APPLICATION FOR THE APPOINTMENT OF A MEDIATOR (FORM M)

This form shall be used where both parties have agreed to mediate their dispute or differences. This agreement may be by:-
(i) a joint application on this form by both parties;
(ii) a mediation clause included in a contract which specifically refers to mediation using the Rules.

This form shall be used to apply to Hong Kong International Arbitration Centre (HKIAC) for the appointment of a mediator.

1 THIS APPLICATION IS SUBMITTED JOINTLY/ UNILATERALLY*

I/ We* the undersigned hereby apply to Hong Kong International Arbitration Centre (“the HKIAC”) for all disputes or differences arising out of or in connection with the contract/ agreement detailed below to be referred to mediation.

2 DETAILS OF PARTIES:

PARTY 1: PARTY 2:

Name: _____________________________ Name: _____________________________

Address: __________________________ Address: __________________________

Tel. No.: __________________________ Tel. No.: __________________________

Fax: ______________________________ Fax: __________________________

Nationality: ______________________ Nationality: ______________________

E-mail: ___________________________ E-mail: ___________________________

PARTY 1’S REPRESENTATIVE (If any): PARTY 2’S REPRESENTATIVE (If any):

Name: _____________________________ Name: _____________________________

Address: __________________________ Address: __________________________

Contact person: _____________________ Contact person: _____________________

Tel. No.: ___________________________ Tel. No.: ___________________________

Fax: ______________________________ Fax: __________________________

Nationality: ______________________ Nationality: ______________________

E-mail: ___________________________ E-mail: ___________________________

* Delete where appropriate

3 CONTRACT / AGREEMENT: (Enclose a copy or summarize briefly.)

________________________________________________________________________________________
4 MEDIATION CLAUSE OR AGREEMENT: (A copy is attached to this application.)

________________________________________________________________________________________
________________________________________________________________________________________

5 DISPUTE: (Brief particulars of nature, circumstances and location of dispute, issue for mediation and amount at issue are all that are required.)

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

6 AMOUNT IN DISPUTE*: HK$ _____________________

*Note: Claims and counterclaims are added for the determination of the amount in dispute.

7 MEDIATOR:

☐ The HKIAC are hereby requested to appoint a mediator

☐ A mediator has been agreed upon by the parties. His or her details are as follows:

Name ______________________________________________ ____________________________________
Address __________________________________________ ________________________________________
Tel No ___________________________________________ _______________________________________
Fax No _____________________________________________________________________________

8 LANGUAGE OF MEDIATION:

☐ English  ☐ Cantonese  ☐ Putonghua  ☐ Other (Please specify) ___________________

9 OTHER RELEVANT DETAILS:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

10 APPOINTMENT FEE: A cheque/Cheques payable to “Hong Kong International Arbitration Centre” for HK$2,000 (i.e. HK$1,000 per party) for payment of the appointment fee is enclosed.

11 CERTIFICATE:

I/we hereby certify that the details contained herein are true and accurate.

PARTY 1:
(SIGNED) ___________________________________________ Date: __________________________
Name and Capacity: _________________________________________________________________

PARTY 2*:
(SIGNED) ___________________________________________ Date: __________________________
Name and Capacity: _________________________________________________________________

* An agreement by Party 2 is required where there is no prior or standing agreement to mediate.