

FDRC is a non-profit making company limited by guarantee

Please send Application Form and cheque to:  
Financial Dispute Resolution Centre  
Room 408-409, 4/F, West Wing, Justice Place,  
11 Ice House Street, Central, Hong Kong

Our Ref: FDRC/APP/\_\_\_\_\_  
Date Received:  
(for official use only)

**Financial Dispute Resolution Centre (FDRC)  
Application Form for Admission to the  
FDRC List of Mediators and/or FDRC List of Arbitrators**

Please fill in all sections in BLOCK letters & write on separate sheets if necessary. Please put a "√" in  where appropriate.

Application for Admission to  FDRC List of Mediators  FDRC List of Arbitrators  
[This form can be used for application to both Lists]

**I. Particulars of Applicant**

Name <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	(in English)	(in Chinese)
Date of Birth		<input type="checkbox"/> HKID No.
Place of Birth		<input type="checkbox"/> Passport No.
Language Ability (including dialects)	Written : <input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Others: _____ Spoken : <input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Others: _____	
Correspondence Address		
Contact Tel	Fax	Email

**II. Membership of Recognised Lists / Panels of Mediators / Arbitrators**

(Please refer to paragraphs 1.1 & 2.1 of the Standards and Procedures for Admission to the FDRC List of Mediators and FDRC List of Arbitrators ("S & P") for the Recognised Lists / Panels)

Date (dd/mm/yyyy)	Authority / Institution / Organisation / Professional Body (Copy of certificate / appointment letter must be provided for verification)	Membership Obtained	
		List / Panel of Mediators	List / Panel of Arbitrators
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### III. Mediation Experience (*Applicable if applying for admission to the FDRC List of Mediators*)

**Note:** An Applicant must have proven relevant experience **in the past 3 years as a mediator** in:-  
 - at least **3 cases** related to **financial products** (i.e. financial activities regulated by the Regulators as specified in *FDRC Terms of Reference*); or  
 - at least **3 cases** of **commercial contract dispute** between a **body corporate and one or more individuals**.

Termination Date of Mediation (dd/mm/yyyy)	No. and Capacity of Parties (body corporate / individuals)	Brief Description of the Dispute (whether it is related to financial products, commercial contracts, building management, personal injuries or others)	Outcome		Name of issuer of Reference Letter (Reference Letter must be provided)
			Settled	Not settled	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Mediation training & other mediation related experience (e.g. Trainer, Coach, Assessor, including names of Training Providers and Accreditation Bodies, and dates)


### IV. Arbitration Experience (*Applicable if applying for admission to the FDRC List of Arbitrators*)

**Note:** An Applicant must have proven relevant experience **in the past 3 years as an arbitrator** in:-  
 - at least **3 arbitration cases** related to **financial products** (i.e. financial activities regulated by the Regulators as specified in *FDRC Terms of Reference*); or  
 - at least **3 arbitration cases** of **commercial contract dispute** between a **body corporate and one or more individuals**.

No. of Appointments	No. of Hearings Conducted	No. of Awards Issued	Name of issuer of Reference Letter (Reference Letter must be provided)

Particulars of the arbitration experience

Approximate No. of days of hearing (if any)	The extent to which cases were conducted if no hearing conducted or no award issued	No. of parties and their capacities (body corporate / individuals)

## V. Completion of Training Programme for FDRC Mediators and Arbitrators

- |  |
|--|
| <input type="checkbox"/> I have successfully completed the Training Programme for FDRC Mediators and Arbitrators.<br>(Please attach copies of relevant certificates) |
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## VI. Application Fee

HK\$200 (one List) <input type="checkbox"/>	<input type="checkbox"/> By cheque <input type="checkbox"/> By cashier order <input type="checkbox"/> By bank transfer
HK\$400 (both Lists) <input type="checkbox"/>	<ul style="list-style-type: none"><li>• Bank Name: The Hongkong and Shanghai Banking Corporation Ltd</li><li>• A/C No.: (004)-848-218731-838</li></ul> payable to “ <b>Financial Dispute Resolution Centre</b> ” (The Application Fee is non-refundable)

### Note:

**Applicants must provide all information with supporting documents in the relevant sections (e.g. the reference letter issued by third parties to prove his/her relevant mediation and/or arbitration experience). The FDRC Appointment Committee may refuse to process and consider any application that is incomplete or where the Application Fee has not been paid.**

## VII. Personal Data & Privacy Information

1. Personal data provided in this application form will be used for the assessment for admission to the FDRC List of Mediators and/or FDRC List of Arbitrators and purposes incidental to it. Data herein will be dealt with by the FDRC staff and/or by the FDRC Appointment Committee or other relevant FDRC Board members. The consequence of not providing some or all of the requested personal data may be that FDRC is unable to process your application.
2. FDRC may include information on the FDRC List of Mediators and FDRC List of Arbitrators on its website listing in the form set out in Annexure III of the S & P, including name of mediator/arbitrator, position, name of firm/company, contact details, languages/dialects spoken, mediation/arbitration training and experience (including the number of cases conducted), other relevant experience (dispute resolution or otherwise) and the time period during which such experience is acquired. Please indicate whether you consent to the publication of your particulars (if your application is successful) on the FDRC website and the FDRC register for public enquiry.  
 Yes  No
3. After an application has been duly processed, all relevant documents will be retained in a file opened by FDRC for each applicant. Such information will be retained by the FDRC until the end of the calendar year after either (1) your application for admission is rejected or (2) you cease to be listed on the FDRC List of Mediators and/or FDRC List of Arbitrators.
4. Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to, and the correction of, your personal data as retained by the FDRC. Such requests under the Personal Data (Privacy) Ordinance should be submitted in writing to the Data Protection Officer at the FDRC.

### VIII. Declaration by Applicant

I, \_\_\_\_\_ of \_\_\_\_\_ (address),  
apply for admission to the FDRC List of Mediators and/or FDRC List of Arbitrators. I do solemnly and  
sincerely declare as follows :-

1. I have read and agreed with the Personal Data & Privacy Information above.
2. I authorise the FDRC, its staff, employees and/or members of the FDRC Appointment Committee or other relevant FDRC Board members to deal with, utilize and/or assess the personal and other data submitted by me in connection with my application for admission to the FDRC List of Mediators and/or FRDC List of Arbitrators and purposes incidental to it.
3. The information given in support of this application is true and accurate. I understand that any misrepresentation will disqualify my application and may lead to revocation of my admission to the FDRC List of Mediators and/or FDRC List of Arbitrators, should I be admitted.
4. I have no previous criminal convictions for crimes of dishonesty, violence or misuse of drugs. I have no criminal cases pending against me. I undertake to inform FDRC if I am charged with any criminal offences during the time that I am admitted to the FDRC List of Mediators and/or FDRC List of Arbitrators.
5. I confirm that I will abide by the FDRC Terms of Reference, Ethics Code for FDRC Mediators and/or Ethics Code for FDRC Arbitrators, S & P and Practice Notes issued by FDRC from time to time, should I be admitted.
6. I also confirm that I shall be bound by the FDRC disciplinary processes should a complaint be made against me and be bound by any sanctions imposed by the FDRC Board, including my removal from the FDRC List of Mediators and/or FDRC List of Arbitrators.

AND I make this solemn declaration conscientiously believing it to be true and by virtue of the Oaths and Declaration Ordinance (Cap.11).

DECLARED in Hong Kong this \_\_\_\_\_ day of \_\_\_\_\_ )  
Signed by \_\_\_\_\_ )  
(Name of Applicant) \_\_\_\_\_ )

Before me,

(Notary Public/Solicitor/Commissioner for Oaths)