

SMALL CLAIMS TRIBUNAL REGISTRY

INSTRUCTIONS FOR COMPLETING FORM 1

IMPORTANT: In order to avoid any delay in processing your application, you MUST follow the instructions when completing Form 1.

1. General Instructions

- √ Use only black pen.
- √ Do NOT write name or address outside the rectangular boxes.
- √ Do NOT write on unused boxes, leave them blank.
- √ Do NOT write on boxes reserved **for official use only**.
- √ Do NOT scratch or abrade any cornerstone or form indicator.

2. Instructions for Claimant(s) Section

- √ Insert claimant's full name in the name box.
- √ Insert claimant's full address in the address box.
- √ Insert only 1 name / address in each corresponding box.
- √ If there are more than 1 address for the claimant, use another claimant column(s) to fill in the addresses, but do NOT fill in the name box(es) of that claimant column(s).
- √ If there are more than 2 claimants, please refer to instruction no.4.
- √ Insert claimant's contact phone number.
- √ For representative claim, insert full name and address of each person.

3. Instructions for Defendant(s) Section

- √ Insert defendant's full name in the name box.
- √ Insert defendant's full address in the address box.
- √ Insert only 1 name / address in each corresponding box.
- √ If there are 1 to 3 addresses for a defendant, insert the addresses into the address boxes below the defendant's name box.
- √ Addresses filled in a defendant column **MUST** belong to the same defendant.

- √ If there are more than 3 addresses for the defendant, use another defendant column(s) to fill in the addresses, but do NOT fill in the name box(es) of that defendant column(s).
- √ If there are more than 2 defendants, please refer to instruction no.4.
- √ Insert defendant's contact phone number.
- √ If a defendant is an unlimited company, please refer to instruction no.5.

4. Instructions for Multiple Claimant(s) / Defendant(s)

- √ Use as many pages of Form 1 as required.
- √ Each page of Form 1 should comply with the instructions above.
- √ Sort all pages of Form 1 to show the correct relationship of names and addresses.
- √ Insert page number on each page of Form 1.

5. Instructions for Unlimited Company as a Defendant

- √ Names of all partners in an unlimited company MUST be inserted into 1 name box.

Example :

Chan Tai Man, Chan Chung Man & Chan Siu Man t/a Tai Chung Siu Trading Company
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- √ Insert company address into the address box below the name box.
- √ If there is a personal address of any partner, insert the partner's name together with the address in the same address box.
- √ If there is a defendant in addition to the unlimited company, please follow instruction no.3.

6. Instructions for Submitting Photocopy of Form 1

- √ Photocopy MUST include the 4 cornerstones and form indicator.
- √ Photocopy MUST be exactly the same size of the standard Form 1.
- √ Blurred photocopy is NOT acceptable.