

**Membership Renewal /Continuing Professional Development Record for
Mediators on the FDRC List of Mediators and/or
Arbitrators on the FDRC List of Arbitrators**

Name: _____

Our Ref: _____
Date Received: _____
(for official use only)

Please put a "✓" in ☐ where appropriate & fill in all sections in BLOCK letters.

I. Particulars of Attendance

Date (dd/mm/yyyy)	Description of Events (Please attach details where appropriate)	Organiser	Your Role in the Event	Duration of the Event	CPD Points claimed
(a) Mandatory CPD Events					
(b) Other CPD Events					
Total CPD Points					

II. Compliance with CPD Requirements

- ☐ I have accumulated _____ CPD points during the 2 years immediately preceding renewal of membership.
- ☐ I was granted exemption from the CPD requirements (the letter from the Appointment Committee granting me the exemption is attached).

III. Membership Renewal and Declaration Statement

Membership renewal (* Please delete where appropriate.)

I would/ would not* like to remain on the:

- ☐ FDRC List of Mediators for 2 years; and/or
☐ FDRC List of Arbitrators for 2 years.

I enclose a cheque/bank-in slip^{1*} in a sum of HK\$200/HK\$400* made payable to **“Financial Dispute Resolution Centre”**.

Name of Bank: _____ Cheque/Slip* No.: _____

Declaration Statement

- ☐ I have no previous criminal convictions for crimes of dishonesty, violence or misuse of drugs for the last 2 years.
- ☐ I have no criminal cases pending against me. I undertake to inform the FDRC if I am charged with any criminal offences during the time that I am on the FDRC List of Mediators and/or FDRC List of Arbitrators for the last 2 years.
- ☐ I confirm that there are no disciplinary actions against me by any professional body for the last 2 years.

IV. Personal Information Collection Statement

- (a) Personal data collected in this form (“the data”) will be used by the Appointment Committee for the purposes of considering the fulfilment of CPD requirements and membership renewal.
- (b) The data may be disclosed to any FDRC staff members responsible for carrying out the purposes mentioned in Paragraph (a) above. Such information will be retained by the FDRC until the end of the calendar year after either (1) the renewal of membership is rejected or (2) you cease to be listed on the FDRC List of Mediators and/or FDRC List of Arbitrators.
- (c) An applicant has the right to request access to and correction of the data. Formal requests under the Personal Data (Privacy) Ordinance should be submitted in writing to the Data Protection Officer at the FDRC at **Room 408-409, 4/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong**.

Signature: _____ Date: _____

¹ If payment made by bank transfer, please pay into the bank account no. (004)-848-218731-838 of The Hongkong and Shanghai Banking Corporation Ltd in the name of “Financial Dispute Resolution Centre”.

Our Ref: _____

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The Appointment Committee Review

1. Result / Considerations *(Please put a "√" in ☐ where appropriate)*

- ☐ The Training Record has been duly and properly maintained and that the CPD requirements have been met for purposes of continued listing on the FDRC List of Mediators and/or the FDRC List of Arbitrators.
- ☐ The Appointment Committee granted the exemption to the CPD requirements.
- ☐ The Training Record and/or Application documents is/are incomplete (please also fill in item 2).
- ☐ The CPD Requirements have not been met for purposes of continued listing on the FDRC List of Mediators and/or the FDRC List of Arbitrators.
- ☐ Previous criminal convictions for crimes of dishonesty, violence or misuse of drugs or criminal cases pending or disciplinary actions against the applicant for the last 2 years (please also fill in item 2).

2. Comments and Recommendations *(if applicable)*:

Name: _____ Signature: _____
(Secretary to the Appointment Committee)

Date: _____