



香港建築師學會
The Hong Kong Institute of Architects

The Hong Kong Institute of Architects' List of Mediators – Application Form

Criteria for Inclusion on the List:

The Mediators admitted onto the HKIA List of Mediators should:

1. *Have 7 years post HKIA Membership qualification experience ; and*
2. *Be HKMAAL accredited general mediator.*

Application must be accompanied with the applicant's CV, copies of certificates and supporting documents as appropriate for review.

To : HKIA Secretariat

Applicant (Name and Membership No.) : _____

Date of Application : _____

I would like to apply for inclusion on the HKIA List of Mediators ("List").

1. The following documents/ information/ qualification are submitted in application :
(please tick check box as appropriate)

- (a) 7 years post qualification experience of HKIA membership, and
- (b) am a HKMAAL listed general mediator;
- (c) Good character and not having been removed as mediator in circumstances where moral probity or in-competency were an issue.

2. I attach herewith my CV in English and/or Chinese.



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3. I hereby further declare and confirm that:-

- (a) I shall ensure that I have no conflict of interest in relation to my appointment as mediator, and, if appointed, I shall disclose to the parties and HKIA any conflict of interest once arisen;
- (b) I shall uphold confidentiality of matters in relation to my appointment as mediator;
- (c) I understand that the HKIA reserves and has the right in its sole discretion to approve or refuse to approve my application for inclusion on the List.

Personal Data (Privacy) Ordinance Notice

Persons who supply data in their application to the Hong Kong Institute of Architects (HKIA) are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

- 1 Personal data provided in this form will be used solely for the purpose of the Scheme and in this connection the data herein will be dealt with by the HKIA, its staff, employee and/or by the personnel of the List.
- 2 After an application has been duly processed, the papers of the applicants will be retained in a file established by the HKIA. Such information will be retained by HKIA for as long as it deems necessary or useful.
- 3 Under the provisions of the Personal Data (Privacy) Ordinance, an applicant has the right to request access to, and the correction of, his/her personal data as retained by the HKIA. Applicants wishing to access or make corrections to their data should submit written requests to the HKIA Secretariat.

Declaration

- 1 I have read and agreed to the Personal Data (Privacy) Ordinance Notice.
- 2 I authorise the HKIA, its staff, employees and/or personnel of the List to deal with, utilise and/or assess the data submitted by me as may be required in connection with my application to be listed as a mediator in the List.
- 3 I understand that my data will become a part of the HKIA's files and may be used for all purposes deemed necessary or useful by the HKIA.
- 4 I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application and may lead to revocation of my status as a mediator of the List, should I be allowed to join.
- 5 Any information on this form may be made available by HKIA to third parties for the purposes of mediator assessment, selection and/or appointment.



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Please sign below to confirm your agreement to the above and the disclosure of the information contained in the application and your confirmation of its accuracy.

Signature:

Date:

Name (in print):

Date of Recommendation by Contract and
Dispute Resolution Committee:

Result:

To be listed / Not to be listed

Remarks

