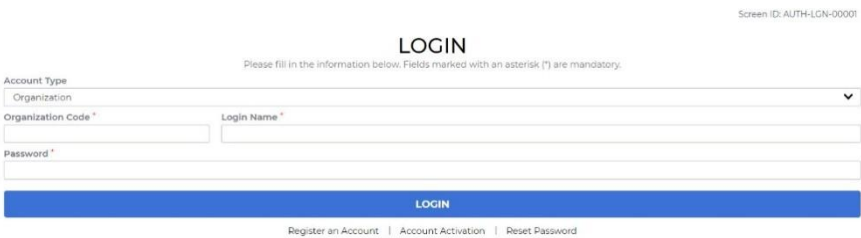
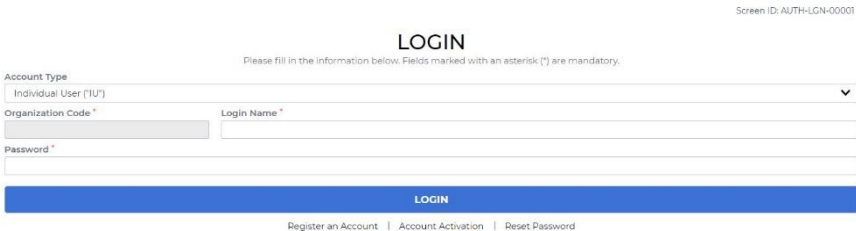



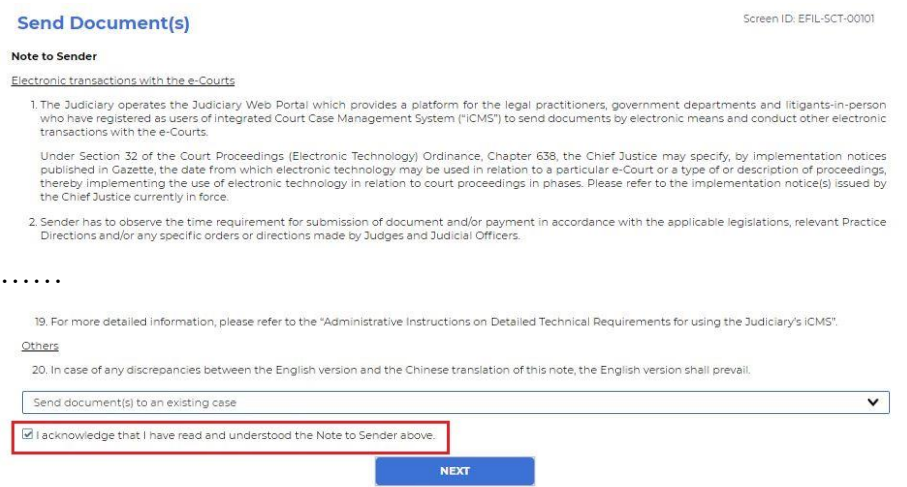


Small Claims Tribunal

File amended claim forms

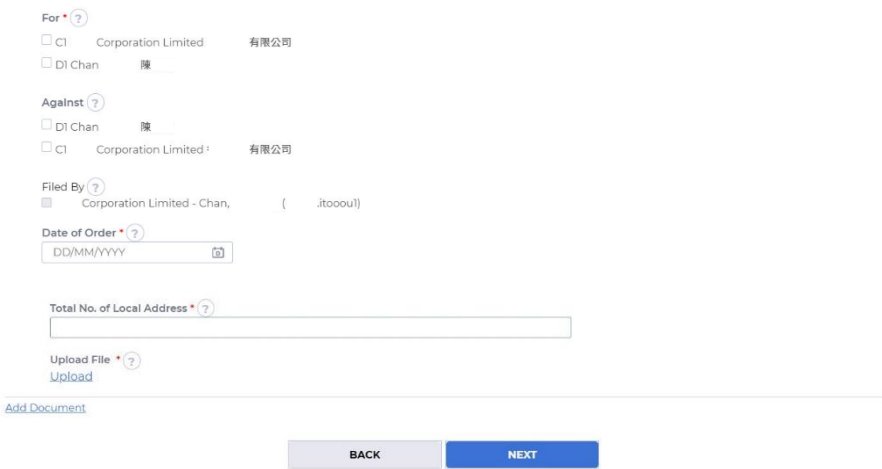
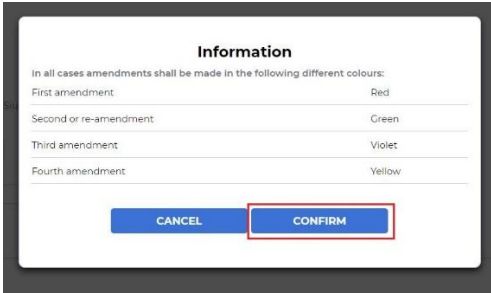
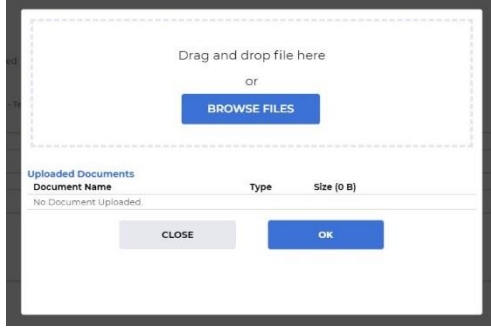
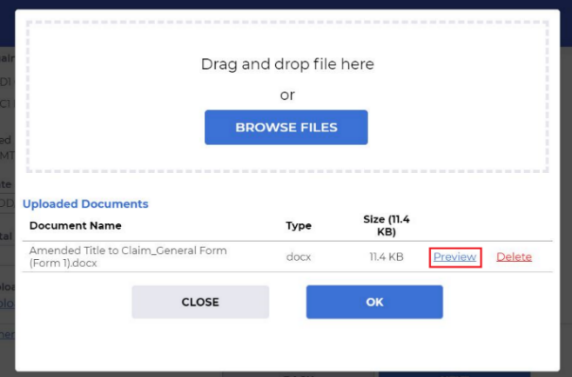
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

| Item | Process | Relevant screenshots for reference |
|--|--|--|
| 1. | Leave must first be obtained from the Court to amend the claim forms | <i>[Note: For submitting application for leave to amend the claim forms, please refer to the step-by-step guide “Send document(s) to an existing case after case link-up” for more information.]</i> |
| For filing amended Title to Claim: General Form (Form 1), please refer to items 2 to 13 below. For filing amended Form of Claim (Form 2), please refer to items 14 to 25 below. | | |
| (i) Filing amended Title to Claim: General Form (Form 1) | | |
| 2. | <p><u>Login user account</u></p> <p>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>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to relevant step-by-step guide under the subject of “Assign default OU Account(s) and court case(s)” for more information if necessary.]</i></p> | <p>Organization User</p>  <p>Individual User</p>  |

Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference |
|------|---|--|
| 3. | <p><u>Access e-Filing function</u></p> <p>Click “Small Claims Tribunal”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p> |  |
| 4. | <p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>After reading the “Note to Sender”, tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p> |  |
| 5. | <p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p> |  |
| 6. | <p><u>Upload document</u></p> <p>Select “Title to Claim: General Form (Form 1)” in “Document Name*”></p> <p>Select “For Filing” in “PURPOSE*”></p> <p>“Document Version*” is pre-filled according to the court</p> |  |

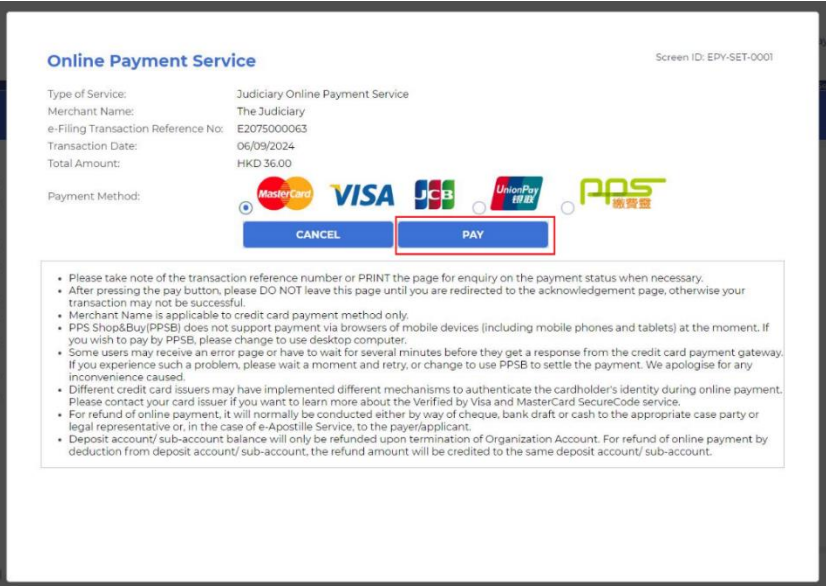
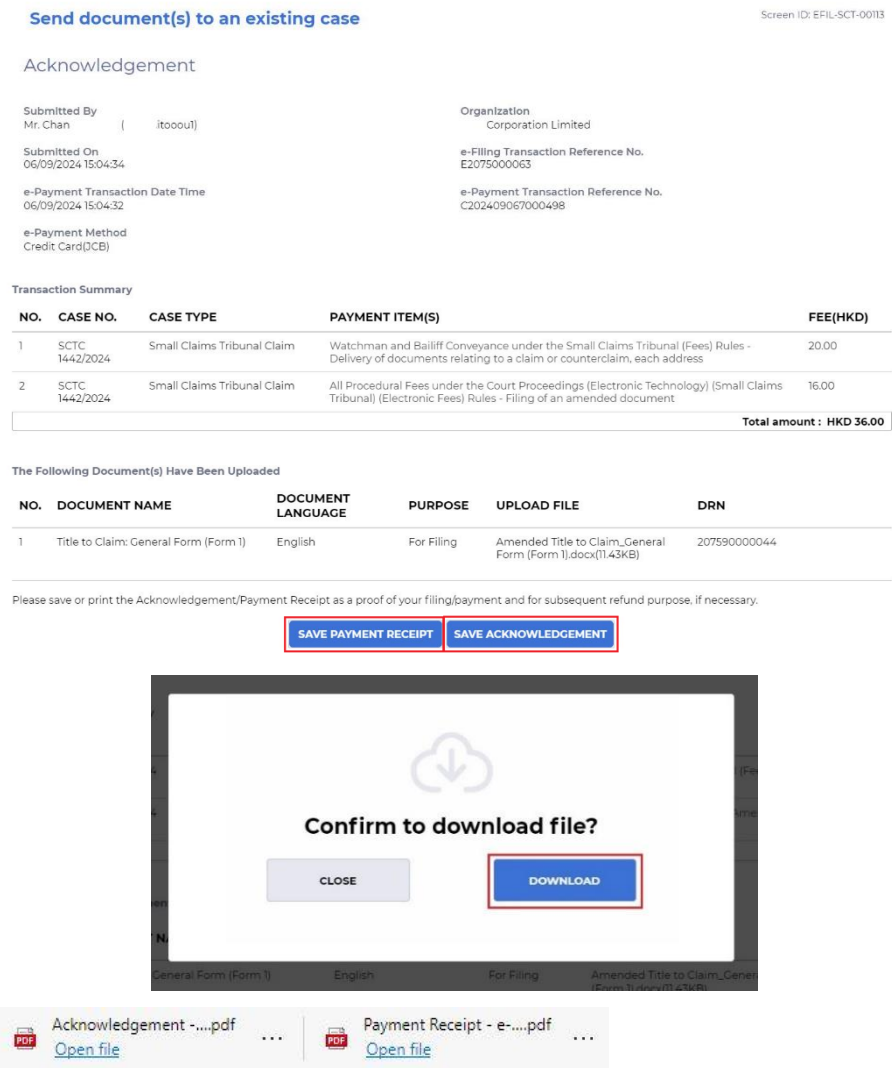
Step-by-step guide – “File amended claim forms”

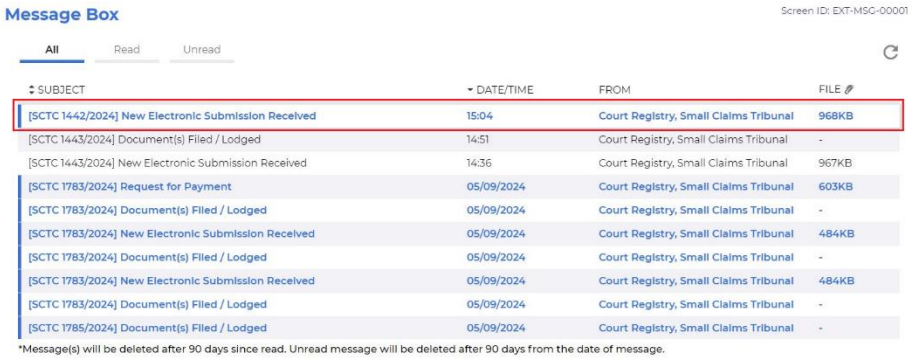
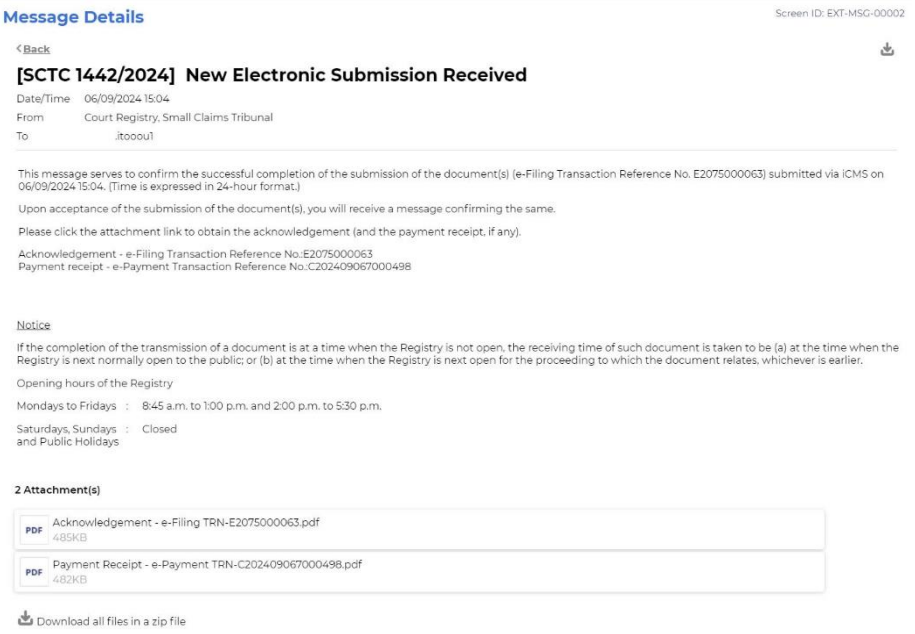
| Item | Process | Relevant screenshots for reference |
|------|--|---|
| | <p>record and cannot be changed></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*” ></p> <p><i>[Note: The checkbox under “Against” is optional.]</i></p> <p>Input or select from the date picker for “Date of Order*”></p> <p>Input “Total No. of Local Address*”></p> <p>Click “Upload”></p> <p>Click “CONFIRM” to close the information message window></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> |  <p>Information message window</p>   |
| 7. | <p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the uploaded document></p> |  |

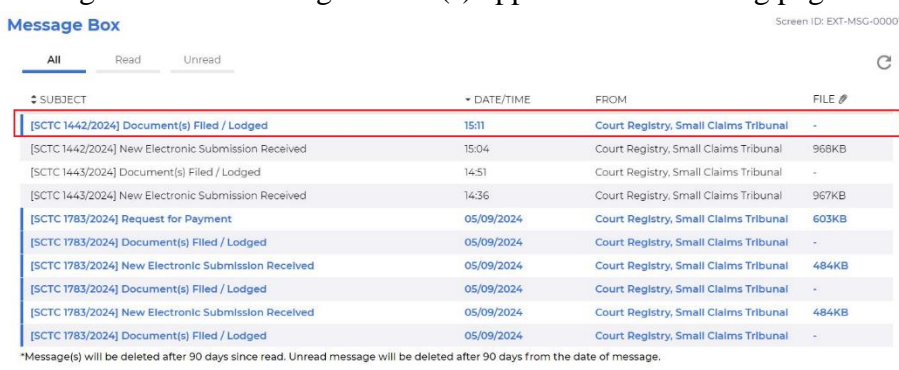

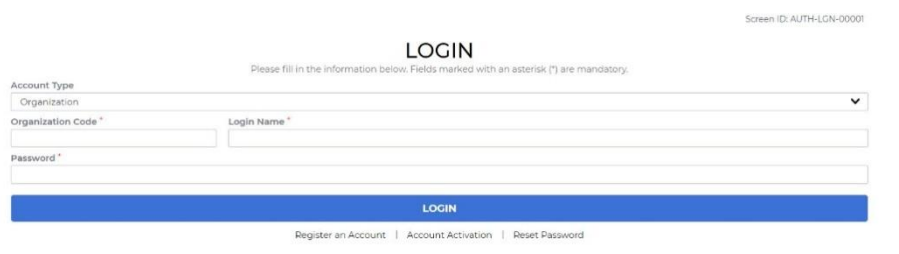
Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference | | | | | | | | | | |
|------|--|--|--|--|---------|-----------------|----------|---|--|------------|--|--|
| | <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT” ></p> | | | | | | | | | | | |
| 8. | <p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “PAY” ></p> <p>Click “OK” in the popup of “Proceed for payment?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify the inputted data></p> | <p>Payment of court fees</p> <div><div>Send document(s) to an existing case</div><div>Screen ID: EFIL-SCT-00112</div><div>Confirm Details of the Filing</div><div>Case No. SCTC 1442/2024</div><table><thead><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>Document Name Title to Claim: General Form (Form 1) Document Version Amended Document Language English For C1 Corporation Limited 有限公司 Against - Date of Order 01/04/2024 Total No. of Local Address 2 Upload File Amended Title to Claim_General Form (Form 1).docx(11.43KB)</td><td>For Filing</td><td>Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document</td><td>20.00 16.00</td></tr></tbody></table><div>Total amount : HKD 36.00</div><div><div>BACK</div><div>PAY</div></div><div><div>Proceed for payment?</div><div><div>CANCEL</div><div>OK</div></div></div></div> | NO. | DOCUMENT | PURPOSE | PAYMENT ITEM(S) | FEE(HKD) | 1 | Document Name Title to Claim: General Form (Form 1) Document Version Amended Document Language English For C1 Corporation Limited 有限公司 Against - Date of Order 01/04/2024 Total No. of Local Address 2 Upload File Amended Title to Claim_General Form (Form 1).docx(11.43KB) | For Filing | Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document | 20.00 16.00 |
| NO. | DOCUMENT | PURPOSE | PAYMENT ITEM(S) | FEE(HKD) | | | | | | | | |
| 1 | Document Name Title to Claim: General Form (Form 1) Document Version Amended Document Language English For C1 Corporation Limited 有限公司 Against - Date of Order 01/04/2024 Total No. of Local Address 2 Upload File Amended Title to Claim_General Form (Form 1).docx(11.43KB) | For Filing | Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document | 20.00 16.00 | | | | | | | | |


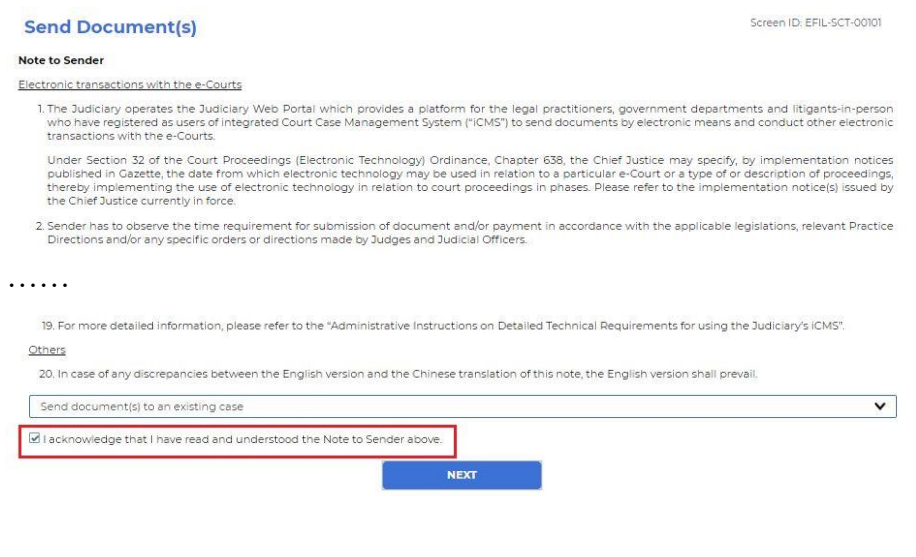

Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference |
|------|--|---|
| 9. | <p><u>Settle Payment</u></p> <p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY” ></p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to item 10.]</i></p> |  |
| 10. | <p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment Receipt></p> |  |

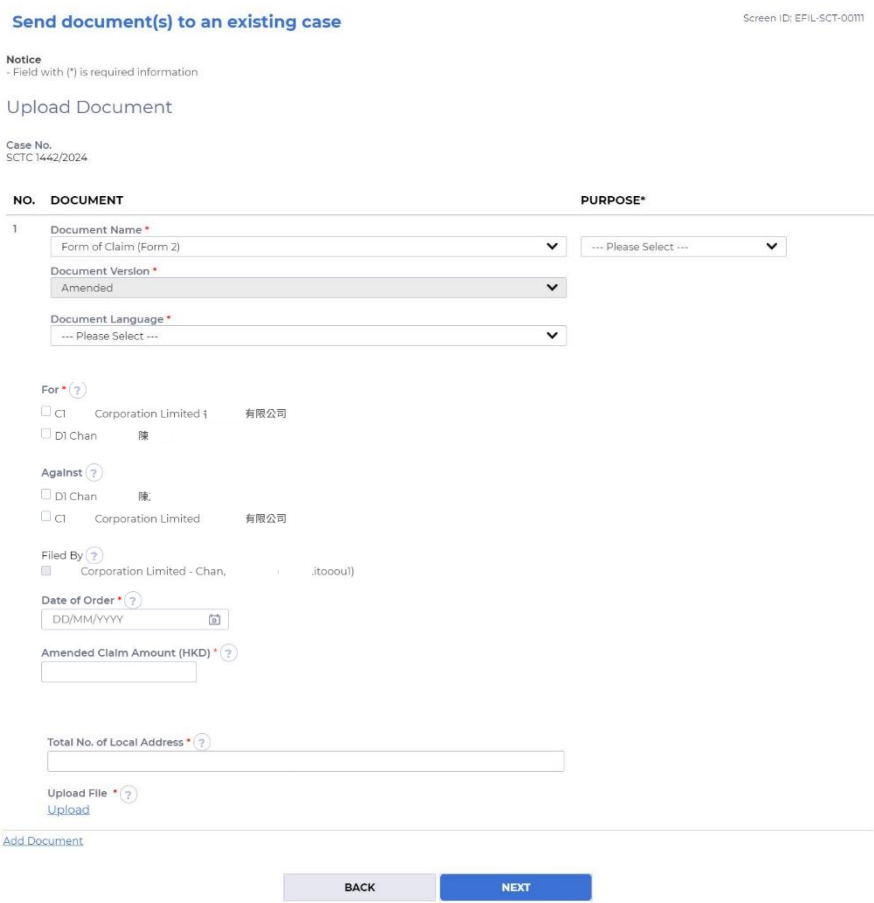
| Item | Process | Relevant screenshots for reference |
|------|---|---|
| 11. | <p><u>Acknowledgement message sent to the message box of OU</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p> <p><i>[Note: Acknowledgement and Payment Receipt can also be downloaded again from the message, if necessary.]</i></p> | <p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content and the attachment therein</p>  |
| 12. | <p>Internal process by Judiciary</p> | <p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p> |

| Item | Process | Relevant screenshots for reference |
|---|--|---|
| 13. | <p><u>Confirmation message sent to the message box of OU</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p> | <p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content therein</p>  |
| (ii) Filing amended Form of Claim (Form 2) | | |
| 14. | <p><u>Login user account</u></p> <p>By Organization User (“OU”) 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>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to relevant step-by-step guide under the subject of “Assign default OU Account(s) and court case(s)” for more information if necessary.]</i></p> | <p>Organization User</p>  |

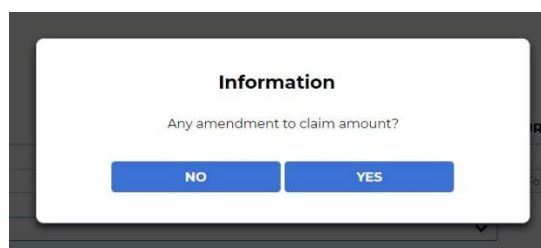
Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---------|-----------|------|--------|--|------------|---------------------------------------|-------|---|------------|---------------------------------------|--------|---|------------|---------------------------------------|--------|--|------------|---------------------------------------|---|--|------------|---------------------------------------|-------|--|------------|---------------------------------------|-------|---|------------|---------------------------------------|-------|---|------------|---------------------------------------|---------|--|------------|---------------------------------------|--------|------------------------------------|------------|---------------------------------------|---|---|------------|------------|--------|
| 15. | <p><u>Access e-Filing function</u></p> <p>Click “Small Claims Tribunal”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p> |  <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home</p> <ul style="list-style-type: none">Small Claims TribunalElectronic FilingSend Document(s)Inspection of DocumentBailiff Related ServicesCertification of Translation ServiceOther Electronic ServicesMake Electronic PaymentsUpdate Your ProfileSystem Maintenance Information <p>Message Box</p> <p>Screen ID: EXT-MSC-00001</p> <p>All Read Unread</p> <table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE #</th></tr></thead><tbody><tr><td>[SCTC 215/2024] New Electronic Submission Received</td><td>11/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>960KB</td></tr><tr><td>[TRNE1988000245] New Electronic Submission Received</td><td>11/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>1054KB</td></tr><tr><td>[TRNE1988000199] New Electronic Submission Received</td><td>11/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>1054KB</td></tr><tr><td>[SCTC 215/2024] Document(s) Filed / Lodged</td><td>07/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 215/2024] New Electronic Submission Received</td><td>04/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>987KB</td></tr><tr><td>[SCTC 215/2024] New Electronic Submission Received</td><td>04/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>987KB</td></tr><tr><td>[Register of Claims of Small Claims Tribunal Claim] - 5000/2024[] Acknowledg...</td><td>30/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>585KB</td></tr><tr><td>[SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202...</td><td>29/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>12458KB</td></tr><tr><td>[SCTC 1116/2024, SCTC 1117/2024, SCTC 1118/2024, SCTC 1119/2024, SCTC 1120/2024...</td><td>29/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>8855KB</td></tr><tr><td>[TRNE1975000139] Document Rejected</td><td>29/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 996/2024, SCTC 997/2024, SCTC 998/2024, SCTC 999/2024, SCTC 1000/202...</td><td>29/05/2024</td><td>小號聲稱書面呈交記錄</td><td>6778KB</td></tr></tbody></table> <p>* Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</p> | SUBJECT | DATE/TIME | FROM | FILE # | [SCTC 215/2024] New Electronic Submission Received | 11/06/2024 | Court Registry, Small Claims Tribunal | 960KB | [TRNE1988000245] New Electronic Submission Received | 11/06/2024 | Court Registry, Small Claims Tribunal | 1054KB | [TRNE1988000199] New Electronic Submission Received | 11/06/2024 | Court Registry, Small Claims Tribunal | 1054KB | [SCTC 215/2024] Document(s) Filed / Lodged | 07/06/2024 | Court Registry, Small Claims Tribunal | - | [SCTC 215/2024] New Electronic Submission Received | 04/06/2024 | Court Registry, Small Claims Tribunal | 987KB | [SCTC 215/2024] New Electronic Submission Received | 04/06/2024 | Court Registry, Small Claims Tribunal | 987KB | [Register of Claims of Small Claims Tribunal Claim] - 5000/2024[] Acknowledg... | 30/05/2024 | Court Registry, Small Claims Tribunal | 585KB | [SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202... | 29/05/2024 | Court Registry, Small Claims Tribunal | 12458KB | [SCTC 1116/2024, SCTC 1117/2024, SCTC 1118/2024, SCTC 1119/2024, SCTC 1120/2024... | 29/05/2024 | Court Registry, Small Claims Tribunal | 8855KB | [TRNE1975000139] Document Rejected | 29/05/2024 | Court Registry, Small Claims Tribunal | - | [SCTC 996/2024, SCTC 997/2024, SCTC 998/2024, SCTC 999/2024, SCTC 1000/202... | 29/05/2024 | 小號聲稱書面呈交記錄 | 6778KB |
| SUBJECT | DATE/TIME | FROM | FILE # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 215/2024] New Electronic Submission Received | 11/06/2024 | Court Registry, Small Claims Tribunal | 960KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [TRNE1988000245] New Electronic Submission Received | 11/06/2024 | Court Registry, Small Claims Tribunal | 1054KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [TRNE1988000199] New Electronic Submission Received | 11/06/2024 | Court Registry, Small Claims Tribunal | 1054KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 215/2024] Document(s) Filed / Lodged | 07/06/2024 | Court Registry, Small Claims Tribunal | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 215/2024] New Electronic Submission Received | 04/06/2024 | Court Registry, Small Claims Tribunal | 987KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 215/2024] New Electronic Submission Received | 04/06/2024 | Court Registry, Small Claims Tribunal | 987KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [Register of Claims of Small Claims Tribunal Claim] - 5000/2024[] Acknowledg... | 30/05/2024 | Court Registry, Small Claims Tribunal | 585KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202... | 29/05/2024 | Court Registry, Small Claims Tribunal | 12458KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 1116/2024, SCTC 1117/2024, SCTC 1118/2024, SCTC 1119/2024, SCTC 1120/2024... | 29/05/2024 | Court Registry, Small Claims Tribunal | 8855KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [TRNE1975000139] Document Rejected | 29/05/2024 | Court Registry, Small Claims Tribunal | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 996/2024, SCTC 997/2024, SCTC 998/2024, SCTC 999/2024, SCTC 1000/202... | 29/05/2024 | 小號聲稱書面呈交記錄 | 6778KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | <p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>After reading the “Note to Sender”, tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p> |  <p>Send Document(s)</p> <p>Screen ID: EFIL-SCT-00101</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of Integrated Court Case Management System (“ICMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p> <p>19. For more detailed information, please refer to the “Administrative Instructions on Detailed Technical Requirements for using the Judiciary’s ICMS”.</p> <p>Others</p> <p>20. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. | <p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p> |  <p>Send document(s) to an existing case</p> <p>Screen ID: EFIL-SCT-00102</p> <p>Notice</p> <p>* Field with (*) is required information.</p> <p>Enter Case No.</p> <p>Case No.*</p> <p>BACK NEXT</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference | | | | | | |
|------|---|---|-----|----------|----------|---|--|--|
| 18. | <p><u>Upload document</u></p> <p>Select “Form of Claim (Form 2)” in “Document Name*”></p> <p>Select “For Filing” in “PURPOSE*”></p> <p>“Document Version*” is pre-filled according to the court record and cannot be changed></p> <p>In the pop-up window for amendment to claim amount, click to confirm if there is any amendment to the claim amount></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*”></p> <p><i>[Note: The checkbox under “Against” is optional.]</i></p> <p>Input or select from the date picker for “Date of Order*”></p> <p>Input “Amended Claim Amount (HKD)*”></p> <p><i>[Note: This data field will only be displayed if “YES” is clicked in the pop-up window for amendment to claim amount.]</i></p> <p>Input “Total No. of Local Address*”></p> <p>Click “Upload”></p> |  <p>Send document(s) to an existing case</p> <p>Screen ID: EFIL-SCT-0011</p> <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. SCTC 1442/2024</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name * Form of Claim (Form 2)</p> <p>Document Version * Amended</p> <p>Document Language * --- Please Select ---</p> </td> <td> <p>For * <input type="checkbox"/> C1 Corporation Limited 有限公司 <input type="checkbox"/> DI Chan 陳 </p> <p>Against * <input type="checkbox"/> DI Chan 陳 <input type="checkbox"/> C1 Corporation Limited 有限公司 </p> <p>Filed By * <input type="checkbox"/> Corporation Limited - Chan, (toouu) </p> <p>Date of Order * DD/MM/YYYY </p> <p>Amended Claim Amount (HKD) * </p> <p>Total No. of Local Address * </p> <p>Upload File * Upload </p> </td> </tr> </tbody> </table> <p>Add Document</p> <p>BACK NEXT</p> | NO. | DOCUMENT | PURPOSE* | 1 | <p>Document Name * Form of Claim (Form 2)</p> <p>Document Version * Amended</p> <p>Document Language * --- Please Select ---</p> | <p>For * <input type="checkbox"/> C1 Corporation Limited 有限公司 <input type="checkbox"/> DI Chan 陳 </p> <p>Against * <input type="checkbox"/> DI Chan 陳 <input type="checkbox"/> C1 Corporation Limited 有限公司 </p> <p>Filed By * <input type="checkbox"/> Corporation Limited - Chan, (toouu) </p> <p>Date of Order * DD/MM/YYYY </p> <p>Amended Claim Amount (HKD) * </p> <p>Total No. of Local Address * </p> <p>Upload File * Upload </p> |
| NO. | DOCUMENT | PURPOSE* | | | | | | |
| 1 | <p>Document Name * Form of Claim (Form 2)</p> <p>Document Version * Amended</p> <p>Document Language * --- Please Select ---</p> | <p>For * <input type="checkbox"/> C1 Corporation Limited 有限公司 <input type="checkbox"/> DI Chan 陳 </p> <p>Against * <input type="checkbox"/> DI Chan 陳 <input type="checkbox"/> C1 Corporation Limited 有限公司 </p> <p>Filed By * <input type="checkbox"/> Corporation Limited - Chan, (toouu) </p> <p>Date of Order * DD/MM/YYYY </p> <p>Amended Claim Amount (HKD) * </p> <p>Total No. of Local Address * </p> <p>Upload File * Upload </p> | | | | | | |

Pop-up window for amendment to claim amount

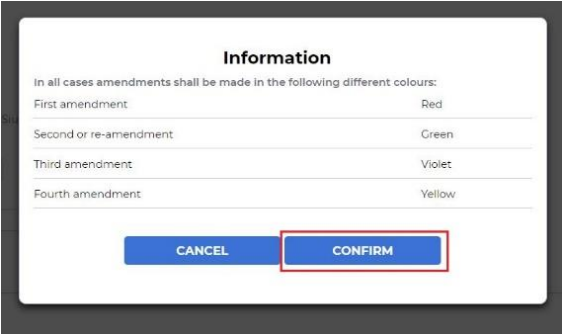
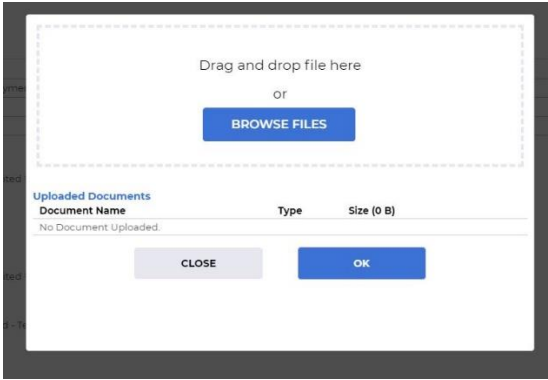
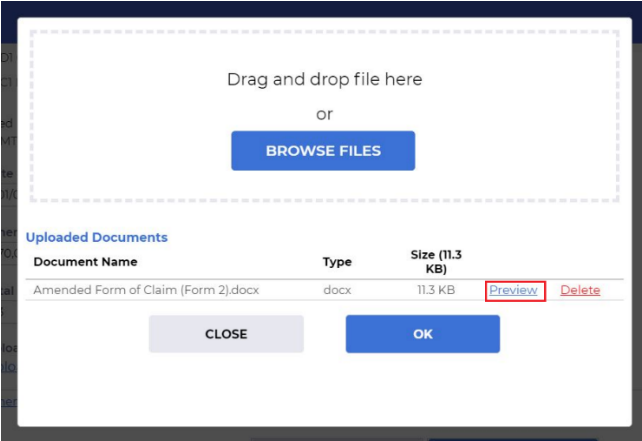


Information

Any amendment to claim amount?

NO YES

Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference |
|------|--|--|
| | <p>Click “CONFIRM” to close the information message window></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> | <p>Information message window</p>   |
| 19. | <p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the uploaded document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT” ></p> |  |

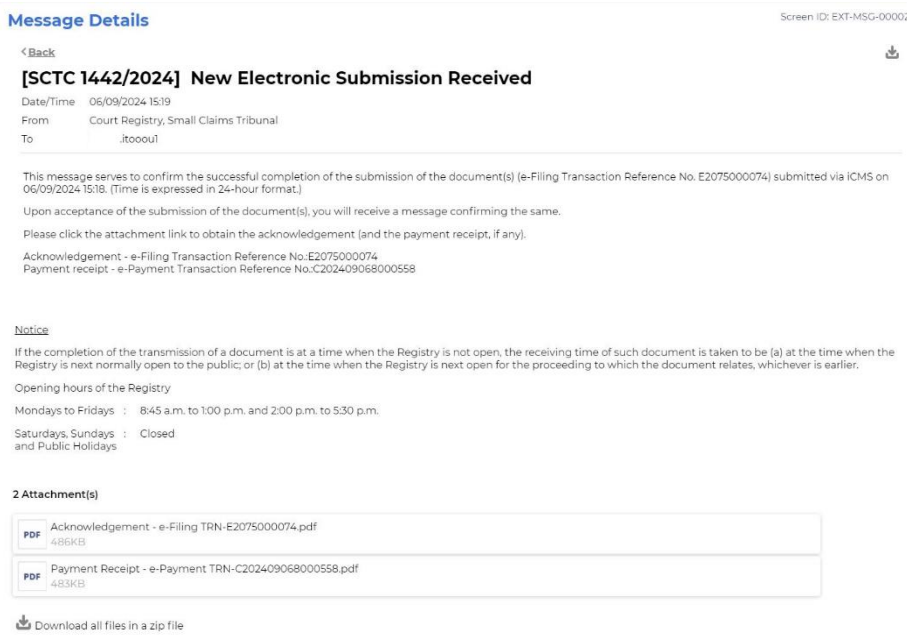
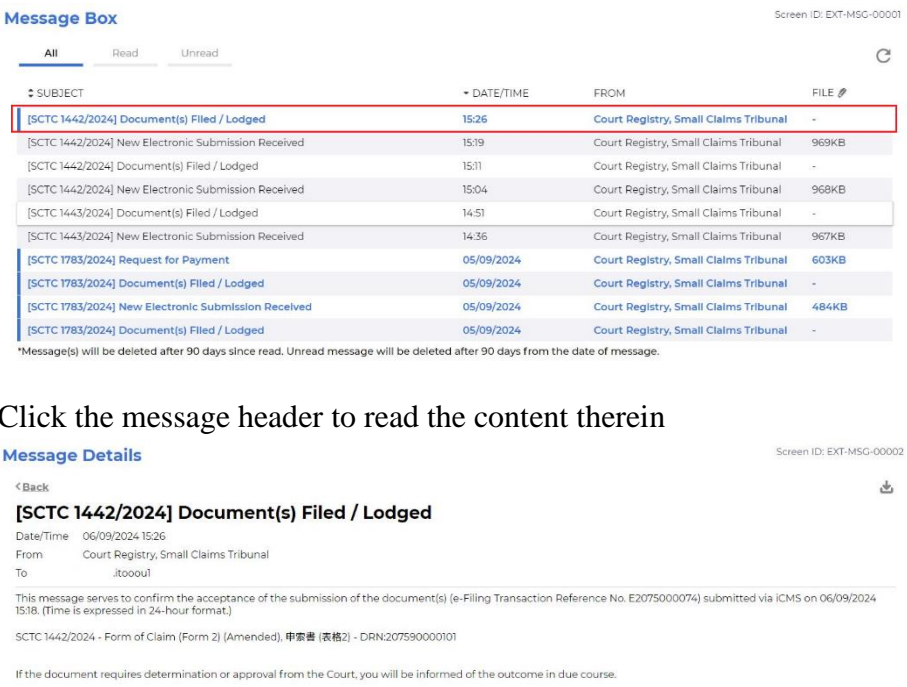
Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---|----------|---------|-----------------|----------|---|---|------------|---|-------|--|-----------------------------|--|--|--|--|------------------------------|--|--|--|-----------|-----------------------------|--|--|-------|--------------|--|--|--|--|-----------------------------|--|--|---|-------|---|--|--|--|--|---------------------------------|--|--|--|--|---|--|--|--|--|
| 20. | <p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “PAY” ></p> <p>Click “OK” in the popup of “Proceed for payment?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify the inputted data></p> | <p>Payment of court fees</p> <p>Confirm Details of the Filing</p> <p>Case No. SCTC1442/2024</p> <table><thead><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>Document Name Form of Claim (Form 2)</td><td>For Filing</td><td>All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of a claim</td><td>80.00</td></tr><tr><td></td><td>Document Version Amended</td><td></td><td></td><td></td></tr><tr><td></td><td>Document Language English</td><td></td><td></td><td></td></tr><tr><td>For C1</td><td>Corporation Limited 有限公司</td><td></td><td>Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address</td><td>30.00</td></tr><tr><td>Against -</td><td></td><td></td><td></td><td></td></tr><tr><td>Date of Order 01/04/2024</td><td></td><td></td><td>All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document</td><td>16.00</td></tr><tr><td>Amended Claim Amount (HKD) 70,000.00</td><td></td><td></td><td></td><td></td></tr><tr><td>Total No. of Local Address 3</td><td></td><td></td><td></td><td></td></tr><tr><td>Upload File Amended Form of Claim (Form 2).docx(11.33KB)</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Total amount : HKD 126.00</p> <p>BACK PAY</p> <p>Proceed for payment?</p> <p>CANCEL OK</p> | NO. | DOCUMENT | PURPOSE | PAYMENT ITEM(S) | FEE(HKD) | 1 | Document Name Form of Claim (Form 2) | For Filing | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of a claim | 80.00 | | Document Version Amended | | | | | Document Language English | | | | For C1 | Corporation Limited 有限公司 | | Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address | 30.00 | Against - | | | | | Date of Order 01/04/2024 | | | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document | 16.00 | Amended Claim Amount (HKD) 70,000.00 | | | | | Total No. of Local Address 3 | | | | | Upload File Amended Form of Claim (Form 2).docx(11.33KB) | | | | |
| NO. | DOCUMENT | PURPOSE | PAYMENT ITEM(S) | FEE(HKD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Document Name Form of Claim (Form 2) | For Filing | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of a claim | 80.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Document Version Amended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Document Language English | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For C1 | Corporation Limited 有限公司 | | Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address | 30.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Against - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Order 01/04/2024 | | | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document | 16.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amended Claim Amount (HKD) 70,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total No. of Local Address 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Upload File Amended Form of Claim (Form 2).docx(11.33KB) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. | <p><u>Settle Payment</u></p> <p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY” ></p> <p>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to item 22.]</p> | <p>Online Payment Service</p> <p>Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service</p> <p>Merchant Name: The Judiciary</p> <p>e-Filing Transaction Reference No: E2075000074</p> <p>Transaction Date: 06/09/2024</p> <p>Total Amount: HKD 126.00</p> <p>Payment Method:</p> <p>MasterCard VISA JCB UnionPay 微信支付</p> <p>CANCEL PAY</p> <p>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</p> <p>After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.</p> <p>Merchant Name is applicable to credit card payment method only.</p> <p>PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer.</p> <p>Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused.</p> <p>Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service.</p> <p>For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or, in the case of e-Apostille Service, to the payer/applicant.</p> <p>Deposit account/ sub-account balance will only be refunded upon termination of Organization Account. For refund of online payment by deduction from deposit account/ sub-account, the refund amount will be credited to the same deposit account/ sub-account.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|---|--|--------------|-----------------|---|-------|---------------------------------------|-----------------------------|---|-------|---------------------------------------|----------------|---|--|---------------------------------------|-------|---|-----------------------------|---|-------|---|---------------|---------------------------------------|---------|--------------------------------------|------------|---------------------------------------|------------------------|---|------------|--|--------------|---|------------|---------------------------------------|-------|---|------------|---------------------------------------|---|---|------------|---------------------------------------|-------|
| 22. | <p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment Receipt></p> | <div><div>Send document(s) to an existing case<div>Screen ID: EFIL-SCT-0013</div></div><div><div>Acknowledgement</div><div><div><div>Submitted By Mr. Chan (:itooou)</div><div>Submitted On 06/09/2024 15:18:51</div><div>e-Payment Transaction Date Time 06/09/2024 15:18:47</div><div>e-Payment Method Credit Card(JCB)</div><div>Transaction Summary</div></div><div><div>Organization Corporation Limited</div><div>e-Filing Transaction Reference No. E2075000074</div><div>e-Payment Transaction Reference No. C202409068000558</div></div></div><div><table><thead><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>SCTC 1442/2024</td><td>Small Claims Tribunal Claim</td><td>All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of a claim</td><td>80.00</td></tr><tr><td>2</td><td>SCTC 1442/2024</td><td>Small Claims Tribunal Claim</td><td>Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address</td><td>30.00</td></tr><tr><td>3</td><td>SCTC 1442/2024</td><td>Small Claims Tribunal Claim</td><td>All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document</td><td>16.00</td></tr></tbody></table><div>Total amount : HKD 126.00</div></div><div><div>The Following Document(s) Have Been Uploaded</div><div><table><thead><tr><th>NO.</th><th>DOCUMENT NAME</th><th>DOCUMENT LANGUAGE</th><th>PURPOSE</th><th>UPLOAD FILE</th><th>DRN</th></tr></thead><tbody><tr><td>1</td><td>Form of Claim (Form 2)</td><td>English</td><td>For Filing</td><td>Amended Form of Claim (Form 2).docx(11.33KB)</td><td>207590000101</td></tr></tbody></table></div><div>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</div><div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div></div></div></div><div><div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div><div><div>Acknowledgement -pdf</div><div>Payment Receipt - e-....pdf</div></div></div></div> | NO. | CASE NO. | CASE TYPE | PAYMENT ITEM(S) | FEE(HKD) | 1 | SCTC 1442/2024 | Small Claims Tribunal Claim | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of a claim | 80.00 | 2 | SCTC 1442/2024 | Small Claims Tribunal Claim | Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address | 30.00 | 3 | SCTC 1442/2024 | Small Claims Tribunal Claim | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document | 16.00 | NO. | DOCUMENT NAME | DOCUMENT LANGUAGE | PURPOSE | UPLOAD FILE | DRN | 1 | Form of Claim (Form 2) | English | For Filing | Amended Form of Claim (Form 2).docx(11.33KB) | 207590000101 | | | | | | | | | | | | |
| NO. | CASE NO. | CASE TYPE | PAYMENT ITEM(S) | FEE(HKD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | SCTC 1442/2024 | Small Claims Tribunal Claim | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of a claim | 80.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | SCTC 1442/2024 | Small Claims Tribunal Claim | Watchman and Bailiff Conveyance under the Small Claims Tribunal (Fees) Rules - Delivery of documents relating to a claim or counterclaim, each address | 30.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | SCTC 1442/2024 | Small Claims Tribunal Claim | All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims Tribunal) (Electronic Fees) Rules - Filing of an amended document | 16.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO. | DOCUMENT NAME | DOCUMENT LANGUAGE | PURPOSE | UPLOAD FILE | DRN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Form of Claim (Form 2) | English | For Filing | Amended Form of Claim (Form 2).docx(11.33KB) | 207590000101 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. | <p><u>Acknowledgement message sent to the message box of OU</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p> | <div><div>Message Box<div>Screen ID: EXT-MSG-00001</div></div><div><div>AllReadUnread</div><div><table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE</th></tr></thead><tbody><tr><td>[SCTC 1442/2024] New Electronic Submission Received</td><td>15:39</td><td>Court Registry, Small Claims Tribunal</td><td>969KB</td></tr><tr><td>[SCTC 1442/2024] Document(s) Filed / Lodged</td><td>15:31</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1442/2024] New Electronic Submission Received</td><td>15:04</td><td>Court Registry, Small Claims Tribunal</td><td>968KB</td></tr><tr><td>[SCTC 1443/2024] Document(s) Filed / Lodged</td><td>14:51</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1443/2024] New Electronic Submission Received</td><td>14:36</td><td>Court Registry, Small Claims Tribunal</td><td>967KB</td></tr><tr><td>[SCTC 1783/2024] Request for Payment</td><td>05/09/2024</td><td>Court Registry, Small Claims Tribunal</td><td>603KB</td></tr><tr><td>[SCTC 1783/2024] Document(s) Filed / Lodged</td><td>05/09/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1783/2024] New Electronic Submission Received</td><td>05/09/2024</td><td>Court Registry, Small Claims Tribunal</td><td>484KB</td></tr><tr><td>[SCTC 1783/2024] Document(s) Filed / Lodged</td><td>05/09/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1783/2024] New Electronic Submission Received</td><td>05/09/2024</td><td>Court Registry, Small Claims Tribunal</td><td>484KB</td></tr></tbody></table></div><div><div>*Message(s) will be deleted after 90 days since read. Unread message will be deleted after 90 days from the date of message.</div></div></div></div> | SUBJECT | DATE/TIME | FROM | FILE | [SCTC 1442/2024] New Electronic Submission Received | 15:39 | Court Registry, Small Claims Tribunal | 969KB | [SCTC 1442/2024] Document(s) Filed / Lodged | 15:31 | Court Registry, Small Claims Tribunal | - | [SCTC 1442/2024] New Electronic Submission Received | 15:04 | Court Registry, Small Claims Tribunal | 968KB | [SCTC 1443/2024] Document(s) Filed / Lodged | 14:51 | Court Registry, Small Claims Tribunal | - | [SCTC 1443/2024] New Electronic Submission Received | 14:36 | Court Registry, Small Claims Tribunal | 967KB | [SCTC 1783/2024] Request for Payment | 05/09/2024 | Court Registry, Small Claims Tribunal | 603KB | [SCTC 1783/2024] Document(s) Filed / Lodged | 05/09/2024 | Court Registry, Small Claims Tribunal | - | [SCTC 1783/2024] New Electronic Submission Received | 05/09/2024 | Court Registry, Small Claims Tribunal | 484KB | [SCTC 1783/2024] Document(s) Filed / Lodged | 05/09/2024 | Court Registry, Small Claims Tribunal | - | [SCTC 1783/2024] New Electronic Submission Received | 05/09/2024 | Court Registry, Small Claims Tribunal | 484KB |
| SUBJECT | DATE/TIME | FROM | FILE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| [SCTC 1442/2024] Document(s) Filed / Lodged | 15:31 | Court Registry, Small Claims Tribunal | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 1442/2024] New Electronic Submission Received | 15:04 | Court Registry, Small Claims Tribunal | 968KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 1443/2024] Document(s) Filed / Lodged | 14:51 | Court Registry, Small Claims Tribunal | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 1443/2024] New Electronic Submission Received | 14:36 | Court Registry, Small Claims Tribunal | 967KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 1783/2024] Request for Payment | 05/09/2024 | Court Registry, Small Claims Tribunal | 603KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [SCTC 1783/2024] Document(s) Filed / Lodged | 05/09/2024 | Court Registry, Small Claims Tribunal | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Step-by-step guide – “File amended claim forms”

| Item | Process | Relevant screenshots for reference |
|------|---|---|
| | | <p>Click the message header to read the content and the attachment therein</p>  |
| 24. | Internal process by Judiciary | Sender will receive message in iCMS message box after internal vetting by Judiciary |
| 25. | <p><u>Confirmation message sent to the message box of OU</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p> | <p>Message box with message header(s) appears on the landing page</p>  |

Internal process by Judiciary