



香港調解仲裁中心

Hong Kong Mediation and Arbitration Centre

Application Form for Name Cards

a) **Name:** _____ (English)
*English name shall be restricted to 20 alphabets including punctuation and spacing
_____ (Chinese)

b) **Academic Qualification(s) (in abbreviated format e.g. LLB(Hons))**

(English)

(Chinese)

c) **Professional Qualification(s) (in abbreviated format e.g. Practising Solicitor, ACCA)**

(English)

(Chinese)

d) **Membership Status (e.g. Accredited General Mediator, Accredited Family Mediator)**

e) **Membership Number:** _____

f) **Number of Pieces to be ordered:** _____
(Per 100 pieces)

Applicants shall be fully responsible for the accuracy and completeness of all the personal information supplied for the name card printing purpose. Hong Kong Mediation and Arbitration Centre shall NOT be responsible for any errors, omissions or inaccuracy in printing.



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Terms and Conditions for Application

- 1) All the Accredited General Mediators, Accredited Family Mediators, Arbitrators, Members of Editorial Board, Chairperson/Committee Members of all committees shall be eligible for name card application.
- 2) Please note that the name card printing and administration fees are HK\$250/ 100 pieces.
- 3) Applicants are fully responsible for proof-read and ensure the accuracy and completeness of the provided information upon receipt of printed name cards.
- 4) All the designs, logos, and contact information on the name cards (including correspondence address, telephone number, fax number, e-mail address and website) are NOT subject to any modifications which will be strictly standardized according to the policy of HKMAAC.
- 5) For verification purposes, please enclose PHOTOCOPIES of all the academic and professional qualification certificates as provided herein above. Applicants shall be responsible for the validity and accuracy of any qualifications intended to quote. HKMAAC has the final discretion on any content to be printed in the name cards.
- 6) Subject to the services of external vendors, it usually takes about 14 working days for the printing process.
- 7) All members are obligated to use the name cards provided by HKMAAC. In no circumstances should any members design, print, reprint or create own name cards.
- 8) For subsequent order(s), please enclose PHOTOCOPIES of all the academic and professional qualification certificates only if there are any amendments.
- 9) Name cards shall only be valid for utilization while members maintain valid membership with HKMAAC. Upon demand of HKMAAC or termination of HKMAAC membership, members should not continue to distribute any name cards. No refund will be allowed for any unused name cards.
- 10) Please send the completed application together with the total fees in the form of crossed cheque made payable to "*Hong Kong Mediation and Arbitration Centre Limited*" to *Hong Kong Mediation and Arbitration Centre, Level 12, Infinitus Plaza, 199 Des Voeux Road Central, Hong Kong.*

Declaration:

I hereby declare that all the information provided by me is true, accurate and complete. I understand that any incorrect or incomplete information may constitute professional misconduct. I have also read, understood and accept all the notes and information as provided under "Terms and Conditions for Application" in this form.

Signature: _____

Date: _____