

**FORM 2**  
表格 2  
**SMALL CLAIMS TRIBUNAL ORDINANCE (CHAPTER 338)**  
小額錢債審裁處條例 (第 338 章)

**FORM OF CLAIM**  
申索書

**Service Rendered**

**[title as in Form 1]**  
( 標題如表格 1 所示 )

To The Defendant:  
致被告人：

The claimant claims the amount of Claim amount + costs .....particulars of the grounds for which  
申索人現申索款額..... ,

and the manner in which it is calculated are set out as follows:  
所根據的理由詳情及計算方法列明如下：

(a) 1. The grounds for the claim are:  
(甲) 一、申索理由為：

**Claimant claims against the defendant (s) for the sum of (\$ ) being amount of what  
service provided by the claimant to the defendant (s) on (date) upon his/ their request.  
Despite of repeated requests / reminders, the defendant (s) still refused to pay the money.**

(b) 2. The amount of claim is calculated as follows:  
(乙) 二、申索款額的計算方法如下：

**Invoice No: Date: Amount:**  
.....  
.....  
.....

Dated this ..... day of ..... 20.....  
日期：20 年 月 日

**Signature / Company Chop and signature of  
proprietor/ director (must be original signature and  
company chop)**

( c ) ( Signature of Claimant )  
(丙) (申索人簽署)

Filed this ..... day of ..... 20.....  
提交日期：20 年 月 日

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

Registrar  
司法常務官

L.S.  
蓋印處

NOTE: (a) Set out sufficient particulars to inform the defendant of the grounds for the claim.  
註 (甲) 列明詳情，使被告人得以知悉申索的理由。

(b) Set out in full the manner in which the amount of claim is calculated and whether it includes any interest or expenses.  
(乙) 詳列申索款額的計算方法及說明是否已包括利息或開支在內。

(c) This claim must be signed by each claimant or person represented before the date of hearing.  
(丙) 每一申索人或被代表的人均須於聆訊日期前簽署本申索書。