



Hong Kong International Arbitration Centre

**Application for Registration of Continuing Professional Development (CPD) Courses /
Lectures / Seminars/ Workshops**

(MEDIATION)

Name of Applicant <i>(Organiser of the event)</i>			Number of CPD points in which the Applicant wishes to apply for	
Address of Applicant				
Topic(s) of the event <i>(Please attach details/ outline of the event)</i>				
Language (Medium of the event)	Cantonese / English / Putonghua / Others* <i>(for other languages, please state the language)</i> * Delete as appropriate	Estimated Number of Participants		
Presenter(s) of the event <i>(Please attach details of their resume(s))</i>				
Date(s) of the event	From _____ <i>(DD / MM / YY)</i> to _____ <i>(DD / MM / YY)</i>	Duration of the event <i>(Please state the start and finish time of the event)</i>	From _____ am/pm to _____ am/pm	
Venue of the event <i>(Please include the address in FULL)</i>				
Additional Information to support the Application				

An applicant is required to complete this Form in detail and to supply the following information together with the Form. If the application Form is incomplete, the Secretary-General shall return the application Form to the organiser of the event.

1. Application Form for the registration of CPD points – **CPD(M)** together with the following:
 - a. an outline of what will be covered in the event and by whom;
 - b. a copy of the event materials/handouts which will be provided to participants; and
 - c. up-to-date resume(s) of the event presenter(s), listing their experience and professional qualifications.
2. Registration Form of attendee(s) attendance at the event – **CPD(R)**[#]
3. Summary of event evaluation to be completed by the event organizer taking into consideration comments from those attending the event – **CPD(S)**[#]
4. Registration Fee: No fee / HK\$500 / HK\$1000* (*Cheque Number: _____*)
(Please make cheques payable to “Hong Kong International Arbitration Centre” and must be paid in Hong Kong dollars, drawn on bank(s) in Hong Kong)

NOTES

1. Please fill in all sections in block letters. If there is insufficient space, provide details on a separate A4 sheet in the same format. In case any section of the Form is not applicable, please put in “**N/A**”.
2. **Applicants are advised to provide all the information requested in the relevant documents, where applicable, failing which the Secretary-General of Hong Kong International Arbitration Centre may refuse to process and consider their applications.**

PERSONAL DATA (PRIVACY) ORDINANCE NOTICE

Persons who supply data in their application to the Hong Kong International Arbitration Centre (HKIAC) are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

1. Personal data provided in this application form will be used solely for the purpose of registration of CPD points, and in this connection the data herein will be dealt with by the HKIAC staff and/or by the HKIAC Mediator Accreditation Committee members.
2. After an application for registration has been duly processed, the application papers of the event organiser will be retained in a file established by the HKIAC for each organiser. Such information will be retained by HKIAC for as long as it deems necessary or useful.
3. Under the provisions of the Personal Data (Privacy) Ordinance, an organiser has the right to access to, and the correction of, his/her personal data as retained by the HKIAC. Applicants wishing to access or make corrections to their data should submit written requests to the Secretary General of HKIAC.

DECLARATION

1. I have read and agreed to the Personal Data (Privacy) Ordinance Notice.
2. I authorize the HKIAC, its staff, employees and/or members of the HKIAC Mediator Accreditation Committee to deal with, utilise and/or assess the data submitted by me as may be required in connection with my application for registration of CPD points.
3. I understand that my data will become part of the HKIAC's files and may be used for all purposes deemed necessary or useful by the HKIAC.
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 application for Registration of CPD in relation to Mediation should my application be successful.
5. Any information on this Form may be made available by HKIAC to third parties for the purposes of Registration of CPD point.

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

Signature: _____

Date: _____

Name (in print): _____

[#] These Forms may be submitted to the Secretary-General of HKIAC within 14 days after the event