

Staff of the Lands Tribunal will only assist parties in the general procedures in matters that are within the jurisdiction of the Tribunal, they have no responsibility to check data of the parties. To avoid delay of application/proceedings, parties must ensure all data submitted are correct.

LANDS TRIBUNAL
General Procedures -- Application for Determination of Compensation & etc.

A. Notice of Application

(1) A Notice of Application (with a copy of the claim, if any) together with the requisite number of copies (normally 4 photocopies) should be filed **in person or by an authorized representative** at the Tribunal Registry. Please bring along the correspondences with the government department or the authority for reference.

N. B. (1) Pursuant to the Direction of the Registrar, Lands Tribunal: Any person presenting an originating application for filing at the Tribunal should produce to the staff his/her Identity Card for verification. Any person (bearing a Letter of Authorization), acting for and on behalf of the Applicant for filing an originating application at the Tribunal, should also produce his/her Identity Card to the staff for verification. The said representative of the Applicant should also submit a copy of the Applicant’s Identity Card for filing.

(2) If the Application is signed by an authorized representative, an effective letter of authorisation should be produced.

(3) If the Applicant is a company/incorporation, please affix the company seal, write down the full name and status/post of the signatory in the Notice of Application. And if the Application is not signed by the Director, Proprietor/Partner of the company or by the Chairman/Secretary of incorporation, please produce letter of authorization.

(4) A sole proprietor/proprietress submits his/her application in person should sign the Notice of Application personally and write down his/her full name together with “Sole proprietor/proprietress” next to his/her signature and affixed with company chop. A partner submits his/her application in person should sign if the application is made by a partnership and write down his/her full name together with “Partner” next to his/her signature and affixed with company chop.

(5) If the Applicant or Respondent is a sole proprietorship (e.g. Chan Tai Man trading as XYZ Company) or a partnership (e.g. Chan Tai Man and Chan Siu Man trading as XYZ Company), the Applicant should obtain the ‘Business Registration Application’ of the Applicant and the Respondent to ascertain its trade name and the principal place of business and/or the residential address of the proprietor/proprietress or partners when filing the application. The Applicant can obtain this at the Business Registration Office of the Inland Revenue Department.

(6) If the Respondent is a company limited, the Applicant is also required to state the address of the Respondent’s registered office in the Notice of Application and at the same time provide an updated copy of the company search record in order to prove the address of Respondent’s Registered Office and serve a copy of the Notice of Application at that address as well.

(7) The Applicant or his authorized representative must verify the Notice of Application filed by a statement of truth by stating that he believes the facts stated in the document are true.

(2) The Applicant should, after filing the Application, serve a copy of the Application on **every** Respondent(s) either by delivering a copy of the Application **personally** or by **ordinary post** to the Respondent. Please bring along sufficient envelope(s) [with stamp(s) for ordinary mail] if the mode of service is by ordinary post.

(3) **Within 3 days of the service of the Application**, the Applicant should file with the Tribunal an Affidavit /Affirmation of Service.

Fees :	Notice of Application	\$ 235.00
	Affidavit/Affirmation of Service (Form 30)	\$ 125.50

B. Notice of Opposition

If the Respondent wishes to oppose the Application, he should file with the Tribunal a Notice of Opposition **within 21 days of service of the Application** upon him and serve a copy thereof on the Applicant. The Respondent or his authorized representative must verify the Notice of Opposition filed by a statement of truth by stating that he believes the facts stated in the document are true.

Fees : Notice of Opposition (Form 7) \$ 55.00

C. Application to List for Hearing

(1) Where a Notice of Opposition has been filed or the time for filing Notice of Opposition has elapsed, any party to the Application may apply to list the Application for hearing by submitting Form 31 and serve a copy thereof on the Respondent at the same time.

(2) Upon receipt of Form 31, the Tribunal will arrange to fix a hearing date and parties will be notified in writing accordingly.

Fees : Application to List for Hearing (Form 31) \$ 55.00

D. Hearing

You must attend the hearing **on time**, otherwise the Application may be dismissed or determined in your absence.