Apply for refund

This step-by-step guide outlines the general process required to apply for refund of payment made in application of Certification of Translation Service using integrated Court Case Management System ("iCMS") when: -

- (1) the application is rejected; or
- (2) the amount of certification fee paid is more than the actual certification charge incurred

It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	Login user account	Organization User
	Either by Organization User ("OU") or Individual User ("IU") account holder. [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Creen ID: AUTH-LGN-00001 LOGIN Account Type Organization Code* Login Name* Password* COGIN Register an Account Account Activation Reset Password
		Individual User
		COUNTIENDED Desse fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Individual User (*10*) Organization Code* Login Name* Password* LOGIN Register an Account Activation Reset Password
2.	In the following situations, applicant can apply for refund of the certification fee paid:	Message box with message header(s) appears on the landing page.
	(a) Applicant has received a message that the application has been rejected Access Message Box> Click the message header to read the content>	Control of the services of the integrated Court Case Management System (*ICMS*) in this portal

Item	Process	Related screenshots for reference
		Content of the message is shown.
		<section-header> states Joint Control Control Control Control Control Control Control (Section of Bistist Recontration for Control of Bistist Recontration for Control of Reconted Reconted Recontration for Contration for Control of Recontr</section-header>
	(b) When the amount of certification fee paid is more than the actual certification charge incurred	For example, the number of pages of translation is reduced after certification, leading to a reduction in certification charge.
		NO. 0 TORE OF THE ALL OF THE THE OF T
		Image: solution Image: solution Image: solution Image: solution Image: solution 1 Affirmation 10.00 290.00 8.00 232.00 Source Document.pdf
		BACK NEXT
3.	Access "Refund	
	Application" function	可
	Select relevant court>	Home District Court System Maintenance Information Message Details (Back [Ref No.: CT2022000124] Result of Application [Document(s) Rejected] Date/Time 25/0V/2022 11:32 From Court Language Section To LAWFIRMA.Ifaou9 This message serves to inform you that your application (Ref No: CT2022000124) was rejected at 11:32 AM on 25/01/2022. Document(s) is/are rejected due to the following reason(s): Affirmation (DOCUMENT TYPE): Incomplete translation (Reason) If you would like to resubmit the document(s) concerned, please go to the function of "Resubmit Application". For enquiries, please contact us at 2582 2904.

Item	Process	Related screenshots for reference
	Click "Certification of Translation Service"> Click "Refund Application">	<image/>
4.	Input application number	Refund Application Screen ID: ECTS-APP-00051
	Input "Application No.*"> Click "NEXT">	Image: Description of description for a registered/withdrawn application or for corparyment of free. Journal and the sense of the sense page. Please make sure that you provide in the form accurate and hencessary information. Please sign on that form in fract corpt and return it by post or by hand to the Certification and General Translation Unit. Court Language Section. Judiciary at 26/F. Wanchail Tower, 12 Harbour Road, Wan Chai, Hong Kong Kong tor arrangement or refund. Refund of the court and general Translation Unit. Court Language Section. Judiciary at 26/F. Wanchail Tower, 12 Harbour Road, Wan Chai, Hong Kong Kong tor arrangement of refund. Refund of the court and general Translation Unit. Court Language Section. Judiciary at 26/F. Wanchail Tower, 12 Harbour Road, Wan Chai, Hong Kong Kong Kong Kong Kong Kong Kong K

Item	Process	Related screenshots for reference
5.	Download the form "Request for Refund of	View the payment details and the Refundable Amount.
	Certification Fee (iCMS)"	Refund Application Screen ID: ECTS-APP-00052
		1 Refund Download Refund Advice
	Click "DOWNLOAD REFUND ADVICE">	Application No.: C120220002 Please click the button below to download the refund advice No. o DOCUMENT NO.F PAID PAGES(TRANSL AMOUNT 0 (HKD) o C12000 1 Affirmation 10.00 290.00 - 290.00 Rejected
	Click "DOWNLOAD" to download the form "Request for Refund of Certification Fee (iCMS)"	CLOSE DOWNLOAD REFUND ADVICE There is a pop-up of "Confirm to download file?".
	Click "CLOSE" to close the pop-up box>	Confirm to download file?
	Click "CLOSE" to leave the page	CLOSE DOWNLOAD
6.	Print out and fill in the form "Request for Refund of Certification Fee (iCMS)"	"Request for Refund of Certification Fee (iCMS)" form is downloaded. 可 法 機 構 JUDICIARY Court Language Section Request for Refund of Certification Fee (iCMS)
		PART A TO BE COMPLETED BY THE APPLICANT
		From: Lawfirm A Please arrange for refund of certification fee in the sum of HK\$290 for the document(s) in Application CT2022000124. Details are as follow: Total amount paid for CT2022000124 in Transaction(s) C202201255000576: HK\$290 Fee payable for CT2022000124: 0 page(s) × HK\$29 = HK\$0 Amount to be refunded: HK\$290 Cheque payable to: Lawfirm A Others:
		Signature: Date:

Item	Process	Related screenshots for reference
		PART B FOR OFFICE USE ONLY I certify that the above information is correct. The paid certification fee in the sum of HK\$2200 should be refinded because of the following reason(s): Rejection / Withdrawal / Overpayment / Others: I certify that the above refund application should be processed with the following amendment(s) and for the following reason(s): I certify that the above refund application should be processed with the following amendment(s) and for the following reason(s): Signature: Certified by: Date: Rank/ Post: Date: Creatified by: Application: CT2022000124 The filled and signed "Request for Refund of Certification Fee (iCMS)" form should be returned to the Certification and General Translation Unit, Court Language Section, Judiciary at 26/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong by post or by hand. Refund by cheque will be arranged in due course after processing.