



HKMSL PANEL MEDIATOR BUSINESS CARD ORDER FORM

PLEASE FILL IN THE FIRST PAGE ON COMPUTER, THEN PRINT OUT THE FORM AND SIGN ON THE SECOND PAGE. NO HAND-WRITTEN FORM WILL BE ACCEPTED.

- a) Name: (English) _____ (Chinese) _____
- b) Academic Qualification – ENGLISH in abbreviated format, e.g. Bachelor of Arts (B.A.), Bachelor of Science (B.S.), and Bachelor of Fine Arts (B.F.A.)
(English) _____
(Chinese) _____
- c) Professional Qualification – ENGLISH in abbreviated format, e.g. Accountant (FAIA), Chartered Loss Adjustor (ACILA), Fellow of The Academy of Experts (FAE)
(English) _____
(Chinese) _____
- d) Mobile Number: _____
1. Name card printing: 400 copies/\$300. Pick up method, please tick (✓)
- () Delivery: Address _____ (HKMSL additional administration fee \$50 will be charged)
- () Pick up personally at the office of HKMSL

Order & Declaration:

I hereby request to print 400 copies of name card and enclose herewith a cheque in the sum of \$300 and undertake to pay HKMSL additional administration fee (if any) in settlement of the printing. I have read and agreed the “Notes for Application” in this request form and declare that all information provided in this request form is accurate and complete.

Signature Name : _____

Date: _____

Notes for Application:

1. Applicant is fully responsible for proof-read the artwork and the accuracy and completeness of the provided information with us through email communication. Maximum proof-read is two times. For each extra proof-read, additional administration fee \$50 each will be charged. The HKMSL does not responsible for any faults in printing.
2. Style, size and items on the HKMSL card including address, telephone number, fax number and website address are UNCHANGEABLE and strictly standardized in using the HKMSL's office contact, except the Applicant's mobile number and e-mail address.
3. It usually takes about 21 working days for the whole process after receiving this application.
4. Name cards are only valid for utilization while the Applicant is the HKMSL's panel mediator. No refund will be entertained for any unused cards.
5. Applicant is obligated to use the name card and should not reprint or create his/her own mediator name card in any circumstances.

For any enquiries, please contact us.

Hong Kong Mediation Services Limited

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香港調解化糾紛，助您行出第一步

