



香港各界婦女聯合協進會  
Hong Kong Federation of Women

**「調解服務」場地租用申請表**  
Application Form for Mediation Venue

辦公室專用 **Official use only**

收件日期：\_\_\_\_\_

確認租用：\_\_\_\_\_

支票銀碼：\_\_\_\_\_

支票號碼：\_\_\_\_\_

入數紙：\_\_\_\_\_

請用正楷填寫 Please use BLOCK letter

**租用者 / 機構資料 Details of Applicant / Organization**

租用者姓名 / 機構名稱 Name of Applicant / Organization  
(中文 In Chinese) (英文 In English)

(先生 / 女士)  
(Mr. / Ms.)

聯絡電話 Contact Tel.No. (Office 辦公室)

(Mobile 手機)

傳真號碼 Fax No.

電郵 E-mail

通訊地址 Mailing Address

(中文 In Chinese)

(英文 In English)

負責人姓名 Contact Person

(中文 In Chinese) (英文 In English)

(先生 / 女士)  
(Mr. / Ms.)

聯絡電話 Contact Tel.No. (Office 辦公室)

(Mobile 手機)

傳真號碼 Fax No.

電郵 E-mail

附上以下的註冊證明文件副本 The following copy(ies) of Registration Certification is (are) attached :

- 香港身份證 H.K.I.D. Card 及 / and  
 認可調解員註冊號碼 Accredited Mediator Registration No. \_\_\_\_\_ 及 / and  
 簽發機構 Issuing Organization \_\_\_\_\_ 或 OR  
 商業登記証 Business Registration Certification 或 OR  
 其他註冊證明 Other Registration Certificate \_\_\_\_\_

如有退款，支票抬頭 Refund Cheque to Applicant (if any) :

**租用日期 Proposed Mediation Date**

首選 1st Priority	次選 2nd Priority	人數 No. of User(s)

**聲明 Declaration**

申請者簽署及遞交此申請表格表示已細心閱讀並清楚明白「場地租用條款及使用守則」內之條款及守則，並承諾遵守。而申請表格內填報之個人及其他有關的資料，純屬申請者自願提供，供本中心處理申請租用場地作調解用途。

The applicant signs and submits this form which means that he/she has already read carefully and fully understood the "Booking Terms and Regulations" and agreed to be bound by it. The personal data and other related information provided in the application form are given by the applicant voluntarily, and will be used by the Centre for dealing with the application for renting a venue in HKFW T.S.Kwok Service Centre for mediation service.

租用者簽署 Applicant's Signature

日期 Date

機構／單位印章 Official Chop of Organization