**香港調解仲裁中心**  
**Hong Kong Mediation and Arbitration Centre**

**Terms and Conditions**

1. I understand and agree to comply with all the conditions, requirements, policies and procedures for the Members of HKMAAC as established by HKMAAC which may be amended from time to time.
2. I understand and agree that in consideration of HKMAAC granting me the membership status, I shall indemnify HKMAAC for all liability, loss and damages, legal costs, professional costs and/or expenses of whatsoever nature incurred or suffered by HKMAAC whether direct or consequential arising out of, or as a result of, my, or my permitting, misuse of the membership.
3. I understand and agree that HKMAAC may enforce the conditions, requirements, policies and procedures as mentioned in (1) above against me and may reject, suspend or terminate my right to use the MHKMAAC / Accredited General Mediator / Accredited Family Mediator / Arbitrator (if granted) at any time, for my failure to satisfactorily meet any such conditions, requirements, policies and procedures.
4. I understand that the rights to use the designation of MHKMAAC / Accredited General Mediator / Accredited Family Mediator / Arbitrator are granted by HKMAAC to me personally. I understand that my membership status is limited to a fixed period. At the end of the period, if my membership is not renewed, my membership expires immediately and any right to use the designation of MHKMAAC / Accredited General Mediator / Accredited Family Mediator / Arbitrator will terminate upon expiration of the certification. If I fail to comply with membership renewal requirements, I agree to cease use of the designation of MHKMAAC / Accredited General Mediator / Accredited Family Mediator/Arbitrator immediately. I understand that the HKMAAC may relinquish any rights I have in the use of MHKMAAC / Accredited General Mediator / Accredited Family Mediator / Arbitrator if I fail to maintain membership status.
5. I understand that upon successful renewal application for the membership status with HKMAAC, HKMAAC will grant me a complimentary membership under HKMAAC's Membership Renewal Policy. I understand that I may withdraw my HKMAAC membership by sending a written request to the Membership Committee of HKMAAC.
6. I understand and agree that fees paid pursuant to my application are non-refundable and non-transferable.



1. I explicitly consent that any personal information (personal data) from time to time collected or held by HKMAAC (whether contained in this application or obtained otherwise) is provided and may be held, used, processed and/or disclosed (i) in accordance with and for the purpose outlined in the Data Privacy Statement herein, and/or (ii) to permit and enable HKMAAC to:
  - a. fully and fairly process my application,
  - b. disclose any personal data where HKMAAC has an obligation to make such disclosure under the requirements of any law binding on HKMAAC,
  - c. disclose to the public my membership status, date of membership, professional standing and history of disciplinary actions as a MHKMAAC / Accredited General Mediator/Accredited Family Mediator / Arbitrator and the date of my ceasing to be a MHKMAAC / Accredited General Mediator/Accredited Family Mediator/Arbitrator (if applicable); and
  - d. use my personal data to compile statistics and analyses the results wholly for use within HKMAAC,
2. I understand that I may refuse to provide personal data as requested in the application or otherwise, but such refusal, or the provision of any inaccurate personal data may result in HKMAAC being unable to or refusing to process this application.
3. I understand that I have the right to check whether HKMAAC holds personal data about me and that, if so, I have a right of access to my personal data. I can request HKMAAC to correct any inaccurate personal data and if I need to obtain a copy of my personal data or have it corrected; I can write to the Membership Committee of HKMAAC. I understand that HKMAAC is permitted by law to charge a reasonable fee for the processing of any data access request.

**I understand and agree to the Terms and Conditions and the above Personal Data Agreement. Also, I declare that the information contained in this application is truthful and complete, and I agree to notify HKMAAC of any material changes to my responses to any of the questions in this application, including my contact details.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**香港調解仲裁中心**  
**Hong Kong Mediation and Arbitration Centre**

**Section 4: Payment Details**

**Annual Membership Fee for year 2020:**

For late application, a late fee of HK\$ 200 will be charged.

Please “✓” as appropriate.

<input type="checkbox"/>	<b>HK\$ 500</b>	Renewal Application for Members
<input type="checkbox"/>	<b>HK\$ 800</b>	New Application for Professional Members: (Accredited General Mediators/Accredited Family Mediators/Arbitrators)
<input type="checkbox"/>	<b>HK\$ 800</b>	Renewal Application for Professional Members: (Accredited General Mediators/Accredited Family Mediators/Arbitrators)
<input type="checkbox"/>	<b>HK\$ 700</b>	\$500 + \$200 (Late fee – Member who has late submission <b>after 31 December 2019</b> )
<input type="checkbox"/>	<b>HK\$ 1,000</b>	\$800 + \$200 ((Late fee – Professional Member who has late submission <b>after 31 December 2019</b> )
<input type="checkbox"/>	<b>Fee Waived</b>	<input type="checkbox"/> Members who completed either Professional Mediation Training Programme or Professional Family Mediation Training Programme in 2020 at HKMAAC

**By Cheque**

Cheque should be made payable to “**Hong Kong Mediation and Arbitration Centre Limited**”.

Please mark your name and contact number at the back of the crossed cheque.

Cheque no: \_\_\_\_\_

Name of issuer: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

**By Bank Transfer**

Bank name: Hang Seng Bank

Account number: 787-288018-001

Account name: Hong Kong Mediation and Arbitration Centre Limited

Please send the completed form(s) together with cheque / bank-in-slip to the following address or e-mail address:-

**Mailing Address**

Hong Kong Mediation and Arbitration Centre Limited

Administration Office

Level 10, The Wave, 4 Hing Yip Street, Kwun Tong, Hong Kong.

Attn: Membership Committee

**E-mail Address**

membership@hkmaac.org