

# SMALL CLAIMS TRIBUNAL ORDINANCE

## 小額錢債審裁處條例

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For official use only  
此欄由本審裁處辦理

### TITLE TO CLAIM: GENERAL FORM

申索書標題：通用表格

### FORM 1

表格一

\*Do not write outside the rectangular boxes. 填寫時請勿超越長方格

\*Insert one address only in each box. 每個長方格只限填一個地址

\*Insert full name and address of each claimant and, in the case of a representative claim, the name and address of each person represented.  
填上每一申索人的全名及地址，如屬代表申索，則須填上每名被代表的人的姓名及地址。

Name/姓名：\_\_\_\_\_

Name/姓名：\_\_\_\_\_

1. Chan Tai Man t/a XXX Company (for sole proprietorship) OR
2. Chan Tai Man, Chan Chung Man & Chan Siu Man t/a XXX Company (for business partnership) OR
3. XXX Company Limited OR
4. XXX Company Limited t/a XXX Company

### Claimant(s) 申索人

Address/地址：\_\_\_\_\_

Address/地址：\_\_\_\_\_

1. Principal place of business
2. Principal place of business
3. Registered office address of the Limited Company
4. Principal place of business OR registered office address of the Limited Company

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\*Insert full name and address of each defendant. 填上每一被告人的全名及地址。

Name/姓名：\_\_\_\_\_

Name/姓名：\_\_\_\_\_

1. Chan Tai Man t/a XXX Company (for sole proprietorship) OR
2. Chan Tai Man, partner of XXX Company (for business partnership) OR
3. XXX Company Limited OR
4. XXX Company Limited t/a XXX Company

### Defendant(s) 被告人

Address/地址：\_\_\_\_\_

Address/地址：\_\_\_\_\_

1. Principal place of business and the residential address of the sole proprietor (a)
2. Principal place of business and the residential address of each partner (a)
3. Registered office address of the Limited Company (b)
4. Registered office address of the Limited Company (c)

\*If a defendant has more than one address, please insert full name and other address below. 倘若被告人有其他地址，請於下列填上其全名及地址。

Address/地址：\_\_\_\_\_

Address/地址：\_\_\_\_\_

Address/地址：\_\_\_\_\_

Address/地址：\_\_\_\_\_

(a) Please access to the company's Business Registration Application Form at the Business Registration Office of the Inland Revenue Department to verify its address.

(b) Please access to the most updated information about the limited company's registered office at the Companies Registry to verify its address.

(c) Please refer to the documents under (a) and fill in the registered office from (b) as its address.

Sample - For reference only  
樣本 - 只供參考用途