



Application Form¹ for Verify Document Image (“VDI”) Service

Claim No.: SCTC_____ / 20 _____

Name of the Party: _____

the _____

**Please delete whichever is inapplicable.*

Email Address²: _____ No email address³

Telephone Number: _____

[Remarks: this telephone number will be set as the verification code² which you are required to input at the iCMS to verify the document image(s).]

Number of document(s) submitted: _____

Item	Document name
1	
2	
3	
4	
5	
Signature: _____ Date: _____	

¹ One Application Form is only applicable to one case.

² After the document(s) submitted by you has/have been scanned into electronic record, a notification email will be sent to you. You are required to input the access code provided in the notification email, the verification code and the captcha code shown in the image to verify the document image(s).

³ If you do not have an email address, please approach the Small Claims Tribunal Information Centre on the 1st Floor, Tower B, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon, Hong Kong, 7 working days after the filing date of the document(s) to collect the access code letter.