

No. 25  
**Notice of request for payment**  
(O. 22 r. 17)

HCA \_\_\_\_\_ / 20 \_\_\_\_\_

**IN THE HIGH COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
COURT OF FIRST INSTANCE  
ACTION NO. \_\_\_\_\_ OF 20 \_\_\_\_\_**

Between

Plaintiff

AND

Defendant

On \_\_\_\_\_ I accepted the payment(s) into court totalling  
\$ \_\_\_\_\_ in settlement of (the whole of) (part of) (certain issue(s) arising from)  
\*my claim as set out in the notice of sanctioned payment received on \_\_\_\_\_  
(and abandoned the other part(s) of or issue(s) arising from my claim).\*

**I declare that :**

- ☐ the sanctioned payment has been accepted [within 28 days]  
[after 28 days but costs have been agreed] [less than 28 days before trial but costs  
have been agreed]\*
- ☐ the payment into court was not made with a defence of tender
- ☐ 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 1 defendant]  
[the sanctioned payment is made by all defendants]  
[I have discontinued my claim against those defendants who have not made the  
sanctioned payment and they have given written consent to the acceptance of the  
sanctioned payment]\*
- ☐ [my claim does not include a claim for provisional damages]  
[my claim for provisional damages has been disposed of under Order 37, rule 8]\*

*(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 defendant ('s solicitor) named below  
and I request payment of this money held in court to be made to:

Plaintiff or solicitor' full name/Director of Legal Aid\*

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 PLAINTIFF'S SOLICITOR

Name of firm

Solicitor for

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

Address and telephone number

**Signature**

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

Signed

Date

DETAILS OF DEFENDANT'S SOLICITOR

Name of firm

Solicitor for

\*Delete as appropriate

### Notes for guidance on completion of Form No. 25

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 High Court. A copy of this form should also be sent to the defendant ('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 High 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 plaintiff or his solicitor.
- The Accounts Office of the High Court will only issue payment upon receipt of a properly completed Form No. 25 with an original signature. Faxed copies of the form and photocopies of signatures will not be accepted and will be returned to sender.