

IN THE HIGH COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
COURT OF FIRST INSTANCE

\* Small Claims Tribunal / Labour Tribunal / Minor Employment Claims Adjudication Board Case No.

\* SCTC/LBTC/MECAB No. \_\_\_\_\_ / \_\_\_\_\_

**Particulars of the Applicant**

\* Name/Company's Name of the Applicant (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

being the \* (     ) Claimant / Respondent in the above case, holder of \* Identity Card / Passport No.

\_\_\_\_\_ residing at \_\_\_\_\_

Tel /(mobile): \_\_\_\_\_ Fax No. \_\_\_\_\_ Dialect \_\_\_\_\_

Applicant acting : (     ) in person

(     ) in person for a partnership company (a partner)

(     ) for a limited company in person (a director) (leave to act for the limited company in person by a director has been granted by the Registrar/Master, High Court on \_\_\_\_\_)

**Particulars of the Tribunal Case**

**Hearing Dates at the Tribunal**

Trial of Claims on \_\_\_\_\_. Applicant was \* present/absent in the Trial.

Review of Decision of Trial on \_\_\_\_\_. Applicant was \* present/absent in the hearing.

**Application**

(     ) for leave to appeal out of time (     ) for leave to appeal (     ) others \_\_\_\_\_

**Available Documents** (Tick “√” as appropriate in the left box)

Order / Award	Document Date	Name of the Adjudicator / Presiding Officer / Adjudication Officer	Date of the Stamp chopped on the envelope Posting of the Award
<input type="checkbox"/> Dismissing all the Claims			
<input type="checkbox"/> Dismissing part of the Claims			
<input type="checkbox"/> Refusing Review			
<input type="checkbox"/> Transferring a Claim			

**Others:-**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Delete whichever is inapplicable