

**Hong Kong Christian Mediation Centre**  
**香港基督教調解中心**  
**Fee Scale 收費表**

<b>Charging Purpose</b> 收費目的	<b>Fees and Expenses of Mediation</b> 調解費用及開支
Intake Meeting 調解取錄會議	HK\$300 per Party 每當事人：300 港元 (Payable before an intake meeting) (在錄取會議前繳付)
<b>Pre-meeting (around two hours)</b> 調解會議前預會 (每節約 2 小時面談) <b>Mediation Meetings (around 3-4 hours each)</b> 調解會議 (每節約 3-4 小時面談)	Each party is required to pay for their own separate and joint interviews. 每當事人須繳付自己單獨及共同面談的費用。  Hourly fee per Party: 每當事人每小時費用：  1. If the Party is an individual: 若當事人為個人： ~ 1.5% of monthly salary ^, but the minimum charge is HKD 100 (^ according to income) ~ 月薪^的 <b>1.5%</b> ，但最低收費為港幣 <b>100 元</b> (^按照收入證明) ~ A fixed hourly fee of HK\$1,000 (if no proof of income is provided) ~ 定額每小時費用港幣 1 000 元 (若沒有提供收入證明)  2. If the parties are non-Christian institutions: 若當事人為 <b>非基督教機構 (#)</b> ： ~ Fixed hourly rate of HK\$1,000 ~ 定額每小時費用港幣 1 000 元  3. If the parties are Christian institutions: 若當事人為 <b>基督教機構 (#)</b> ： ~ Fixed hourly rate of HK\$800 ~ 定額每小時費用港幣 <b>800 元</b>  (#) 「本中心」保留最終決定權，以決定調解一方是否基督教機構

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<p>Payment Terms 付款條款</p>	<p><b>Prepayment requirements:</b> 預付費用要求：</p> <p>Each party shall pay an equivalent of 8 hours at the time of signing the Mediation Agreement/Family Mediation Service Agreement or at least five (5) business days prior to the First Pre-Meeting/Meeting 每當事人須在簽署《調解協議》／《家事調解服務協議》時或最遲於第一次預會／會議前五（5）工作日繳付相當於 8 個小時的費用</p>
<p>The policy to cancel or change the appointment time is to use our mediation resources effectively and prudently 設立取消或更改預約時間的政策是為了有效和審慎地使用我們的調解資源</p>	<p>After the mediation and mediation appointment confirmation, if the mediation is cancelled or changed before 12:00 noon at least three (3) business days prior to the scheduled meeting date, no cancellation fee will be charged. Cancellations or changes must be in writing. 在安排調解並發出調解預約確認後，如果調解在預定的會議日期之前至少三（3）工作日中午 <b>12:00</b> 前被取消或更改，則不收取任何取消費用。取消或更改必須採用書面形式。</p> <p>If the appointment is cancelled or changed within three (3) business days prior to the date of the meeting, 75% of the meeting fee will be paid. 若於會議日期之前三（3）工作日內取消或更改預約會議，則須繳付會議費的 <b>75%</b>。</p> <p>For no show, cancellation or change on the day of the meeting, the full fee for the meeting fee will be charged. 若於會議日當天沒有出現或取消或更改，則須繳付會議費的全額費用。</p> <p>For joint meetings, the party requesting cancellation or modification/no show shall pay the parties/party a 75% and/or full fee for the above-mentioned meeting fee, subject to a cap of HK\$800.00 對於聯席會議，要求取消或更改／沒有出現的一方應為雙方／各方繳付上述會議費的 <b>75%</b> 及／或全額費用。上限為 <b>\$800</b> 港元</p>

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Rental of meeting room 租借會議室	To be arranged by the Centre 由「本中心」安排 The cost of renting a meeting room shall be borne by the Parties equally. 租用會議室費用須由調解各方平均負擔。  (Meeting parties may also provide meeting venues for consideration by the Center) (調解各方也可以提供會議場地供「本中心」考慮)
Drafting and signing of Agreement to Mediate 起草並安排簽署《同意調解服務協議書》	To be arranged by the Centre 由「本中心」安排
Drafting and signing of Settlement Agreement 起草並安排簽署《和解協議》	<b>Drafting agreement fee:</b> 草擬協議費用： ~ Calculated at the hourly rate per Party according to the time spent by the Mediator ~ 根據調解員所花費時間，按每調解方每小時費用率計算

<b>付款方法：</b>	<b><u>Payment method:</u></b>
按上述調解服務收費表指定的繳費期限，請雙方將所須支付費用轉賬至「本中心」的指定銀行賬戶：	According to the payment period specified in the above mediation service fee schedule, the parties are required to transfer the fees to the designated bank account of the Center:
銀行名稱：恆生銀行 賬戶持有人的名稱： 環球天道傳基協會有限公司	Name of Bank : Hang Seng Bank Limited Name of Bank Account Holder : [Tien Dao Worldwide Christian Media Association Limited]
賬戶號碼：278-9-149883	Bank Account Number : 278-9-149883
請於轉賬後通過以下方法將銀行付款單或自動櫃員機轉	Please send the bank payment slip or ATM transfer receipt and payer name to the Center after transfer:

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賬收據及繳款人名稱發送至 「本中心」： 電子郵件： <a href="mailto:mediation@tdww.org.hk">mediation@tdww.org.hk</a> WhatsApp No.： +852 6996 1159	Email address： <a href="mailto:mediation@tdww.org.hk">mediation@tdww.org.hk</a> WhatsApp No.：+852 6996 1159
<b>費用修訂：</b>	<b>Fee Revision:</b>
「本中心」將於不定時修訂 或變更服務收費，恕不另行 通知。	The Center will revise or change the service charge from time to time without prior notice.
有關最新服務收費細節，請 諮詢「本中心」。	For details on the latest service charges, please consult the Center.
由於經濟負擔原因或按照 「本中心」的安排，調解服 務使用者可考慮向「本中 心」書面申請減免收費或安 排分期付款計劃。	Due to the economic burden or the arrangement of the "Centre", users of the mediation service may consider applying in writing to the "Centre" for fee reduction or scheduled installment payment.



(2019年5月通過)