



Alternative Dispute Resolution Committee (The Committee) An internal list of HKIE Arbitrators and Mediators

Disclaimers:

1. Personal Data:
 - 1.1 In this application, you will be requested to provide some personal data. The provision of your personal data is voluntary and it will assist in the process of your application to the internal list of the HKIE Arbitrators and Mediators. However, if you do not provide the personal data, it may not be possible to process or consider your application. Please read the following statements about the use of your personal data and your rights in respect of them.
 - 1.2 The personal data provided by means of this application will be used for matters and activities relating to the processing and assessment of the application for admitting to the internal list of the HKIE Arbitrators and Mediators and the compilation of the relevant statistics to facilitate reviews of the list.
 - 1.3 Upon successful application, the purposes for which data relating to applicants may be used for all matters and activities relating to the arbitration and mediation.
 - 1.4 In accordance with Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, you have the right to request access to and request the correction of the data provided by you. Please contact the Committee for these purposes, at the address shown above.
2. Eligibility for inclusion on the internal list of HKIE Arbitrators and Mediators shall be determined by the Committee based on the following requirements:

The applicant shall:

 - ◆ *be a HKIE Corporate Member; and*
 - ◆ *be a Fellow of other related professional institution, eg CIArb or HKI Arb; and/or*
 - ◆ *have relevant experience in arbitration/mediation/other dispute resolution mechanisms; and/or*
 - ◆ *have relevant professional training; and/or*
 - ◆ *have high command of respect in the industry and/or the society and/or with judicial qualities.*
3. The list of HKIE Arbitrators and Mediators shall be for internal use by the Committee, the HKIE Secretariat and other related parties as deemed necessary for matters and activities relating to arbitration and mediation. The list shall not be disclosed to the public for viewing.
4. Copies of the documents relating to your education certificates and professional qualifications are required to facilitate the assessment process by the Committee. All the information provided will be treated in the strictest confidence.
5. The Committee reserves the right to accept and reject any application without any explanation.
6. The decision of the Committee shall be absolutely final on all matters about the assessment or the definitions, interpretations of guidelines of application and disclaimers.
7. If, after the application is successful, any information supplied in the respective application is found to be fraudulent or untrue, or an Applicant is found to be associated with a fraudulent or dishonourable act, the Committee reserves the right to withdraw the name of the Applicant from the internal list of HKIE Arbitrators and Mediators.
8. The assessment process of new applications, together with the review on the internal list of HKIE Arbitrators and Mediators will normally be taken bi-annually by the Committee.
9. None of the information, details and materials submitted with the application will be returned. The Committee will destroy all such information, details and materials, at its sole discretion.

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Application Form

PART I : Personal Particular

Name : _____
(In English) (In Chinese)

Membership No. : _____

Organisation : _____

Position : _____

Contact Address : _____

Tel : _____ Fax : _____

Email : _____

PART II : Education (in chronological order)

Name of educational institutes Attended / attending	Qualifications	Year obtained / to be obtained

PART V : Relevant professional training

Please use a separate sheet if necessary

Declaration

I hereby declare that I have read, observed and acknowledged the disclaimers of the application for inclusion on the internal list of HKIE Arbitrators and Mediators for which I am now applying. I understand that I am bound and agree to be bound by the disclaimers throughout. I agree that my personal data can be used for the purposes and otherwise in accordance with the statements about personal data as described in the section “Disclaimers”.

Name: _____

Signature: _____

Date: _____