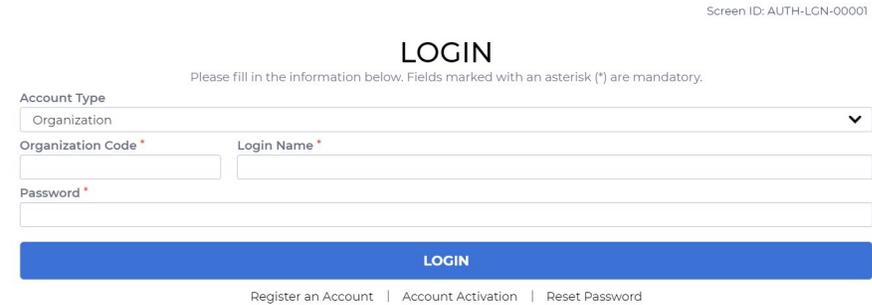
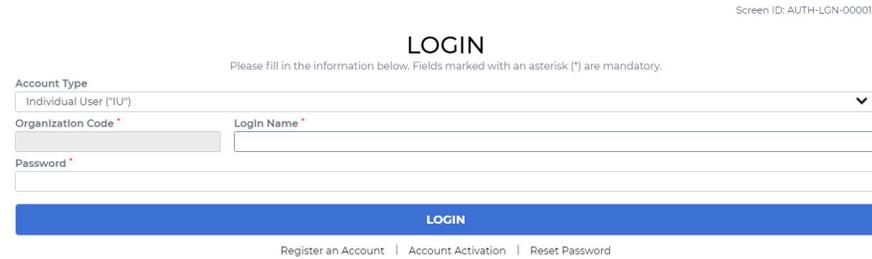


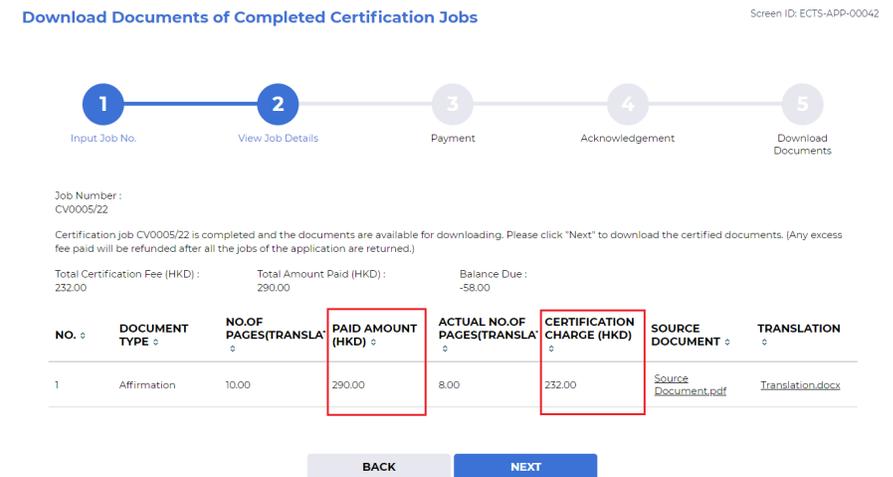
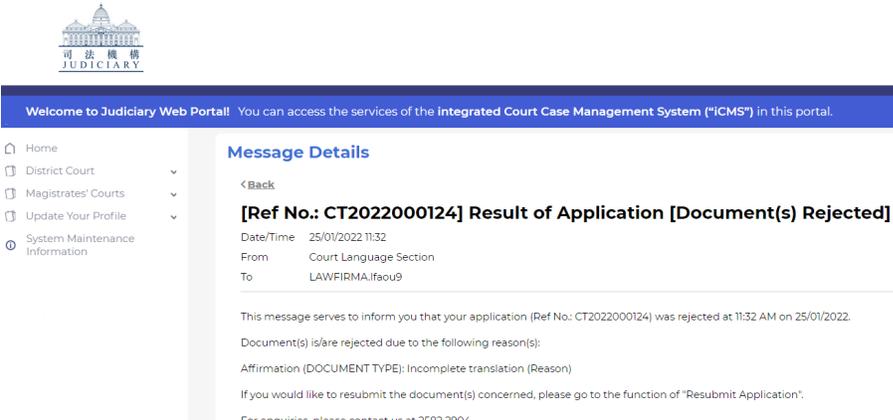
## Apply for refund

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: -

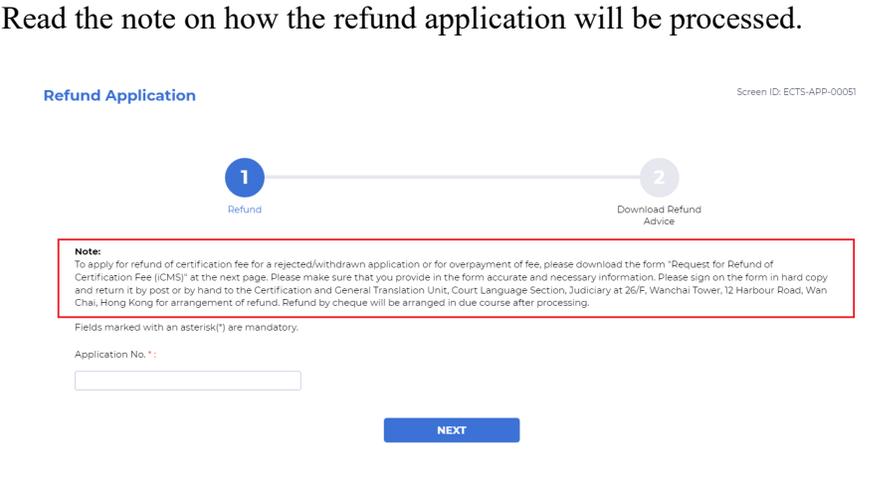
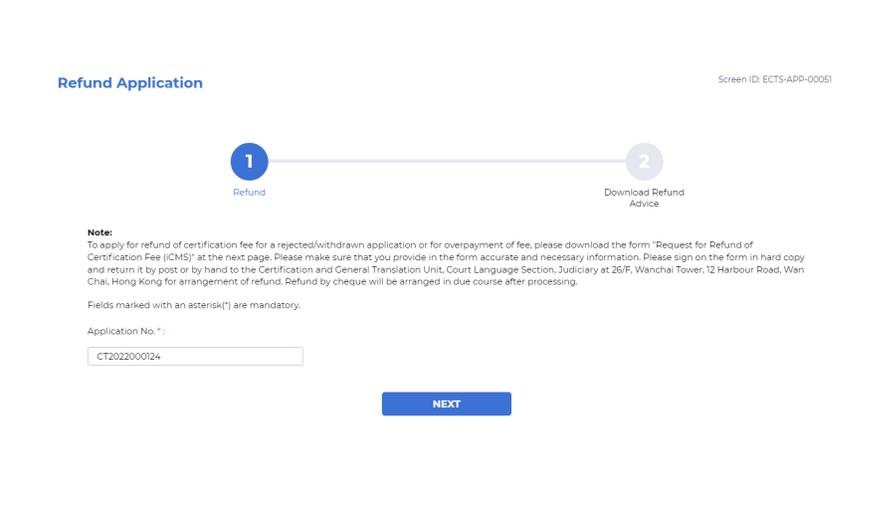
- (1) the application is rejected; or
- (2) the amount of certification fee paid is more than the actual certification charge incurred

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.

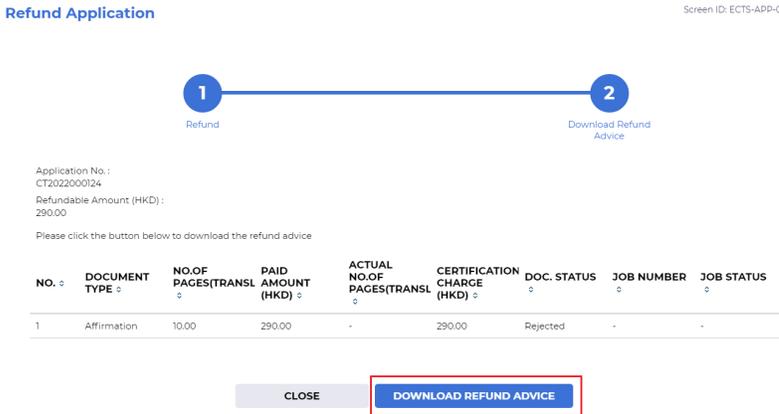
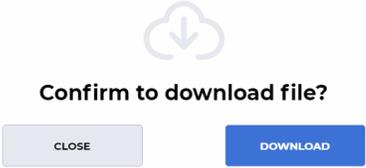
Item	Process	Related screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p>  <p>Individual User</p> 
2.	<p><b><u>In the following situations, applicant can apply for refund of the certification fee paid:</u></b></p> <p><b><u>(a) Applicant has received a message that the application has been rejected</u></b></p> <p>Access Message Box&gt;</p> <p>Click the message header to read the content&gt;</p>	<p>Message box with message header(s) appears on the landing page.</p> 

Item	Process	Related screenshots for reference
	<p><b><u>(b) When the amount of certification fee paid is more than the actual certification charge incurred</u></b></p>	<p>Content of the message is shown.</p>  <p>For example, the number of pages of translation is reduced after certification, leading to a reduction in certification charge.</p> 
<p>3.</p>	<p><b><u>Access "Refund Application" function</u></b></p> <p>Select relevant court&gt;</p>	

## Step-by-step guide - “Apply for refund”

Item	Process	Related screenshots for reference
	<p>Click “Certification of Translation Service”&gt;</p> <p>Click “Refund Application”&gt;</p>	 <p>Read the note on how the refund application will be processed.</p> 
4.	<p><b><u>Input application number</u></b></p> <p>Input “Application No.*”&gt;</p> <p>Click “NEXT”&gt;</p>	

Step-by-step guide - “Apply for refund”

Item	Process	Related screenshots for reference
5.	<p><b><u>Download the form “Request for Refund of Certification Fee (iCMS)”</u></b></p> <p>Click “DOWNLOAD REFUND ADVICE”&gt;</p> <p>Click “DOWNLOAD” to download the form “Request for Refund of Certification Fee (iCMS)”</p> <p>Click “CLOSE” to close the pop-up box&gt;</p> <p>Click “CLOSE” to leave the page</p>	<p>View the payment details and the Refundable Amount.</p>  <p>There is a pop-up of “Confirm to download file?”.</p> 
6.	<p><b><u>Print out and fill in the form “Request for Refund of Certification Fee (iCMS)”</u></b></p>	<p>“Request for Refund of Certification Fee (iCMS)” form is downloaded.</p> 

Step-by-step guide - “Apply for refund”

Item	Process	Related screenshots for reference
		<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #cccccc; border: 1px solid black; padding: 2px; text-align: center; margin-bottom: 10px;"> <b>PART B FOR OFFICE USE ONLY</b> </div> <p><input type="checkbox"/> I certify that the above information is correct. The paid certification fee in the sum of HK\$290 should be refunded because of the following reason(s):                      Rejection / Withdrawal / Overpayment / Others: _____.</p> <p><input type="checkbox"/> I certify that the above refund application should be processed with the following amendment(s) and for the following reason(s):                      _____                      _____                      _____</p> <p>Signature: _____ Certified by: _____                      Date: _____ Rank/ Post: _____</p> <p style="margin-top: 20px;">Application: CT2022000124</p> <p>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.</p> </div>