

No. 93B  
**Notice of request for payment (Order 62 A)**  
(Order 62A rule 15)

<sup>(1)</sup>Heading as in action

<sup>(1)</sup>**IN THE \_\_\_\_\_ OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION**

**Case No.** \_\_\_\_\_

<sup>(1)</sup>Between

Plaintiff

AND

Defendant

On \_\_\_\_\_ I accepted the payment(s) into court totalling  
\$ \_\_\_\_\_ in settlement of (the whole of) (part of) my costs as set out in  
the notice of sanctioned payment received on \_\_\_\_\_.

**I declare that :**

- the sanctioned payment has been accepted [within 14 days] [after 14 days but liability for and quantum of costs incurred after the 14-day period have been agreed]\*
- the offeree is not a person under disability
- [at no time has the offeree been on legal aid in these proceedings]  
[the offeree has been on legal aid]\*
- there is no pending application to withdraw or diminish the sanctioned payment
- [there is only one paying party] [the sanctioned payment is made by all paying parties]  
[I have discontinued the proceedings for taxation against those paying parties who have not made the payment and they have given written consent to the acceptance of the sanctioned payment]\*

*(If any of the above declarations has not been made, the money in court can only be paid out by order of the Court)*

- a copy of this notice has been served on the paying party('s solicitor) named below and I request payment of this money held in court to be made to:

Receiving party or solicitor's full name

Address and telephone number

**Signature**

**Note:** Before signing this form please read the notes for guidance overleaf. Incorrectly signed forms may be returned unactioned.

Signed

Date

DETAILS OF RECEIVING PARTY'S SOLICITOR

Name of firm

Solicitor for

Paying party or solicitor's full name/Director of Legal Aid\*

Address and telephone number

**Signature**

**Note:** The receiving party ('s solicitor) should obtain the signature of the paying party('s solicitor) on the box below before serving a copy of this notice on him.

Signed

Date

DETAILS OF PAYING PARTY'S SOLICITOR

Name of firm

Solicitor for

\* Delete as appropriate

## Notes for guidance on completion of Form No. 93B

In order to request payment out of funds in court, file this form, signed and completed in accordance with these notes for guidance in the Registry of the District Court. A copy of this form should also be sent to the paying party's solicitors.

- When completing this form, please ensure that you tick all of the boxes under the heading: **'I declare that'**. If you do not tick all of the boxes, the Registry of the District Court will not be able to process your request for payment and will have to return the form to you.
- The form should be signed either by the receiving party or his solicitor.
- The Accounts Office of the District Court will only issue payment upon receipt of a properly completed Form No. 93B with an original signature. Faxed copies of the form and photocopies of signatures will not be accepted.
- A director of a company must obtain leave to represent the company from a Practice Master before he may sign on behalf of the company.

(The footnote below is not part of the statutory Form No. 93B)

Please refer to Order 5A rule 2(2) of the Rules of the District Court (Cap.336, sub. leg. H) for the procedure in relation to paragraph 4 above.