





|   |   |                              |  |
|---|---|------------------------------|--|
| <b>(h)</b>  | Correspondence Address 通訊地址:  | <b>(i)</b>                   | Monthly Income HK\$<br>每月收入<br><br>(Average in the past 12 months <sup>1</sup> )   |
| <b>(j)</b>  | Identity Document / Business Registration No.<br>身分證/商業登記證號碼:<br><br>(For individual, please provide the first 4 digits of ID No.<br>個人身份證號碼頭 4 位字)   | <b>(k)</b>                   | ID Type 身分證明類別<br><input type="checkbox"/> HKID 香港身分證 <input type="checkbox"/> PRC ID 中國身分證<br><input type="checkbox"/> BRC 商業登記證<br><input type="checkbox"/> Others 其他, please specify 請註明:<br>_____  |
| <b>2. Brief Particulars of the other Party 另一方的簡要資料</b> |   |                              |  |
| <b>(a)</b>  | <b>Identity 身份</b><br><input type="checkbox"/> Individual 個人 <input type="checkbox"/> Christian Church 基督教教會 <input type="checkbox"/> Catholic Church 天主教教會<br><input type="checkbox"/> Mission Organisation 宣教機構 <input type="checkbox"/> Others, please specify 其他, 請註明:<br><input type="checkbox"/> Christian Organisation 基督教機構 _____ |                              |  |
| <b>(b)</b>  | <b>Name 姓名/機構名稱</b><br>(as printed on Identity Card (ID Card)/Business Registration Certificate (BRC)/Certificate of Incorporation (CI)<br>按身分證 / 商業登記證 / 公司註冊證)<br><br>(中文) *先生 /女士 /太太 /小姐 /有限公司<br><br>_____<br><br>(English) *Mr / Ms / Mrs / Miss / Co. Ltd<br><br>_____   | <b>(c)</b>                   | <b>Religion 宗教</b><br><input type="checkbox"/> Christian 基督教<br><input type="checkbox"/> Catholic 天主教<br><input type="checkbox"/> Others, please specify 其他, 請註明:<br>_____   |
| <b>(e)</b>  | <b>Name of Contact Person 聯絡人姓名</b><br>(where applicable 如適用)   | <b>(d)</b>                   | <b>Language Preferences 語言選項</b><br>Written communication 書寫通訊語言 #: <input type="checkbox"/> 繁體中文 <input type="checkbox"/> 簡體中文 <input type="checkbox"/> English<br>Language used in mediation 調解中語言 #: <input type="checkbox"/> 粵語 <input type="checkbox"/> 普通話 <input type="checkbox"/> English<br><input type="checkbox"/> Others, please specify 其他, 請註明:<br>_____<br># You may choose more than one 可以選擇一項或多項 |
| <b>(f)</b>  | Daytime Contact No.<br>日間聯絡電話號碼:  | Other Contact No.<br>其他電話號碼: | <b>(g)</b> Contact Email Address 電郵地址:   |

<sup>1</sup> The fee-charging scale is based on affordability of mediation service users, subject to a minimum fee. In order to determine the fee-charging scale that is applicable to you, please provide your average monthly income. Otherwise, the highest hourly rate will be charged. 調解收費基於調解服務使用者的負擔能力，並設有最低費用。請提供閣下的平均每月薪金以確定適用於閣下的調解收費。否則，本中心將收取最高定額收費率。



3. Have you filed any legal proceedings with the court? 閣下有否曾向法院提出任何訴訟?  Yes 有  No 沒有  
If Yes, please briefly describe the current status 如有，請簡要註明目前的狀況：  
Court Case No. (if any) 法庭案件編號 (如有)：  
Deadline to report mediation result (if any) 滙報調解結果之日期 (如有)：

Does the dispute involve criminal and domestic violence 雙方爭議是否涉及刑事及/或暴力?  
 Yes 涉及  No 不涉及

4. Have you proposed to the other Party to seek mediation to resolve the issue / dispute?  
閣下是否曾建議另一方尋求調解以解決問題/爭議?  Yes 有  No 沒有  
If Yes, is there any agreement reached? 如果有，有否達成了任何協議?  Yes 有  No 沒有  
If No agreement reached, please briefly describe the current status 如果沒有達成協議，請簡要描述目前狀況：

Are you willing to reach agreement with the other Party through mediation for resolving the issue / dispute?  
閣下是否願意透過調解與另一方解決問題/爭議從而達成協議?  
 Yes 願意  No 不願意, please briefly describe the current status 請簡要描述目前狀況：



Do you agree to authorise the HKCMC to send a written invitation to the other Party to participate in mediation?

閣下是否同意授權香港基督教調解中心向另一方發出書面邀請參與調解？

No 不同意

Yes, I hereby signify my authorization below 我在此簽署表示我的授權：

Authorised Signature(s) 授權簽署 # : \_\_\_\_\_

Name(s) of Signer(s) 簽署人姓名 : \_\_\_\_\_

Name of Applicant 申請人名稱 : \_\_\_\_\_

(For Company/Organisation only 供公司/機構申請人填寫)

Date 日期 : \_\_\_\_\_

# If the Applicant is a company / an organisation, this authorisation shall be signed by authorised signer(s) and stamp with company chop. 如果申請人是公司/機構，則本授權應由授權簽字人簽字並加蓋公司印章。

5. Type of the disputes 爭議類別 ##:  Church Issues 教會問題  Interpersonal Relationships 人事關係  
 Debt / Financial 債務/財務糾紛  Goods / Services Disputes 商品/服務爭議  
 Inheritance Disputes 遺產糾紛  Property Disputes 物業糾紛  Employment Disputes 僱傭糾紛  
 Others 其他: \_\_\_\_\_

## You may choose more than one type 可以選擇一項或多項

Describe the dispute and/or the problem facing 簡要描述爭議或問題：



Briefly describe your view of the basic problem that has led to the dispute

簡要描述閣下對導致爭議的基本問題的看法：

(If necessary, please attach additional page(s) to describe in detail. 如需要，請另附附頁以詳盡描述。)

6. Do you consider the need to seek legal advice? 閣下是否考慮尋求法律諮詢？

What are the issues involved 涉及尋求法律諮詢的問題是什麼？

What is the status/progress of seeking legal advice 尋求法律諮詢的現狀/進展如何？



Name of your lawyer 律師名字 : \_\_\_\_\_  
 Name of the law firm 律師行名稱 : \_\_\_\_\_  
 Case Reference No. 檔案編號 : \_\_\_\_\_  
 Phone No. 電話號碼 : \_\_\_\_\_  
 Email Address 電郵地址 : \_\_\_\_\_

Do you want to meet with a lawyer before attending mediation? 閣下想在調解前與律師見面嗎?  
 Yes 想     No 不想

7. What times of day / of the week are the best for you to meet? Please  all your available time slots:  
 請選擇那一時段適合會面：

|                      | Mon(一) | Tue(二) | Wed(三) | Thu(四) | Fri(五) | Sat(六) |
|----------------------|--------|--------|--------|--------|--------|--------|
| 9:30 am –<br>1:30 pm |        |        |        |        |        |        |
| 2:00 pm –<br>6:00 pm |        |        |        |        |        |        |
| 6:30 pm –<br>9:30 pm |        |        |        |        |        |        |

8. Your preferred mode of contact 最適合與閣下聯繫的方式：  
 By phone 電話     By WhatsApp     By email 電郵     Through my lawyer 透過律師

9. From what channel did you know about the HKCMC? 閣下從何處得悉香港基督教調解中心?

- |   |   |                                    |                                   |
|---|---|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Church Pastor 教會牧師                   | <input type="checkbox"/> Friend 朋友                              | <input type="checkbox"/> YouTube   | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Churchmates 教會朋友                     | <input type="checkbox"/> Seminars 研討會                           | <input type="checkbox"/> Poster 海報 |                                   |
| <input type="checkbox"/> Others, please specify:<br>其他，請簡要註明： | <input type="checkbox"/> Christian Mediation Training 基督教調解訓練課程 |                                    |                                   |
|   | <input type="checkbox"/> HKCMC email 環球天道傳基協會/香港基督教調解中心電郵       |                                    |                                   |
|   | <input type="checkbox"/> HKCMC website 環球天道傳基協會/香港基督教調解中心網站     |                                    |                                   |
|   | <input type="checkbox"/> Internet search 互聯網搜尋                  |                                    |                                   |

Who referred you to HKCMC 誰人介紹閣下到香港基督教調解中心?

(Name 姓名 : \_\_\_\_\_ )

10. HKCMC aims to train up more Christian mediators. Do you consent for a Mediation trainee sit in on your sessions from time to time?  
 香港基督教調解中心旨在培養更多基督教調解員。閣下是否同意允許調解實習生不時參與閣下的調解會議?  
 Yes 同意     No 不同意     Willing to discuss 可商討



## 11. Declaration 聲明

- (a) I/We understand and agree that the processing fee of HK\$300 payable before the intake interview is non-refundable even if my/our Application is not successful.

本人/我們知悉及同意，如申請不獲受理，本人/我們不會獲退回申請費(港幣 300 元)。

- (b) I/We agree to cooperate with the officer(s)/personnel of the HKCMC and the mediator(s) by providing all relevant documents and information, upon request, including information that may be or may contain personal data, for the HKCMC to assess whether the Application may be accepted by the HKCMC. I/We understand if some or all of the requested documents, information or personal data are not provided, the HKCMC may not be able to process this Application or provide assistance to me/us.

本人/我們同意與香港基督教調解中心職員及調解員合作，應要求自願提供所有有關文件及資料(包括個人資料)，以便香港基督教調解中心評估申請是否獲得受理。如本人/我們未能提供足夠文件及資料，香港基督教調解中心可能無法處理有關申請或向本人/我們提供協助。

- (c) I/We agree that the documents, information and personal data I/we have provided to the HKCMC in relation to this Application voluntarily are for the purpose of processing my/our Application. The documents, information and personal data provided will be handled by or revealed to the officer(s)/personnel of the HKCMC and the mediator(s) and may be used for research, evaluation and educational purposes, provided that the HKCMC shall not use information which reveals, or is likely to reveal, directly or indirectly, my/our identity(ies).

本人/我們同意本人/我們自願就本申請而提供的文件、資料及個人資料，以供香港基督教調解中心處理本人/我們的申請。本人/我們同意所提供的文件、資料及個人資料會交由香港基督教調解中心職員及調解員處理或向他們披露，而香港基督教調解中心可把有關文件及資料用作研究、評估或教育用途。惟香港基督教調解中心把有關資料作此等用途時，不得直接或間接洩露或可能直接或間接洩露本人/我們的身分。

- (d) I/We am/are aware that my/our personal data submitted for this Application and for processing the dispute will be retained until the end of December of the following calendar year (if my/our Application is rejected) or until the end of December of the seventh year after the file is closed by the HKCMC (if my/our dispute has been processed by the HKCMC through mediation or otherwise).

本人/我們知悉本人/我們就這宗申請而提交的個人資料將被保留至翌年年底（如本人/我們的申請被拒絕受理）或個案結束後的第 7 年年底（如本人/我們的申索經香港基督教調解中心的調解或其他方式處理）。

- (e) I/We have read the HKCMC's "Mediation Users' Guide" and agree to abide by the terms of the Guide.

本人/我們已閱讀香港基督教調解中心《綜合調解服務使用者指引》及同意遵守其規定。

- (f) I/We confirm that the information provided in this Application Form and in relation to this Application is true, accurate and complete.

本人/我們確認在此表格中及就本申請而提供的資料全屬真實、準確及完整。

- (g) I/We have read, understood and agreed to the HKCMC's **Personal Information Collection Statement** set out below.

本人/我們已閱讀、理解及同意香港基督教調解中心的收集個人資料說明如下：

### Personal Information Collection Statement ("PICS") 收集個人資料的說明

The HKCMC respects your privacy rights when collecting, storing, using and transferring your personal data, and is committed to ensuring that the processing of all relevant personal data is in compliance with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance, Chapter 486 of the laws of Hong Kong Special Administrative Region (the "Ordinance"). Please read carefully below to learn about the HKCMC's policies and practices on the processing of your personal

data. If the HKCMC deems it necessary, the relevant policies and practices may be amended or otherwise altered from time to time as appropriate.

香港基督教調解中心在收集、儲存、使用及傳送個人資料時尊重閣下的私隱權利，並致力確保所有個人資料的處理均符合香港特別行政區法例（第 486 章）《個人資料(私隱)條例》的保障資料原則和有關規定。請細閱下文，以了解香港基督教調解中心關於處理閣下的個人資料之政策及實務。若香港基督教調解中心認為有必要時，此政策及實務可不時予以修訂或以其他方式予以更改（如合適）。

### 1. Purposes of Collection of Your Personal Data 收集目的

Personal data provided by you in this Application Form and in relation to this Application will be used by the HKCMC for the following purposes:

閣下於此表格上及就本申請而提供的個人資料，香港基督教調解中心會用作下列用途：

- (a) Process your Application or mediation service enquiry;  
處理有關閣下在此表格中所提出的申請/查詢;
- (b) Assess, approve and process matters in relation to your Application;  
評估、審批及處理有關閣下在此表格中所提出的申請事宜;
- (c) Deal with matters relating to the provision of mediation services to you;  
處理有關向閣下提供調解服務的事宜；
- (d) Compile statistics on the number and nature of requests for mediation services or enquiries received by the HKCMC.  
However, such statistics will not be published in any form that would identify you or reveal your personal details; and  
編纂香港基督教調解中心就查詢和要求提供調解服務/諮詢的宗數及性質的統計數字，然而，有關統計結果將不會以任何可識別閣下或透露閣下個人資料的形式公佈；及
- (e) For the HKCMC to contact you.  
方便香港基督教調解中心與閣下聯絡。

### 2. Disclosure / Transfer of Information 披露/獲轉交資料的人士/機構

Please note that the HKCMC may transfer your personal data to the persons or institutions and/or other related parties or organisations who will be contacted by us during the handling of this mediation service / enquiry for the purposes set out in paragraph 1 above. The personal data collected by the HKCMC in the performance of its functions may be disclosed to persons or organisations who are authorised to receive information relating to law enforcement, prosecution and review of decisions.

請注意，閣下的個人資料可能會轉移予香港基督教調解中心因處理本調解服務/諮詢而接觸的人士或機構及/或其他有關人士或機構，以作上述第 1 段所列的用途。香港基督教調解中心在履行其職能時所收集的個人資料可能會披露予獲授權收取有關執法、檢控及覆檢決定資料的人士或機構。

### 3. Security 保安

The right to access to your personal data is restricted to the HKCMC's authorised officer(S), personnel and mediator(s) and will only be processed in accordance with the relevant provisions of this PICS.

閣下的個人資料將只限於香港基督教調解中心已獲授權查閱該等資料的職員及調解員查閱，並只在按照本記說明的規定下方會被指示進行相關處理。

### 4. Access to or Correction of Your Data 閣下索閱或更正資料的權利

In accordance with the Ordinance, you have the right to request access to or correction of your personal data held by the HKCMC. Where necessary, you should make your access request in writing and send by post or via email to the HKCMC.

The address is 22/F, Win Plaza, 9 Sheung Hei Street, San Po Kong, Kowloon, Hong Kong, and the email is





mediation@tdww.org.hk.

根據《個人資料（私隱）條例》，閣下有權要求索閱或更正在**香港基督教調解中心**紀錄中與閣下有關的個人資料。如有需要，閣下可以書面方式提出要求，並以郵寄或電郵方式遞交予**香港基督教調解中心**。地址為：香港九龍新蒲崗雙喜街 9 號匯達商業中心 22 樓，電郵為 mediation@tdww.org.hk。

**5. Retention of Data 資料的保留**

The HKCMC will not keep your personal data longer than is necessary for the fulfillment of the purposes for which your personal data is or is to be used. The HKCMC may also retain any personal data for statistical purposes or destroy such data which is no longer required.

**香港基督教調解中心**不會在為達致閣下的個人資料被收集的目的所需的時間以外保存該等資料。**香港基督教調解中心**亦可為統計目的而保留任何個人資料或銷毀任何不再需要的個人資料。

**I/We have read, agreed, confirmed and understood the above PICS of the HKCMC.**

本人/我們已閱讀，同意，確認並明白以上聲明。

Authorised Signature(s) 授權簽署 # : \_\_\_\_\_

Name of Signer(s) 簽署人姓名 : \_\_\_\_\_

Name of Applicant 申請人名稱 : \_\_\_\_\_

(For Company/Organisation only 供公司/機構申請人填寫)

Date 日期 (yyyy/mm/dd) (年/月/日) : \_\_\_\_\_

# If the Applicant is a company / an organisation, please signify by authorised signer(s) and stamp with company chop.

如果申請人是公司/機構，則本申請表應由授權簽字人簽字並加蓋公司印章。