

PROFILE 簡歷

Ms. Lila FONG 方文麗

Accredited Mediator (General), Chartered Secretary and Australia qualified lawyer

香港認可綜合調解員及特許秘書

澳洲新南威爾斯省律師會會員

Personality 個人特質:

A reliable, fair-minded and rational professional; in people relationships, a sincere, considerate and empathetic person 處事可靠、公正和合理, 對人誠懇、体谅及具同理心

Languages 語言:

Can write, read and speak Chinese (Cantonese and Putonghua) and English well
良好的中文 (廣東話及普通話) 及英文的書寫, 閱讀及溝通能力

Professional Qualifications 專業資格:

- (1) Accredited General Mediator of The Hong Kong Mediation Accreditation Association Limited since 2018 香港調解資歷評審協會有限公司 認可綜合調解員
- (2) Fellow, Chartered Secretary and Chartered Governance Professional of The Hong Kong Chartered Governance Institute since 1997 香港公司治理公會 資深會士、特許秘書 及特許治理專業資格
- (3) Associate Member of The Law Society of New South Wales, Australia since 1986 澳洲新南威爾斯省律師會會員*
- (4) Attorney, Solicitor & Proctor of the Supreme Court of New South Wales, Australia since 1985 澳洲新南威爾斯省最高法院律師資格*
- (5) Certificate of the Mainland China's Putonghua Proficiency Test, 2014 國家普通話水平測試等級証書

Education 教育:

Bachelor of Laws and Bachelor of Arts[^], Macquarie University, New South Wales, Australia, 1985 法律學士及文學士

Experience in mediation and company secretarial profession 調解及公司秘書經驗:

- (1) A writer of the "Communication, Negotiation and Conflict Resolution" Curriculum for secondary schools, organized by the Joint Mediation Helpline Office, 2018 參予由聯合調解專線辦事處統籌的“凝聚共識.化解分歧”中學教材套撰寫工作
- (2) Mediator of a family relationship dispute, 2019 擔任一宗家庭關係糾紛個案調解員
- (3) Trainee family mediator of two divorce cases in 2020 and 2023 respectively. Approval to become a qualified family mediator by HKMAAL is awaited. 分別於2020及2023年擔任兩宗家事調解(離異)個案的實習調解. 正等待香港調解資歷評審協會有限公司批核成為家事調解員
- (4) Mediated and settled a court case relating to a tenancy agreement for the parties (referred by the Joint Mediation Helpline Office) in January 2024. 於2024年1月獲聯合調解專線辦事處邀請, 為當事人因租務而產生的訴訟調解並已達成和解
- (5) Accepted another invitation from JMHO to mediate an agency fee related court case in October 2024. 應辦事處另一邀請於2024年10月為當事人因佣金而引起的訴訟調解
- (6) Senior management posts in (and including Head of Company Secretarial department of) a number of sizable listed and/or reputable companies in Hong Kong, Singapore, Bermuda and United Kingdom (from 1989 to 2016)

Major responsibilities included management of a full set of company secretarial duties such as company's corporate governance, advice to Board of Directors and Executive Committee and as the Secretary of those meetings, listed company compliance, participated in company's restructure exercises and finance related projects, and a principal point of contact of regulatory bodies.

Companies served including MTR Corporation, Jardine Matheson, DBS Bank, Wharf, Inchcape Pacific and British-American Tobacco.

Joined the Department of Justice (China Law Unit) as a Contract Government Counsel from 1999 to 2000.

先后於香港、新加坡、百慕達及英國上市及/或於擁有良好聲譽及具規模的香港機構擔任高級管理層（包括公司秘書部門主管）職位。

職責主要包括公司管治、向董事局及行政管理委員會提供意見及担任會議秘書、上市合規、參與公司重組及財務有關項目及為監管机构主要聯絡人之一。

服务机构包括港鐵，怡和，星展銀行，九倉，英之傑及英美煙草。

於 1999-2000 年加入律政司中國組任合約政府律師。

Other information and social work 其他資料及社會服務:

- (1) Conversion Course on Family Mediation Practice for General Mediators, Hong Kong Family Welfare Society 2018 香港家庭福利會 認可家事調解訓練兼修課程
- (2) A regular volunteer of the Hong Kong Jockey Club Online Youth Emotional Support since 2019 香港賽馬會青少年情緒健康網上支援平台恆常義工輔導員
- (3) A regular volunteer of The Samaritan Befrienders Hong Kong since 2019 香港撒瑪利亞防止自殺會恆常熱線義工
- (4) A Putonghua coach 普通話指導員
- (5) Building Management Law Practice Course 2018, ET Business College
香港經濟商學院 大廈管理法律實務課程

Contact information 聯絡資料:

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* Translation only

^ Economics and accounting

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