

# **SMALL CLAIMS TRIBUNAL REGISTRY**

## **INSTRUCTIONS FOR COMPLETING FORM 1**

**IMPORTANT :** In order to avoid any delay in processing your application, you MUST follow the instructions when completing Form 1.

### **1. General Instructions**

- √ Use only black pen.
- √ Do NOT write name or address outside the rectangular boxes.
- √ Do NOT write on unused boxes, leave them blank.
- √ Do NOT write on boxes reserved **for official use only**.
- √ Do NOT scratch or abrade any cornerstone or form indicator.

### **2. Instructions for Claimant(s) Section**

- √ Insert claimant's full name in the name box.
- √ Insert claimant's full address in the address box.
- √ Insert only 1 name / address in each corresponding box.
- √ If there are more than 1 address for the claimant, use another claimant column(s) to fill in the addresses, but do NOT fill in the name box(es) of that claimant column(s).
- √ If there are more than 2 claimants, please refer to instruction no. 4.
- √ For representative claim, insert full name and address of each person.

### **3. Instructions for Defendant(s) Section**

- √ Insert defendant's full name in the name box.
- √ Insert defendant's full address in the address box.
- √ Insert only 1 name / address in each corresponding box.
- √ If there are 1 to 3 addresses for a defendant, insert the addresses into the address boxes below the defendant's name box.
- √ Addresses filled in a defendant column **MUST** belong to the same defendant.
- √ If there are more than 3 addresses for the defendant, use other defendant column(s) to fill in the addresses, but do NOT fill in the name box(es) of that defendant column(s).
- √ If there are more than 2 defendants, please refer to instruction no. 4.
- √ If a defendant is a business entity with a trading name, please refer to instruction no. 5.

**4. Instructions for Multiple Claimant(s) / Defendant(s)**

- √ Use as many pages of Form 1 as required.
- √ Each page of Form 1 should comply with the instructions above.
- √ Sort all pages of Form 1 to show the correct relationship of names and addresses.
- √ Insert page number on each page of Form 1.

**5. Instructions for Business Entity with a Trading Name as Defendant**

- √ Sole proprietorship

Name of proprietor in a business entity with a trading name **MUST** be inserted into 1 name box.

Example:

Chan Tai Man t/a Chan Tai Man Trading Company
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Insert the business address into the address box below the name box. If there is a personal address, insert the address in another address box below the name box.

- √ Business partnership

Names of all partners in a business entity with a trading name **MUST** be inserted into separate name boxes and sued as individual defendants.

Example:

Chan Tai Man, partner of Tai Chung Siu Trading Company
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Chan Chung Man, partner of Tai Chung Siu Trading Company
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Chan Siu Man, partner of Tai Chung Siu Trading Company
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In respect of each partner, insert the business address into the address box below the respective name box. If there is a personal address, insert the address in another address box below the respective name box.

- √ This instruction does not apply to suing against law firm as defendant and, in which case, only the name of the firm is required to be inserted into 1 name box.

Example:

Tai Chung Siu Solicitors
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Insert the firm address into the address box below the name box.

- √ If there is a defendant in addition to the business entity, please follow instruction no. 3.

## **6. Instructions for Submitting Photocopy of Form 1**

- √ Photocopy **MUST** include the 4 cornerstones and form indicator.
- √ Photocopy **MUST** be exactly the same size of the standard Form 1.
- √ Blurred photocopy is **NOT** acceptable.

**-End-**