

Annual Report 年報 2014



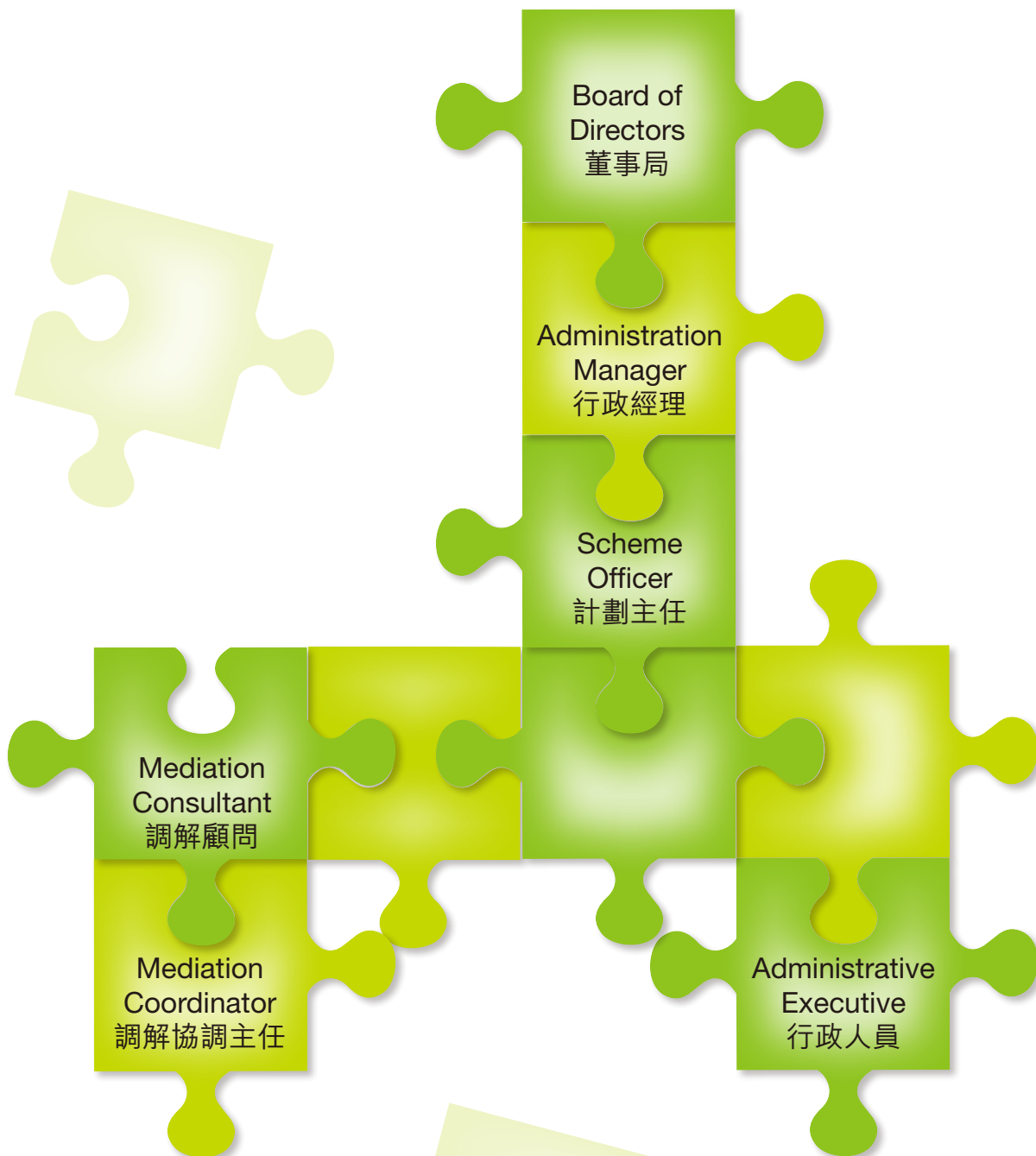
Joint Mediation Helpline Office
聯合調解專線辦事處



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Organization Chart 組織架構圖



The Board of Directors 董事局

Chairman

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文志泉先生

Founding Member

Hong Kong Institute of Surveyors

創會成員

香港測量師學會

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Mr. Kwai Huen WONG, JP

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冼迦好女士

蕭詠儀太平紳士

王桂壘太平紳士

Hong Kong Mediation Centre

Hong Kong Institute of Architects

Chartered Institute of

Arbitrators (East Asia Branch)

Hong Kong Bar Association

Hong Kong Mediation Council

Hong Kong Institute of Arbitrators

The Law Society of Hong Kong

香港和解中心

香港建築師學會

特許仲裁學會

(東亞分會)

香港大律師公會

香港調解會

香港仲裁司學會

香港律師會

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Mr. Nelson CHENG Wai Hung

Mr. Frankie KWAN Wai King

Mr. Osmond LAM Kwok Fai

Mr. Lawrence LEE Tsz Hang

後補董事

鮑其安女士

池偉雄先生

鄭偉雄先生

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林國輝先生

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Ms. Catherine NG So Kuen

Ms. Cecilia WONG Ng Kit Wah

伍素娟女士

黃吳潔華女士

Hong Kong Mediation Council

Hong Kong Institute of Architects

Hong Kong Institute of Surveyors

Hong Kong Mediation Centre

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特許仲裁學會

(東亞分會)

香港仲裁司學會

香港律師會

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Mr. CHAN Bing Woon,

SBS, JP

顧問及創辦主席

陳炳煥，

銀紫荊星章，

太平紳士

Honorary Secretary

Mr. Gary SOO Kwok Leung

義務秘書

蘇國良先生

Honorary Treasurer

Mr. David FONG Shiu Man

義務司庫

方兆文先生

Assistant Honorary Secretary 義務助理秘書

Mr. Oscar TAN Khain Sein

陳慶生先生

Honorary Auditor

Mabel Chan & Co.

義務核數師

陳美寶會計師

事務所

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Ms. Inti TUNG Kit Ching

Mr. Carlos LAU Chun

秘書處

張詠詩女士

董潔情女士

劉俊先生

Administration Manager

Scheme Officer

Administrative Executive

行政經理

計劃主任

行政人員

Ms. Cindy FONG Yan Yan

Ms. Cecilia TAM Kit Wa

Mr. Roy Bowie YIP Wing San

方欣欣女士

譚潔華女士

葉榮樂先生

Mediation Consultant

Mediation Consultant

Mediation Consultant

調解顧問

調解顧問

調解顧問

Mr. Brian NG Sze Hung

吳思雄先生

Mediation Coordinator

調解協調主任

Chairman's Message 主席的話



Mr. Antony MAN Chi-Chuen
文志泉先生

Year 2013-2014 is a busy and challenging year for the Joint Mediation Helpline Office (JMHO). While continuing our mission of promoting mediation through existing works, such as providing mediation referral services, organizing seminars and workshops for professionals in the mediation industry and enhancing general knowledge of mediation among the public in and outside Hong Kong, we geared up to start new projects for promoting mediation with fresh perspectives. For example, we received new funding from the Trade and Industry Department of the Government of HKSAR and started to market “Hong Kong Mediation” as a brand to the Mainland China, and we concluded one mediation pilot scheme and are exploring the chance to commence others. While striving to maintain its unique position in the mediation industry, JMHO continues to face increasing competition for resources and clients from other mediation service providers in Hong Kong. Despite that, I am happy to report that JMHO has been able to align with its goals of steady improvement, and keep up with satisfactory performance amid all the challenges in 2014.

對聯合調解專線辦事處 (JMHO) 而言，2013-2014 年度是忙碌而充滿挑戰的一年。我們繼續履行使命，透過現有工作項目推廣調解，例如提供調解轉介服務、為調解業界的專業調解人員舉辦研討會和工作坊，並提高香港及外地公眾對調解知識的普及，同時，我們亦已經作好準備，以全新的角度開展新計劃，去推廣調解。例如，我們獲得香港特區政府工業貿易署新提供的資金，並以「香港調解」作為品牌開始在中國內地進行推廣。此外，我們完成了一個調解先導計劃，並正尋求機會發展其他的先導計劃。雖然 JMHO 致力維持其在調解業內獨特的地位，但須繼續面對香港其他提供調解服務的機構在資源和客戶方面與日俱增的競爭。儘管如此，即使 JMHO 在 2014 年經歷種種挑戰，本人仍可欣然地公佈 JMHO 一直堅守穩步改善的目標，保持令人滿意的表現。

Professional Services Development Assistance Scheme (PSDAS)

JMHO has successfully applied for Professional Services Development Assistance Scheme (PSDAS) for 2 years, and the project under the PSDAS, entitled “Enhancing the professionals and potential users’ knowledge on the new Mediation Ordinance and Mediation Service in Hong Kong”, is due to be completed in February 2015. In 2014, JMHO organized 4 mediation seminars centered around the new Mediation Ordinance and involved various professionals, including arbitrators, accountants, engineers and lawyers. A booklet for the promotion of the Mediation Ordinance and mediation services in Hong Kong will be published by April 2015 in completion of the project.

Land (Compulsory Sale for Redevelopment) Ordinance Pilot Mediation Scheme (LCSRO Scheme)

Under the funding granted by the Development Bureau of the Government of the HKSAR, JMHO provided scheme administration and consultancy services for LCSRO Scheme for a term of three years. The aim of the LCSRO Scheme was to mediate disputes or differences between property owners arising out of, or in relation to, applications for compulsory sale of land lots made or intended to be submitted to the Lands Tribunal.

This year, JMHO collaborated with the Senior Citizens Home Safety Association and organized 2 public talks for the elderly to promote the LCSRO Scheme and educate the public on mediation.

JMHO continued to administer the LCSRO Scheme for an extended term until its formal completion in June 2014. Beyond that, future cases of similar nature will continue to be handled by JMHO under its list of general cases. A press release was jointly issued by the Development Bureau and JMHO to notify the public about the successful completion of the LCSRO Scheme, which marked a historical milestone of mediation pilot schemes in Hong Kong.

專業服務發展資助計劃 (PSDAS)

JMHO已經連續兩年成功申請專業服務發展資助計劃(PSDAS)，而PSDAS的項目「提升專業人士及潛在調解用戶對新《調解條例》及香港調解服務的認知」將於2015年2月完成。2014年，JMHO共籌辦4次調解研討會，題目環繞新《調解條例》，獲各界專業人士鼎力支持，包括仲裁員、會計師、工程師和律師。2015年4月將發布小冊子，推廣有關《調解條例》及香港調解服務，代表項目完滿完成。

《土地（為重新發展而強制售賣）條例》調解先導計劃（LCSRO計劃）

JMHO獲香港特區政府發展局的資助，為LCSRO計劃提供為期三年的計劃管理和諮詢服務。LCSRO計劃的宗旨是在業主之間就有關已提交或擬提交土地審裁處的強制拍賣申請上所產生的爭議或分歧作出調解。

今年，JMHO與長者安居協會合作籌辦2次公開講座，向長者宣傳LCSRO計劃和教育大眾對調解的認識。

JMHO繼續管理LCSRO計劃，期限延長至2014年6月計劃正式完成日為止。在此日期之後，日後類似性質的個案將由JMHO列作一般個案繼續處理。發展局已聯同JMHO發出新聞稿，告知公眾LCSRO計劃已圓滿結束，標示香港調解先導計劃的一個重要里程碑。

Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)

I am pleased to report that JMHO has successfully applied for the BUD Fund from the Trade and Industry Department of the Government of HKSAR, which aims at building, developing and promoting “Hong Kong Mediation” as a brand to professionals and potential users in the Mainland Market. This is certainly an innovative way to promote mediation across the border. Pursuant to the BUD fund, JMHO held a conference in Hong Kong (jointly with Shanghai Commercial Mediation Center and Hong Kong Mediation Council) at the Hong Kong Jockey Club on 27 November 2014 with around 200 participants attended. A seminar was also held in the World SME Expo at the Hong Kong Convention and Exhibition Centre on 4 December 2014.

Mediation Promotion Activities

We have actively participated in the Mediation Week from 20 to 27 March 2014 organized by the Department of Justice of the Government of HKSAR, which aimed at promoting the use of mediation in different sectors. During the Mediation Week, JMHO, as usual, offered free mediation consultation services to the public at JMHO’s office. We also gave a talk on the topic “Mediation For Legal Professional - The Hong Kong Mediation Ordinance - In a Nutshell”, and a mediation seminar to the Civil Aid Service.

In addition, we have also participated in the Hong Kong Legal Services Forum in Qingdao organized by the Department of Justice of the Government of HKSAR on 16 September 2014. A booth was set up at the venue to promote JMHO and Hong Kong mediation services to the participants.

Throughout the year, JMHO has organized various seminars for different organizations such as the Hong Kong Productivity Council, the Urban Renewal Resource Centre and the Trade and Industry Department of the Government of HKSAR. We also participated in the HKTDC World SME Expo 2014 between 4th and 6th December 2014. An exhibition booth was set up at the venue to promote our mediation services to SMEs. I would like to express my appreciation towards the generous participation of the representatives of our 8 Participating Service Providers and our staff members who have helped to answer enquiries from members of the public during the World SME Expo.

發展品牌、升級轉型及拓展內銷市場的專項基金(BUD專項基金)

本人欣然公佈，JMHO已成功申請由香港特區政府工業貿易署授予的BUD專項基金，為專業人士及潛在調解用戶、發展及推廣「香港調解」此品牌。這無疑是推廣境外調解服務的一個創新方式。在BUD專項基金的支持下，JMHO與上海經貿商事調解中心及香港調解會合作，在2014年11月27日於香港賽馬會舉行會議，出席人數約200人。此外，JMHO亦在2014年12月4日於香港會議展覽中心的國際中小企博覽舉行研討會。

調解推廣活動

我們積極參與由香港特區政府律政司於2014年3月20日至27日舉辦的調解週，為不同行業推廣調解的使用。在調解週，JMHO一如以往，在JMHO辦事處向公眾提供免費的調解諮詢服務。我們還就議題「法律專業人員調解工作坊－香港《調解條例》簡介」進行演講，並為民眾安全服務隊舉辦調解研討會。

此外，我們亦參與由香港特區政府律政司於2014年9月16日在青島舉辦的香港法律服務論壇。

年內，JMHO為不同機構舉辦各類研討會，如香港生產力促進局、「市建一站通」資源中心和香港特區政府工業貿易署。我們也參與由香港貿發局於2014年12月4日至6日舉辦的2014年國際中小企博覽，於會場設置展示攤位，向中小企業推廣我們的調解服務。本人藉此感謝在國際中小企博覽期間8家調解服務機構代表的慷慨參與，以及感謝辦事處員工協助解答公眾的查詢。

URRC Pilot Project for Community Venue for Mediation

The Urban Renewal Authority (URA) and JMHO signed a Memorandum of Understanding (MOU) on the Pilot Project for Community Venue for Mediation on 12 June 2014 on the provision of meeting room facilities for the Pilot Project. Under the MOU, URA has agreed to provide meeting room facilities at its Urban Renewal Resource Centre (URRC) at Tai Kok Tsui for holding mediation meetings relating to disputes on urban renewal, building maintenance and management, property valuation, building and construction, land and property matters in URA's redevelopment areas and rehabilitation service areas. Any parties who are interested in using the mediation facilities at the URRC can apply through JMHO, subject to payment of a modest fee. We trust this will be a concrete and constructive step to expedite the development of mediation services in old districts.

I will end this message by expressing my sincere thanks to my fellow Directors, Alternate Directors and members of various committees for your precious support and guidance, and the Secretariat for its efforts in implementing all the projects. Let me thank you for what we have been able to accomplish during the last year. We promise we will continue to strive to embrace all the challenges ahead in the coming year. Last but not least, I would like to extend my special thanks to our Advisor and Founding Chairman Mr. Chan Bing Woon, SBS, JP, our Honorary Secretary Mr. Gary Soo, our Honorary Treasurer Mr. David Fong, our Assistant Honorary Secretary Mr. Oscar Tan, and all our staff members for their dedication and contribution.

Antony MAN Chi-Chuen
Chairman

文志泉
主席

「市建一站通」社區調解場地先導計劃

市區重建局（市建局）與JMHO為社區調解場地先導計劃在2014年6月12日簽署合作備忘錄（MOU），為先導計劃提供會議室場地設施。根據MOU，市建局同意提供其於大角咀「市建一站通」的會議室設施，供有關市區重建、樓宇維修及管理、物業估價、建築及工程，以及市建局的重建發展和樓宇復修區域內的土地及物業問題的爭議召開調解會議。任何有意使用「市建一站通」調解設施的人士，可通過JMHO進行申請，並須支付適當費用。我們相信這可能是加快舊區調解服務發展的具體而有建設性的一步。

本人衷心感謝各董事、後補董事以及各委員會成員的寶貴支持和指導，以及秘書處致力實行所有項目。感謝各位的合作，我們才得以在去年完成所有工作。我們承諾將繼續努力，在未來一年迎接所有挑戰。最後，本人特別感謝為本辦事處擔任顧問及創辦主席的陳炳煥先生 SBS JP、義務秘書蘇國良先生、義務司庫方兆文先生、義務助理秘書陳慶生先生及所有工作人員的努力和貢獻。

Honorary Secretary's Report 義務秘書報告



Mr. Gary SOO Kwok-Leung
蘇國良先生

General Mediation Services Overview

This year, the JMHO continued to provide mediation referral services to the general public. Since its operation in 2010, JMHO received a total of 477 applications. The rate of making successful referral is 36.06%, with 172 cases successfully referred to Participating Service Providers (“PSPs”). 138 mediations were conducted, 65 of which had been settled, including 15 cases settled after a written request for mediation had been made. The overall settlement rate is 52%.

The Nature of Disputes

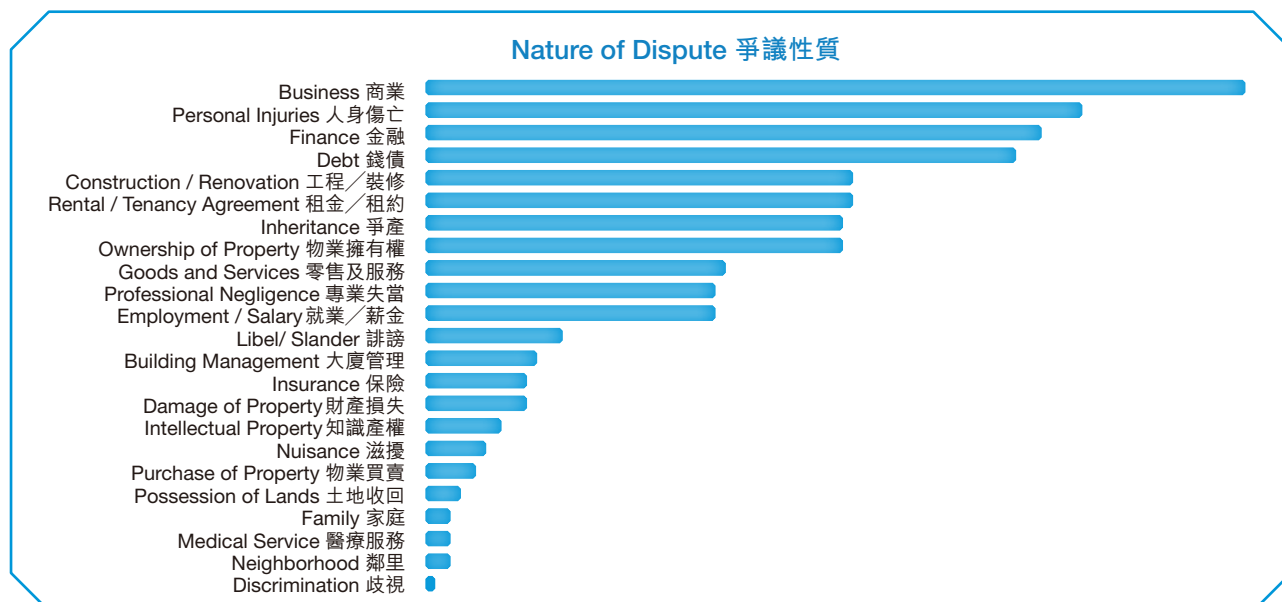
Business (16.1%), Personal Injuries (12.9%), Finance (12.1%) and Debt (11.6%) are the 4 most common types of disputes.

一般調解服務概況

今年，JMHO 一如以往，向普羅大眾提供調解轉介服務。自2010年開業至今，JMHO 總共收到477項申請。成功轉介比率為36.06%，其中172項成功轉介給調解服務機構（「PSPs」）。期間共進行138次調解，其中65個案例已成功和解，當中包括15個案例於提出書面請求調解後和解。總和解率為52%。

爭議性質

商業（16.1%）、人身傷亡（12.9%）、金融（12.1%）和債務（11.6%）為最常見出現的4種爭議性質。

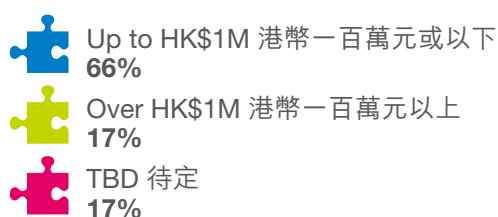
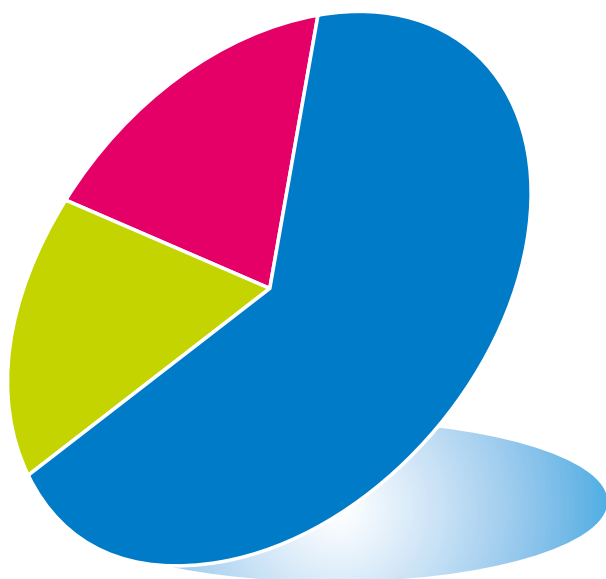


Amount of Disputes

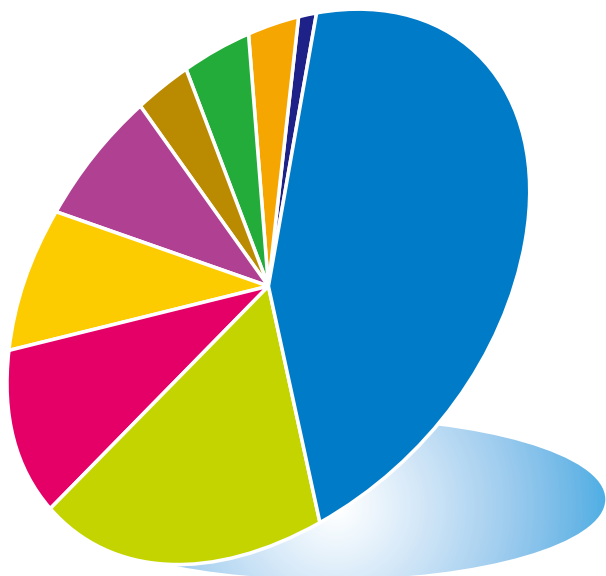
Amongst all applications, the amount in dispute ranges from HK\$0.01M to over HK\$5M.

爭議金額

在所有申請中，爭議的金額範圍從港幣一萬元到超過港幣五百萬元。



Source of Applications / Enquiries



申請 / 查詢來源



Land (Compulsory Sale for Redevelopment) Ordinance (Cap 545) Pilot Mediation Scheme (LCSRO Scheme)

JMHO, with the financial support of the Development Bureau had administrated the Land (Compulsory Sale for Redevelopment) Ordinance (Cap 545) Pilot Mediation Scheme for over 3 years. The third year contract for the provision of Scheme Administration and Consultancy Services has been extended for the period of February 2014 to June 2014. A press release was jointly issued by the Development Bureau and JMHO to announce the successful completion of the LCSRO Scheme.

At its completion, the LCSRO Scheme has received a total of 211 enquiries and 52 applications, involving 23 lots of property and a total of 115 property owners. Out of these 52 applications, 18 cases were settled through direct negotiation after entering into LCSRO Scheme and 26 cases proceeded to mediation. Amongst them, 16 cases were settled at the mediation session. The overall success rate of LCSRO Scheme is around 70% which is encouraging.

This year, JMHO has collaborated with the Senior Citizens Home Safety Association (SCHSA) to organize 2 public talks for the property owners affected by the compulsory sales to promote LCSRO Scheme, to educate the public on mediation for these cases.

In future, the JMHO will continue to provide mediation referral services and free consultation for the land compulsory cases, and support the SCHSA's publicity and education works on mediation.

URRC Pilot Project for Community Venue for Mediation

The Urban Renewal Authority, in support of the Government's policy to promote the wider use of mediation to resolve disputes in Hong Kong, extended the use of its mediation rooms at the Urban Renewal Resource Centre (URRC) for the URRC Pilot Scheme for Community Venue for Mediation introduced by the Working Group on Mediation chaired by the Secretary for Justice and administered by the JMHO.

《土地(為重新發展而強制售賣)條例》(第545章)調解先導計劃

JMHO獲得發展局的財務支持，已管理《土地(為重新發展而強制售賣)條例》(第545章)調解先導計劃超過3年。有關提供計劃管理和諮詢服務的第三年合約期限由2014年2月延長至2014年6月。發展局和JMHO已聯合發出新聞稿，宣佈LCSRO計劃圓滿結束。

至LCSRO計劃結束為止，共收到211項查詢及52項申請，涉及23項物業和共115名業主。在52項申請中，當中18宗個案在參加LCSRO計劃後，通過直接協商成功和解，而有26宗個案需進行調解，其當中有16宗個案在調解會議中和解。LCSRO計劃的總和解率約70%，成績令人鼓舞。

在此年度，JMHO與長者安居協會(SCHSA)協調及舉辦2次公開講座，為受強制售賣影響的業主推廣LCSRO計劃，並增加大眾對為這些個案進行調解的認識。

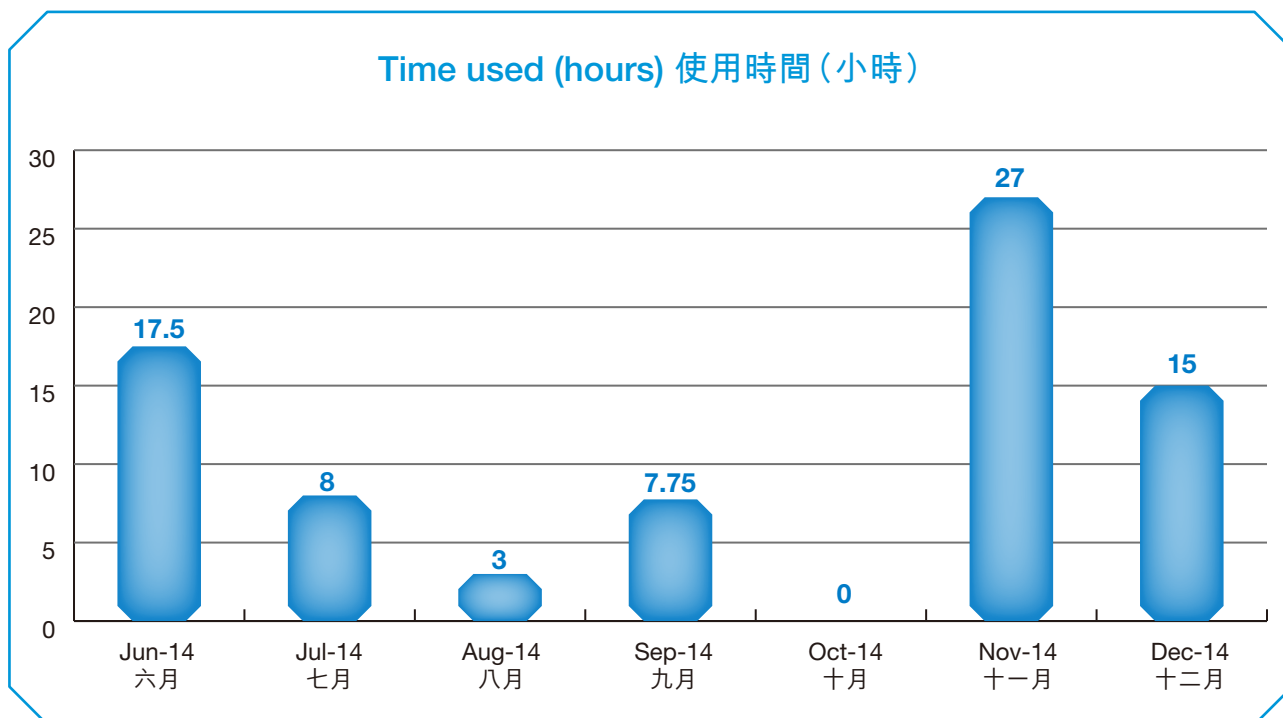
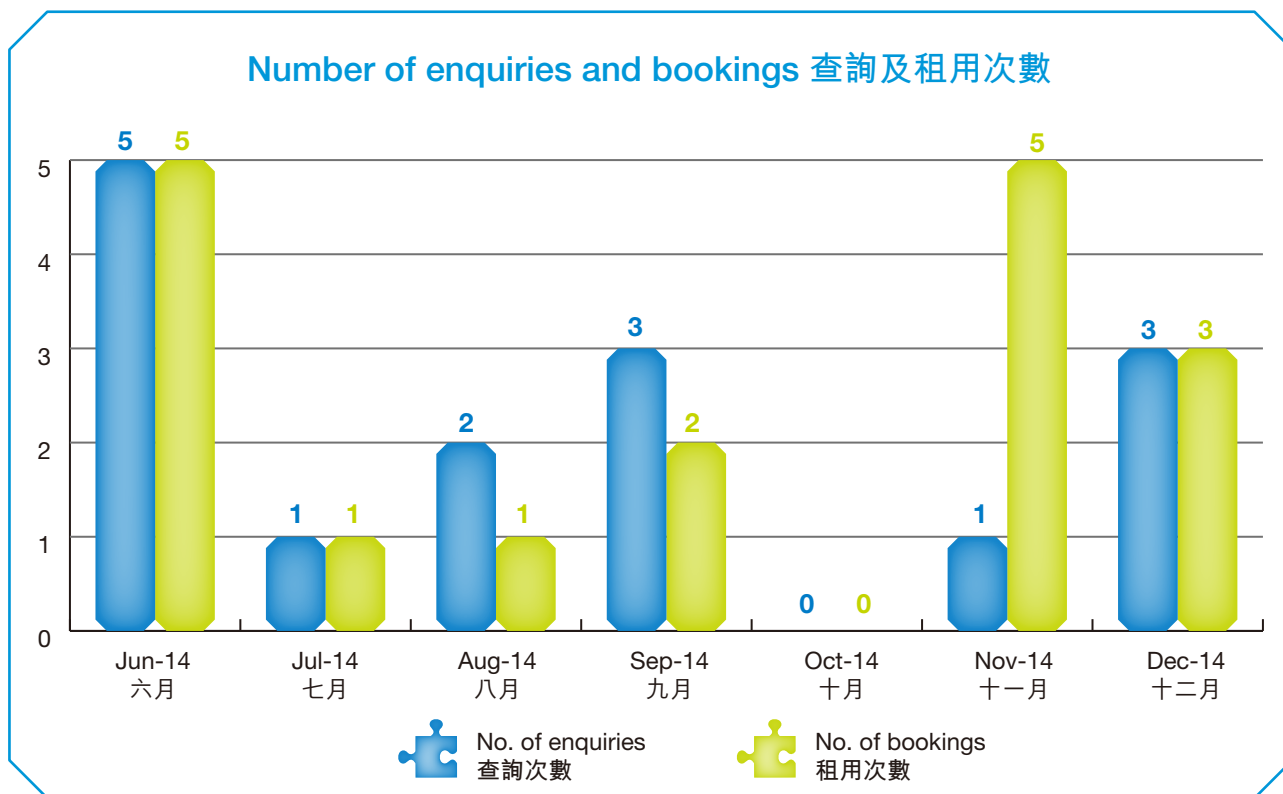
今後，JMHO將繼續為強制售賣土地個案提供調解轉介服務和免費諮詢，並繼續支持SCHSA有關調解的宣傳和教育工作。

「市建一站通」社區調解場地先導計劃

市區重建局支持政府提倡多加運用調解作為解決爭議的方法的政策，擴大使用「市建一站通」資源中心的會議室，用作由律政司司長出任主席的調解工作小組推出並由聯合調解專線辦事處執行的「市建一站通」社區調解場地先導計劃。

As at 31 December 2014, the number of enquiries and bookings and time used for these rooms are as follow:-

截至2014年12月31日，調解室的查詢、租用次數和使用時間如下：



Highlights of The Year 本年度亮點

Professional Service Development Assistance Scheme (PSDAS)

Under the theme of “Enhancing the professionals and potential user’s knowledge on the new Mediation Ordinance and Mediation Service in Hong Kong”, we have organized 4 mediation seminars involving various professionals, including arbitrators, accountants, engineers and lawyers, with the essential and up-to-date knowledge on the new Mediation Ordinance, and to enhance their skills in mediation under the new Mediation Ordinance.

專業服務發展資助計劃

在「提升專業人士及潛在調解用戶對新《調解條例》及香港調解服務的認知」的項目主題下，我們籌辦了4次調解研討會，獲各界專業人士鼎力支持，包括仲裁員、會計師、工程師和律師，講解有關新《調解條例》的必要和最新知識，並提高他們根據新《調解條例》進行調解的技巧。



Land (Compulsory Sale for Redevelopment) Ordinance (Cap. 545) Pilot Mediation Scheme

2 public talks for the elderly property owners were organized to promote the pilot mediation scheme and educate the public on mediation.

《土地（為重新發展而強制售賣）條例》（第545章）調解先導計劃

舉辦2次公開講座，向長者業主推廣調解先導計劃，並增加大眾對調解的認識。





Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)

A one-day Mediation Conference entitled “Mediate Disputes to Enhance Harmony in doing Business between Hong Kong and China cum the 2nd Shanghai - Hong Kong Commercial Mediation Forum” was organized, together with Shanghai Commercial Mediation Center and The Hong Kong Mediation Council on 27 November 2014.

發展品牌、升級轉型及拓展內銷市場的專項基金 (BUD 專項基金)

JMHO 與上海經貿商事調解中心及香港調解會合作，於 2014 年 11 月 27 日協辦為期一天題為「香港調解創造和諧營商環境暨第二屆滬港商事調解論壇」的香港調解會議。



✦ We were glad to have the Secretary for Justice, Mr. Rimsky Yuen as the Guest of Honour 我們十分高興能邀請律政司司長袁國強先生為主禮嘉賓



✦ We were also honoured to have The Hon Mr. Justice Lam, Court of Appeal of High Court as another Guest of Honour 我們有幸能邀請高等法院上訴法庭副庭長林文翰為另一名主禮嘉賓

“Seminar on Commercial Mediation: economical, time efficient and confidential” during the World SME Expo at the Hong Kong Convention and Exhibition Centre on 4 December 2014.

於 2014 年 12 月 4 日，在香港會議展覽中心的國際中小企博覽舉辦主題為「選擇商業調解：經濟省時又保密」的研討會。



Other Mediation Promotion Activities

其他調解推廣活動



- Mediation Week organized by the Department of Justice of the Government of the HKSAR on 20-27 March 2014. 由香港特區政府律政司於2014年3月20日至27日舉辦的調解週。



- Mediation Seminar for Civil Aid Service on 23 March 2014. 2014年3月23日為民眾安全服務隊舉辦調解研討會。



- FDRC Open Day on 26 March 2014. 2014年3月26日金融糾紛調解中心開放日。



- Hong Kong Legal Services Forum 2014 in Qingdao on 16 September 2014. 2014年9月16日在青島舉辦的香港法律服務論壇2014。



- HKTDC World SME Expo on 4-6 December 2014. 2014年12月4至6日香港貿發局舉辦國際中小企博覽。

Seminars for Various Organisations

各個機構的研討會



✚ The Hong Kong Productivity Council on 24 January 2014.
2014年1月24日香港生產力促進局。



✚ The Urban Renewal Resource Centre on 2 September 2014.
2014年9月2日「市建一站通」。



✚ The Trade and Industry Department on 12 September 2014.
2014年9月12日工業貿易署。

Visits and Overseas Delegations

探訪、海外考察及交流

We have the pleasure to receive visitors from Bangladesh, Guizhou, Guangzhou, Qinghai and HKU SPACE with warm welcome.

我們熱烈歡迎並很高興接待來自孟加拉、貴州、廣州、青海和香港大學專業進修學院的到訪者。



Acknowledgement 鳴謝

On behalf of JMHO, I would like to take this opportunity to welcome our new directors and alternate directors, whose invaluable guidance and support will certainly drive JMHO to achieve more and more in the coming year.

May I also express my deepest appreciation to our Advisor and Founding Chairman, Mr. Chan Bing Woon, SBS, JP whose unfailing guidance and support are most precious and cherishable, and also to all the retired directors / alternate directors for their contributions throughout their tenure.

We also extend our heartfelt gratefulness towards the Judiciary and the Department of Justice of the Government of the HKSAR, and the Secretariat of JMHO, for their generous support and dedication in enabling JMHO to continue its mission to provide high quality mediation referral and promotional services to the general public.

Special thanks to the Trade and Industry Department, the Senior Citizen Home Safety Association, the Development Bureau, the Home Affairs Department, Urban Renewal Authority, various government departments and non-governmental organizations, and all our stakeholders, sponsors, partners and friends who have offered precious time and all types of support towards JMHO's operations and works, and for being with us every step on the way and sharing our visions. We also feel very grateful towards Messrs. Mabel Chan & Co. for compiling the financial statement for the year ended 31 March 2014.

Without all your invaluable support and efforts, JMHO would not have been able to achieve that much in this fruitful year of 2014.

本人謹代表JMHO，藉此歡迎我們新上任的董事及後補董事，他們的寶貴指導和支持必將引領JMHO在來年成就更多。

本人亦深深感謝顧問及創辦主席陳炳煥先生SBS JP給予最寶貴和令人難忘的、恆常的領導和支持，並同時感謝所有卸任董事／後補董事在任期內的貢獻。

我們也衷心感激香港特別行政區政府司法機構、律政司以及本處秘書處一直以來慷慨的支持和奉獻，讓JMHO繼續履行使命，為普羅大眾提供優質的調解轉介和推廣服務。

特別感謝工業貿易署、長者安居協會、發展局、民政事務總署、市區重建局，各政府部門、非政府組織，以及我們所有的持份者、贊助人、夥伴以及朋友們，他們為JMHO的營運和工作付出寶貴的時間及提供各種支援，並陪伴我們共同前進和分享我們的願景。我們也非常感謝陳美寶會計師事務所編製截至2014年3月31日止的年度財務報表。

若無您們的無價支持和努力，相信JMHO難以在2014年達致如此成果豐碩的成就。

Financial Report 財務報告

Report of the Directors

The directors present herewith their report and the audited financial statements for the year ended 31 March 2014.

Principal activities

The principal activities of the company are providing and promoting mediation services. There has been no significant change in this activity compared with the previous year.

Change of company name

Further to the meeting of board of directors on 15 October 2012, it was resolved that “Limited” shall be dispensed from the company name. Application to the Company Registry was made by the company on 18 December 2012, and subsequently Company Registrar approved the application of dispense of “Limited” from its company name. Pursuant to the Special Resolution passed in an Extraordinary General Meeting on 28 Oct 2013, the name of the company was accordingly changed to Joint Mediation Helpline Office.

Results

The results of the company for year ended 31 March 2014 and the state of the company's affairs as at that date are set out in the company's financial statements on pages 23 to 33.

Property, plant and equipment

Details of the movements in property, plant and equipment during the year are set out in note 9 to the financial statements.

Directors

The directors who held office during the year and up to the date of this report were:-

Bing Woon CHAN SBS, JP 陳炳煥先生 SBS, JP	- resigned on 28 October 2013 辭任
Ka Yin Andrew CHIU 趙家賢先生	- appointed on 1 January 2014 委任
Yip Hung LAI 黎業鴻先生	- appointed on 22 April 2013 委任
Wai Keung LEUNG 梁偉強先生	
Chi Chuen MAN 文志泉先生	
Edward SHEN 沈埃迪先生	- resigned on 22 April 2013 辭任
Wing Tai Paul, SHIEH SC 石永泰先生 SC	- appointed on 11 March 2013 委任
SIN Kar Yu 冼迦妤女士	- appointed on 28 October 2013 委任
Wing Yee Sylvia SIU JP 蕭詠儀女士 JP	
Chi Wang TANG 鄧智宏先生	- resigned on 1 January 2014 辭任
Kwai Huen Albert WONG JP 王桂壘先生 JP	

*一切以英文版本為準。

董事會報告

董事特此出示他們截至2014年3月31日止年度的報告以及經審核的財務報表。

主要活動

本公司的主要活動為提供及推動調解服務。此與之前年度活動沒有重大改變。

更改公司名稱

董事會於2012年10月15日會議上，動議更改本公司的名稱，以將「有限公司」字樣從名稱中刪除。本公司已於2012年12月18日向公司註冊處申請，並獲處長准許將「有限公司」字樣從名稱中刪除。根據臨時股東大會於2013年10月28日通過的特別決議，公司名稱相應變更為聯合調解專線辦事處。

業績

本公司截至2013年3月31日止年度的業績以及該日為止之本公司狀態列示於財務報表23至33頁。

物業、機器及設備

物業、機器及設備在此年度的變動明細列示於財務報表附註9。

董事

在本年度以及截至此報告日在任的董事為：—

Alternate directors

Chiann BAO 鮑其安女士	– resigned as alternate director to CHAN Bing Woon on 28 October 2013 and appointed as alternate director to SIN Kar Yu on 28 October 2013 辭任後補陳炳煥先生及 28 October 2013 委任後補冼迦好女士
Wai Hung Simon CHEE 池偉雄先生	– appointed as alternate director to LAI Yip Hung on 22 April 2013 22 April 2013 委任後補黎業鴻先生
Wai Hung Nelson CHENG 鄭偉雄先生	– alternate director to MAN Chi Chuen 後補文志泉先生
Ka Yin Andrew CHIU 趙家賢先生	– resigned as alternate director to TANG Chi Wang on 1 January 2014 1 January 2014 辭任後補鄧智宏先生
Lester Garson HUANG 黃嘉純先生	– resigned as alternate director to WONG Kwai Huen Albert on 24 May 2013 24 May 2013 辭任後補王桂壠先生
KWAN Wai King Frankie 關衛擎先生	– appointed as alternate director to CHIU Ka Yin Andrew on 1 January 2014 1 January 2014 委任後補趙家賢先生
Yip Hung LAI 黎業鴻先生	– resigned as alternate director to SHEN Edward on 22 April 2013 22 April 2013 辭任後補沈埃迪先生
Kwok Fai Osmond LAM 林國輝先生	
Kwun Chung LEE 李冠忠先生	– resigned as alternate director to LEUNG Wai Keung on 28 October 2013 28 October 2013 辭任後補梁偉強先生
LEE Tsz Hang 李子衡	– appointed as alternate director to LEUNG Wai Keung on 28 October 2013 28 October 2013 委任後補梁偉強先生
NG So Kuen 伍素娟	– appointed as alternate director to SIU Wing Yee Sylvia on 28 October 2013 28 October 2013 委任後補蕭詠儀女士
Kit Wah Cecilia NG WONG 黃吳潔華女士	– appointed as alternate director to WONG Kwai Huen Albert on 24 May 2013 24 May 2013 委任後補王桂壠先生
Y.H. Robert PANG SC 彭耀鴻先生 SC	– resigned as alternate director to SIU Wing Yee Sylvia on 28 October 2013 28 October 2013 辭任後補蕭詠儀女士

In accordance with Articles 36 and 37 of the company's Articles of Association, all directors retire at every two years and eligible to offer themselves for re-election.

The company did not enter into any contract with the directors or any person engaged in the full-time employment of the company, whereby any individual, firm or body corporate undertakes the management and administration of the whole, or any substantial part of any business of the company.

*一切以英文版本為準。

候補董事

依據本公司公司章程第36和37條，所有董事每兩年辭任並有資格連任。

本公司沒有與董事或任何在本公司從事全職工作之人簽訂關於由任何個人、商號或公司承擔本公司全部或任何重要部分業務之管理和行政的合約。

Financial Report 財務報告

Directors' interests in contracts

No contracts of significance, to which the company was a party and in which a director of the company had a material interest, whether directly or indirectly, subsisted at the end of the year or at any time during the year.

Post balance sheet event

Details of significant event occurring after the balance sheet date are set out in note 10 to the financial statements.

Auditor

A resolution to re-appoint the retiring auditor, Mabel Chan & Co., will be proposed at the forthcoming annual general meeting.

董事的合約利益

在本年度結束或在年度任何期間並無任何以本公司作為當事人一方，或本公司董事有直接或非直接的重大利益之重要合約。

結算日後事項

有關資產負債結算後之事項之詳情載於財務報表附註10。

核數師

於本公司應屆股東週年大會上將提交一項決議案續聘陳美寶會計師事務所出任核數師。

On behalf of the Board



Chairman

Hong Kong, 16 December 2014

承董事局命



主席

2014年12月6日於香港

Independent auditor's report

To the members of Joint Mediation Helpline Office
Formerly known as "Joint Mediation Helpline Office Limited"
(Incorporated in Hong Kong with limited liability by guarantee)

We have audited the financial statements of Joint Mediation Helpline Office (the "company") set out on pages 23 to 33, which comprise the balance sheet as at 31 March 2014, and the statement of income and expenditure, the statement of changes in funds and the cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Directors' responsibility for the financial statements

The directors are responsible for the preparation of financial statements that give a true and fair view in accordance with the Hong Kong Financial Reporting Standard for Private Entities issued by the Hong Kong Institute of Certified Public Accountants and the Hong Kong Companies Ordinance, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. This report is made solely to you, as a body, in accordance with Section 141 of the Hong Kong Companies Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for our contents of this report. We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

獨立審核報告

致聯合調解專線辦事處股東
前稱「聯合調解專線辦事處有限公司」
(於香港註冊成立之有限公司)

本核數師(以下簡稱「我們」)已審核刊載於第23至33頁的聯合調解專線辦事處，前稱「聯合調解專線辦事處有限公司(「貴公司」)的財務報表，包括於2014年3月31日之財務狀況表，截至2014年3月31日止年度的綜合損益表、資產負債表、權益變動表及現金流量表，以及重大會計政策概要及其他解釋資料。

董事就綜合財務報表須承擔之責任

董事須要負起依香港會計師公會以及香港公司條例頒布之香港私人企業財務報告準則真實和公正地編寫財務報表，且如有需要，董事須以內部控制確保財務報表不受欺詐或錯誤所導致之不實表述所影響。

核數師的責任

我們的責任則為根據審核結果表達意見。此報告依照香港公司條例141條僅為本公司而編寫，而非為其他目的。我們不就本報告書之內容，對任何其他人士負責或承擔法律責任。我們依照香港會計師公會頒布之香港審計準則執行審核。該準則要求我們遵守道德要求，以及規劃和執行審核，以合理確定此等財政報表不存有任何重大錯誤陳述。

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2014 and of its deficit and cash flows for the year then ended in accordance with the Hong Kong Financial Reporting Standard for Private Entities and have been properly prepared in accordance with the Hong Kong Companies Ordinance.



Certified Public Accountants
Hong Kong, 16 December 2014

審核涉及執程序以獲取有關財務報表所載金額及披露資料之審核憑證。所選定之程序取決於核數師之判斷，包括評估由於欺詐或錯誤而導致財務報表存有重大錯誤陳述之風險。在作出該些風險評估時，審核人員會考慮與本公司編製及真實而公正地列報財務報表相關之內部監控措施，以設計適當之審核程序。但目的並不包括對本公司之內部監控之成效發表意見。審核亦包括評價本公司董事採用之會計政策之合適性及所作出之會計估計之合理性，以及評價財務報表之整體列報方式。

我們相信，我們所獲得之審核憑證是充足和適當地為我們之意見提供基礎。

意見

我們認為，該等財務報表是根據香港財務準則真實而公允地反映了貴公司於2014年3月31日的財務狀況及貴公司截至該日止年度之虧損及現金流量，並已按照香港公司條例之披露規定適當地編制。

執業會計師
香港

香港，2014年12月16日

Statement of income and expenditure 綜合損益表

Year ended 31 March 2014 截至2014年3月31日止年度

	Notes 附註	2014 HK\$	2013 HK\$
Income 收入	4	749,156	965,878
Surplus on the project – Enhancing the knowledge of Professionals and Potential Users on the New Mediation Ordinance and Mediation Service in Hong Kong 盈餘項目 – 提升專業人士及潛在調解用戶對新調解條例及 香港調解服務的認知	5	110,936	–
Expenditure 支出	6	(1,240,401)	(1,571,107)
Deficit for the year 年度虧損		(380,309)	(605,229)

Balance sheet as at 31 March 2014 資產負債表

	Notes 附註	2014 HK\$	2013 HK\$
Non-current asset 非流動資產			
Property, plant and equipment 物業、機器及設備	9	29,912	53,934
Current asset 流動資產			
Bank balances 銀行存款		892,334	1,576,746
Current liability 流動負債			
Other payables 其他應付款項		–	328,125
Net current assets 淨流動資產		922,246	1,248,621
		922,246	1,302,555
Fund and reserve 基金和儲備			
General fund 一般基金		922,246	1,302,555

Approved by the board of directors on 16 December 2014

上述財務報表已於2014年12月16日獲董事會通過，並由下列董事代表簽署：



Chairman 主席



Director 董事

The notes on pages 26 to 33 form an integral part of these financial statements.

第26至33頁的附註屬本財務表的一部分。

*一切以英文版本為準。

Statement of changes in funds 權益變動表

Year ended 31 March 2014 截至2014年3月31日止年度

	General fund 一般基金 HK\$
Balance at 31 March 2012 於2012年3月31日	1,907,784
Deficit for the year ended 31 March 2013 截至2013年3月31日止年度虧損	(605,229)
Balance at 31 March 2013 於2013年3月31日之結餘	1,302,555
Deficit for the year ended 31 March 2014 截至2014年3月31日止年度虧損	(380,309)
Balance at 31 March 2014 於2014年3月31日之結餘	<u>922,246</u>

The notes on pages 26 to 33 form an integral part of these financial statements.

第26至33頁的附註屬本財務表的一部分。

*一切以英文版本為準。

Cash flow statement 現金流量表

Year ended 31 March 2014 截至2014年3月31日止年度

	2014 HK\$	2013 HK\$
Operating activities 經營活動		
Deficit for the year 本年度虧損	(380,309)	(605,229)
Adjustments for 項目調整：		
Depreciation of property, plant and equipment 物業、機器及設備折舊	24,022	24,022
Operating cash flows before movements in working capital 營運週轉金變動前的營業現金流量	(356,287)	(581,207)
Decrease in other receivable 其他應收款項減少	-	188,667
(Decrease)/increase in other payables 其他應付款項(減少)/增加	(328,125)	328,125
Net cash used in operating activities 淨經營活動所用之現金	(684,412)	(64,415)
Net decrease in cash and cash equivalents 現金及現金等價物之淨值減少	(684,412)	(64,415)
Cash and cash equivalents at the beginning of the year 於年初現金及現金等價物總額	1,576,746	1,641,161
Cash and cash equivalents at the end of the year 於年結現金及現金等價物總額	892,334	1,576,746
Analysis of the balances of cash and cash equivalents 現金及等同現金餘額分析		
Bank balances 銀行存款	892,334	1,576,746

The notes on pages 26 to 33 form an integral part of these financial statements.

第26至33頁的附註屬本財務表的一部分。

*一切以英文版本為準。

Notes to the financial statements

Year ended 31 March 2014

1. General information

Joint Mediation Helpline Office, formerly known as “Joint Mediation Helpline Office Limited”, is a company incorporated in Hong Kong and limited by guarantee. The address of its registered office and principal place of business is LG102, High Court Building, 38 Queensway, Hong Kong. The principal activities of the company are providing and promoting mediation services.

2. Basis of preparation and principal accounting policies

The financial statements have been prepared under historical cost basis and in accordance with Hong Kong Financial Reporting Standard for Private Entities (the “HKFRS for Private Entities”) issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”) and the Hong Kong Companies Ordinance.

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

(a) Revenue recognition

Revenue is recognised when it is probable that the economic benefits will flow to the company and when the revenue can be measured reliably, on the following basis:

- (i) Mediation service and seminar income are recognised when the relevant services are rendered.
- (ii) Other income is recognised on an actual receipt basis.

(b) Government grants

Government grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and that the grants will be received.

財務報表附註

截至2014年3月31日止年度

1. 一般資料

聯合調解專線辦事處，前稱「聯合調解專線辦事處有限公司」是一家於香港註冊組織和有限公司。其登記辦公室和主要營業地址為LG102, High Court Building, 38 Queensway, Hong Kong。本公司主要營業活動為提供及推動調解服務。

2. 編製財務報表之基準及主要會計政策

這些財務報表已依歷史成本基礎並依香港會計師公會（“HKICPA”）以及香港公司條例頒佈之香港私人企業財務報告準則（“私人企業HKFRS”）編製。

這些財務報表編製適用的主要會計政策如下。除非另有陳述，這些政策與所有年度呈現的一致。

(a) 收益確認

倘經濟利益可能流入該公司，且收益能可靠計量，則按以下基準確認收益：

- (i) 調解服務和研討會收入在相關服務提供時確認。
- (ii) 其他收入於實際收到時確認。

(b) 政府補貼

除非能合理確定貴公司將符合所附帶之條件及將獲發有關補貼，否則政府補貼不予確認。

*一切以英文版本為準。

Government grants are recognised in statement of income and expenditure on a systematic basis over the periods in which the company recognises as expenditure or the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the company should purchase, construct or otherwise acquire non-current assets are recognised as deferred revenue in the balance sheet and transferred to statement of income and expenditure over the useful lives of the related assets. Government grants that are receivable as compensation for costs and expenditure already incurred or for the purpose of giving immediate financial support to the company with no future related costs are recognised in statement of income and expenditure in the period in which they become receivable.

(c) Employee benefit obligations

Salaries, annual bonuses, paid annual leave, contributions to defined contribution retirement plans and the cost of non-monetary benefits are accrued in the year in which the associated services are rendered by employees. Where payment or settlement is deferred and the effect would be material, these amounts are stated at their present values.

Payments to the Mandatory Provident Fund Retirement Benefits Scheme (the “MPF Scheme”) are charged as an expense when employees have rendered service entitling them to the contributions.

(d) Property, plant and equipment

Items of property, plant and equipment are stated at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is charged so as to allocate the cost of assets less residual values, if any, over their estimated useful lives, using the straight-line method. The following annual rates are used for the depreciation of property, plant and equipment:

Leasehold improvement	over the term of the related lease
Furniture and equipment	20 %

If there is an indication that there has been a significant change in the depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

*一切以英文版本為準。

政府補貼按系統基準於各期間在收益表內確認時，貴公司特別將政府補貼擬補償的相關成本確認為開支，而以要求貴公司購買、建造或收購非流動資產為主要條件的政府補貼乃於綜合財務狀況報表有關資產賬面值扣除，並按相關資產的可使用年期轉撥至收益表。

作為補償費用或損失而已產生的應收取或為了給予貴公司即時財務支援而無日後相關成本的政府補貼，於其應收取的期間在收益表扣除或計入收益表。

(c) 員工福利義務

薪金、年度紅利、已支付年度休假、界定退休計劃供款以及非貨幣福利是以向員工提供相關服務時應計。當款項延遲且效果重大時，這些金額要以現值表達。

支付給強制性公積金計劃（“MPF計劃”）於員工已提供服務，且讓他們有資格獲本公司供款時確認費用。

(d) 物業、機器及設備

物業、機器及設備項目是成本減去累積折舊以及任何累積減損損失。

折舊是以直線法將資產成本減去殘值，若有的話，以經濟耐用年限分攤。下列是物業、機器及設備折舊使用的每年比率：

租賃改良	相關租賃年限
傢俱和設備	20%

如果資產的折舊率、使用年限或殘值顯示有重大改變，則該資產的折舊要以反映最新預計的方式修正。

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gain or loss on disposal or retirement of an item of property, plant and equipment is the difference between the net disposal proceeds and the carrying amount of the relevant item, and is recognised in profit or loss.

(e) Impairment of non-financial assets

At each balance sheet date, property, plant and equipment are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in profit or loss.

If an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately in profit or loss.

(f) Leases

Leases where substantially all the risks and rewards of ownership of assets remain with the lessor are accounted for as operating leases. Rentals payable under operating leases are charged to profit or loss on a straight-line basis over the term of the relevant lease.

(g) Other payables

Other payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method except where the payables are interest free loans made by related parties without any fixed repayment terms or the effect of discounting would be immaterial.

(h) Cash and cash equivalents

Cash and cash equivalents includes cash at bank and on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdraft is shown within borrowings in current liabilities in the balance sheet.

如果資產的帳面價值大於其預計可回收金額，則資產的帳面價值要立即減到其可回收金額。

物業、機器及設備處置或退役的利得或損失為淨處分收益和相對項目帳面價值的差異，且要確認為利潤或損失。

(e) 非財務資產減損

在各資產負債表日，須要檢視物業、機器及設備以判斷那些資產是否已有減損跡象，如有減損跡象，須估計資產的可回收金額，並與其帳面價值作比較。如果估計可回收金額較低，則帳面價值要減少到其估計可回收金額，且立即在收益表確認減損損失。

如果減損損失後續反轉，此資產的帳面價值要增加到修正的可回收金額估計，但不能超過之前年度未認定減損損失的金額。減損損失回轉要立即確認損益。

(f) 租賃

在租賃資產所有權的重大風險和報酬屬於出租人須要計入營業租賃。依營業租賃應付的租金須依相關租賃年限以直線法計入收益表。

(g) 其他應付款項

除非應付款項是由關聯人士借出，並無任何固定償還期限的無利息借款，或其折現效果不重大，否則其他應付款須以交易價格在一開始確認且後續以有效利息法衡量分攤成本。

(h) 現金及現金等價物

現金及現金等價物包括存於銀行之現金及手上現金、活期存款和其他三個月或以內到期之短期高度流動投資。銀行透支會出現在資產負債表流動負債下的借款。

*一切以英文版本為準。

(i) Provisions

Provisions are recognised when the company has a present obligation as a result of a past event, and it is probable that the company will be required to settle that obligation. Provisions are measured at the directors' best estimate of the expenditure required to settle the obligation at the balance sheet date, and are discounted to present value where the effect is material.

3. Key sources of estimation uncertainty

Estimations are continually evaluated. They are based on historical experience and other factors, including expectations of future.

The company makes estimates concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Carrying value of non-current assets

Non-current assets, including property, plant and equipment. These carrying amounts are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amounts may not be recoverable. In estimating the recoverable amounts of assets, various assumptions, including future cash flows to be associated with the non-current assets and discount rates, are made. If future events do not correspond to such assumptions, the recoverable amounts will need to be revised, and this may have an impact on the company's results of operations or financial position.

Useful lives of property, plant and equipment

The company's management estimates the useful lives of its property, plant and equipment. This estimate is based on the historical experience of the actual useful lives of property, plant and equipment of similar nature and functions. It could change significantly as a result of technical obsolescence. Management will increase the depreciation charges where useful lives are less than previously estimated lives, or it will write-off or write-down technically obsolete or non-strategic assets that have been abandoned or sold.

(i) 預備金

當貴公司現在有過去事件的義務，且貴公司很可能需要解決該義務時要確認預備金。預備金以董事在資產負債表日對所需解決義務的最佳估計衡量，同時在結果重大時以現值表達。

3. 估計不確定性的關鍵來源

估計是持續評估的。它們是以歷史經驗和其他因素，包括未來期望為基礎。

貴公司作出與未來有關的估計。會計估計結果在定義上很少會等於實際結果。

非流動資產賬面值

非流動資產（包括物業、廠房及設備）。檢討這些賬面值因活動或環境的變化出現減值，賬面值可能無法收回。在估計資產之可收回金額時作出多項假設，包括與非流動資產有關之未來現金流量及貼現率。倘未來事項與該等假設不符，可收回金額將需要作出修訂，此修訂可能影響本集團之經營業績或財務狀況。

物業、廠房及設備的可使用年期

貴公司會釐定其物業、廠房及設備的可使用年期。此項估計乃根據類似性質及功能之物業、傢俬裝修及設備實際可使用年期之過往經驗而作出，並會因應技術革新及競爭對手就劇烈行業週期所作行動而有重大變化。如何使用年期較之前的估計為短，則管理層會提高折舊開支，或將已報廢或售出之技術過時或非策略資產撇銷或撇減。

*一切以英文版本為準。

4. Income

4. 收入

	2014	2013
	HK\$	HK\$
Mediation service income 調解服務收入	722,680	814,290
Seminar fee income 研討會收入	20,976	143,588
Other income 其他收入	5,500	8,000
	<u>749,156</u>	<u>965,878</u>

5. Surplus on the project – Enhancing the Knowledge of Professionals and Potential Users on the New Mediation Ordinance and Mediation Service in Hong Kong

5. 盈餘項目 – 提升專業人士及潛在調解用戶對新調解條例及香港調解服務的認知

	HK\$
Income 收入	
Contribution from Joint Mediation Helpline Office 由聯合調解專線辦事處提供	
– Cash contribution 現金	14,690
– In-kind contribution 實物	16,286
– In-kind manpower 人力資源	288,000
Government grant 政府補助	283,125
Interest income (note) 利息收入 (註)	4
Seminars and workshops income 研討會及工作坊收入	28,300
Sponsorship income 贊助收入	60,000
	<u>690,405</u>
Expenditure 支出	
Bank charges 銀行收費	390
Courier expenses 快遞費用	248
MPF expenses 強積金	8,250
Photography expenses 攝影費用	14,300
Printing expenses 印刷費	3,223
Refreshment expenses 茶點費	5,930
Salary 薪酬	524,250
Souvenir expenses 紀念品費	10,063
Venue expenses 場地費	12,815
	<u>579,469</u>
Net surplus 淨盈餘	<u>110,936</u>

*一切以英文版本為準。

The company has successfully applied for Professional Services Development Assistance Scheme (“PSDAS”) with project entitled “Enhancing the Knowledge of Professionals and Potential Users on the New Mediation Ordinance and Mediation Service in Hong Kong” (the “PSDAS Project”). The objective of the project is to complement the policy of the Hong Kong Government in promoting the use and benefits of mediation in Hong Kong, and to promote awareness amongst the business and professionals who are conducting commercial transactions or dealings and operations in Hong Kong. Further, the PSDAS Project also aims at matching the implementation of the New Mediation Ordinance.

Total budget of the PSDAS Project amounts to HK\$1,250,500. The PSDAS Project commenced on 1 March 2013 with a tenure of two years. During the year ended 31 March 2014, significant disbursements of funds was provided including manpower expenses, photography expenses and venue expenses. The company has delivered events and materials including seminars, conferences, on-line video available for download, and promotion booklet on the New Mediation Ordinance and Mediation Services in Hong Kong. For the remaining tenure of the PSDAS Project (1 April 2014 to 28 February 2015), the company will continue to deliver similar events and materials.

貴公司已成功申請專業服務發展資助計劃 (“PSDAS”)，計劃名為「提升專業人士及潛在調解用戶對新調解條例及香港調解服務的認知」。計劃旨在補足政府推廣使用調解的政策、提升調解專業服務及水平以配合調解條例的實施及發展和推廣在香港從事交易或運作的本地、國內及海外的商界及專業人士對調解條例的特點及在香港進行調解的益處的認知。

在PSDAS項目預算總額為港幣1,250,500元。該項目於2013年3月1日開始為期兩年。截至2014年3月31日止，資金顯著支出包括人力資源開支，攝影費用和場地費用。貴公司已交付活動和物料，包括研討會，會議，提供網上視頻下載，和關於新調解條例和調解服務推廣冊子。對於PSDAS項目（2014年4月1日至2015年2月28日）的餘下任期內，貴公司將繼續提供類似的活動和物料。

*一切以英文版本為準。

6. Expenditure

6. 支出

	2014	2013
	HK\$	HK\$
Administrative staff salaries 行政職員薪酬	419,571	425,326
Bank charges 銀行手續費	1,051	272
Consultants' salaries 顧問薪酬	476,719	399,938
Depreciation 折舊	24,022	24,022
Insurance 保險	32,163	39,003
Information technology and website 資訊技術和網站	44,714	55,672
Legal and professional fees 法律和專業費用	1,600	105
Mandatory Provident Funds 強制公積金	21,315	33,479
Officers' salaries 職員薪酬	54,800	280,154
Postage and courier 郵費及速遞費	625	1,175
Printing 列印	25,926	23,377
Promotion 廣告	8,126	3,244
Seminar and workshop 研討會和工作坊	43,741	146,382
Staff recruitment 職員招聘	1,760	3,000
Staff training 職員訓練	-	13,800
Stationery and photocopy 文具和影印	20,425	18,724
Sundry 雜費	8,728	20,895
Telecommunication 電話費	41,115	50,515
Travelling 出差費	14,000	32,024
	<u>1,240,401</u>	<u>1,571,107</u>

7. Directors' remuneration

In accordance with Articles 39 of the Company's Articles of Association, no salary, remuneration, or allowance shall be paid to the Directors. No directors' remuneration has been paid during the year.

8. Income tax expense

No provision for Hong Kong profits tax has been made as the company was granted exemption from tax under Section 88 of the Inland Revenue Ordinance.

7. 董事薪酬

按照公司之組織章程細則第39條，沒有工資，報酬，津貼或應支付給董事。於年內沒有董事向支付酬金。

8. 所得稅利益

並無香港利得稅撥備，因為貴公司依稅務條例第88條認定免稅。

*一切以英文版本為準。

9. Property, plant and equipment

9. 物業、機器及設備

	Leasehold improvement 租賃改良	Furniture and equipment 傢俱和設備	Total 合計
	HK\$	HK\$	HK\$
Cost 成本：			
At 1 April 2013 and at 31 March 2014 截至2013年4月1日和2014年3月31日	62,403	57,706	120,109
Accumulated depreciation 累計折舊：			
At 1 April 2013 2013年4月1日	37,443	28,732	66,175
Charge for the year 本年度費用	12,481	11,541	24,022
At 31 March 2014 2014年3月31日	49,924	40,273	90,197
Carrying amount 帳面價值：			
At 31 March 2014 2014年3月31日	12,479	17,433	29,912

10. Post balance sheet event

On 1 April 2014, the company entered into the agreement for Organisation Support Programme – “Dedicated Fund on Branding, Upgrading and Domestic Sales” with the Government of the Hong Kong Special Administrative Region. The completion date of the project will be on 31 March 2017 and the estimated project cost will be HK\$3,562,000.

11. Non cash transaction

During the year, there is an in-kind manpower contribution made with the amount equivalent to HK\$288,000 for the PSDAS Project as disclosed in note 5.

12. Approval of financial statements

These financial statements were approved and authorised for issue by the company’s Board of Directors.

10. 資產負債表日後審核

於2014年4月1日，貴公司獲香港政府資助推行項目「為專業人士及潛在調解用戶針對內地市場構建、發展及推廣『香港調解』品牌」。該項目的竣工日期為2017年3月31日，而該估計項目估計成本為港幣3,562,000。

11. 非現金交易

在這一年中，PSDAS項目的人力資源開支相當於港幣288,000，並於附註5披露。

12. 財務報表核准

此財務報表經貴公司董事會於許可及授權發行。

*一切以英文版本為準。



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