

IN THE SMALL CLAIMS TRIBUNAL

小額錢債審裁處

CLAIM NO. SCTC of 20  
申索書編號 20 年第 號

Between

Claimant(s)  
申索人

and  
及

Defendant(s)  
被告人

**PRAECIPE FOR SUMMONS TO WITNESS**

證人傳票便箋

Application for Summons to issue under Section 16 of Cap. 338

依據香港法例第 338 章《小額錢債審裁處條例》第 16 條

On behalf of the Claimant/Defendant

代申索人/被告人

directed to (the name and address of the witness)

申請發出傳票致予（證人姓名及地址）

Returnable

出席聆訊

Dated the        day of        20  
日期： 20    年    月    日

(Signed)  
(簽署)  
Claimant/Defendant  
申索人/被告人

(Party applying)  
(申請人)

Address:-  
地址

Tel. No.:-  
電話

Summons to issue under s.16 of Cap. 338

依據第 338 章 16 條發出傳票

Dated the        day of        20  
日期： 20    年    月    日

\_\_\_\_\_  
(Adjudicator)  
(審裁官)

須親自往小額錢債審裁處登記處遞交此表格。

This form has to be filed in person to the Small Claims Tribunal Registry.

FORM 5  
表格五  
SMALL CLAIMS TRIBUNAL ORDINANCE  
小額錢債審裁處條例  
(Chapter 338)  
(第 338 章)  
SUMMONS TO WITNESS  
證人傳票

Claim No. :  
申索書編號 :

Between ..... Claimant(s) 申索人

and 及

..... Defendant(s) 被告人

To: (a) .....

.....

致: (a) .....

.....

YOU ARE HEREBY SUMMONED to attend at Court No. , Wan Chai Tower 1, 4<sup>th</sup>/ 5<sup>th</sup> Floor, 12 Harbour Road, Hong Kong on day, the day of 20 at o'clock in the fore/after noon and so from day to day, until the proceedings are heard, to give evidence in the above claim \*and also bring with you and produce the several documents hereunder specified :

現傳召你於 20 年 月 日星期 上/下午 時 分前往香港灣仔港灣道十二號灣仔政府大樓四 / 五樓 號法庭，並於以後每日前往該地點，直至聆訊完畢為止，以便就上述申索作証，\*你亦須攜備及交出下列各項文件：

[Here insert list of documents required to be produced.]

[在此開列須交出的文件]

In default of your attendance you will be liable for forfeit a fine not exceeding level 2 if there was paid or tendered to you at the time of service of this summons a reasonable sum in respect of your expenses including any loss of salary or wages.

如在此傳票送達時，曾有人就你的開支（包括薪金或工資損失）向你付給或提供一筆合理款項，而你不出席聆訊，則可被處以不高於第2級的罰款。

Dated this ..... day of ..... 20.....

日期: 20 年 月 日

.....  
Registrar  
Small Claims Tribunal  
司法常務官  
小額錢債審裁處  
L.S.  
(蓋印處)

Sum to be paid or tendered to witness \$.....

付給或提供給證人的款項為\$.....。

(b) This summons was served by me on .....  
by means of .....on the ..... day  
of ..... 20.....

(b) 本人已將此傳票於 20 ..... 年..... 月..... 日，以.....  
.....方式送達.....。

.....  
(Signature of recipient of summons if obtained)  
(傳票收件人簽署，如取得其簽署的話)

.....  
(Signature of process server)  
(法律程序文件送達人簽署)

\*Delete if witness not required to produce documents.  
\*如證人無須交出文件，請刪去。

Note: (a) Insert name of person to be served.

註: (a) 填上傳票所須送達的人的姓名。

(b) Service to be effected in accordance with the Small Claims Tribunal (General) Rules (Cap.338 Sub. Leg.)

(b) 傳票的送達須按照《小額錢債審裁處（一般）規則》（第 338 章，附屬法例）所規定的方式完成。