In the Labour Tribunal of Hong Kong

Statement by Defendant/Defendant Company

[Title as in Form 1]

For Official Use Only
Claim No.: LBTC /
LR No.:
Tribunal Officer:

Name of Defendant/Defendant Company*:

Defendant No. (if applicable):

Name of Defendant Company's representative (if applicable):

Position:

Terms of employment

Position :			Employment Period : (from)	(to)	
Working Hours : (from)	(to)		Others (please specify) :		Last Workplace :
Wages : $		☐ Monthly	☐ Weekly	☐ Daily	☐ Hourly
Pay Day :		☐ Per piece	☐ Others (please specify):		
Form of Employment Contract	☐ Written	Probationary Period:	☐ Yes ( ) month(s) / ( ) days		☐ No
	☐ Oral	Agreed Notice Period :	☐ Yes ( ) month(s) / ( ) days		☐ No

Mode of termination / Variation of terms of employment contract:

Items of claim that you agree to pay and the relevant amount. Please give reasons and provide calculation if there are discrepancies:

Items of claim that you dispute (Please give reasons for each and every item disputed):

Events leading to the present dispute or termination of employment with reasons and proof of your refusal to pay any of the items claimed:

Intention for settling the case with the Claimant out of Court?	☐ **Yes** ☐ **No**
Please state the amount you would like to pay for full and final settlement	**HK$**

Details of Mandatory Provident Fund Scheme	
Name of the Trustee	
Amount of Employer's Accrued Benefit	

Declaration

(i) I declare that the information given in this statement is true.

(ii) [†] I am/am not* bankrupt. There is/is no* bankruptcy petition against me. I undertake to inform the Labour Tribunal should there be any changes on my bankruptcy status during the course of proceedings.

(iii)[†] The company has/has not* been wound up. There is/is no* winding up petition against the company. The company undertakes to inform the Labour Tribunal should there be any changes on the company's winding up status during the course of proceedings.

Signature of Defendant / Defendant company's representative*: _____ **Date:** _____

Company Chop (if applicable): _____

[†] Delete where appropriate

Remarks:

(a) If the above space is insufficient for use, please continue on a separate sheet.

(b) The statement must be signed by the defendant/defendant company's authorized representative and state his position.

(c) If you have witnesses to call or documents to produce, statements of your witnesses and the documents should be attached to your own statement.

(d) As a party to the claim, you are required to serve a copy of all the documents that are relevant to the claim, including your own statement and your witnesses' statements, if any, to the other party/parties.

(e) Witnesses are generally not required to attend the first hearing of the claim. However, you must bring along your witnesses, if any, to the Tribunal on the date and time of trial or on such date and time as directed by the Presiding Officer.

(f) In order to save the time of the trial, you are encouraged to adopt your statement and your witnesses' statements (if applicable) as evidence at the trial so that they can be taken as read.

* Delete as appropriate