

FORM 2
表格 2
SMALL CLAIMS TRIBUNAL ORDINANCE (CHAPTER 338)
小額錢債審裁處條例 (第 338 章)
FORM OF CLAIM
申索書
[title as in Form 1]
(標題如表格 1 所示)

追討收回租金按金

To The Defendant:
致被告人：

The claimant claims the amount of銀碼總數+訟費.....particulars of the grounds for which
申索人現申索款額....., ' and the manner in which it is calculated are set out as follows:
所根據的理由詳情及計算方法列明如下：

(a) 1. The grounds for the claim are:
(甲) 一、申索理由為：

申索人（租客）於[日期]向被告人（業主）租了位於[地址]，訂立了租約，而繳交了租金按金[金額]。在租約期滿後，申索人已將該樓宇交還被告人，而被告人卻拒絕或拖延退回該租金按金給申索人。

(b) 2. The amount of claim is calculated as follows:
(乙) 二、申索款額的計算方法如下：

租金按金單收據日期：.....金額：.....
(若就此申索有其他費用向被告人追討，可在此填寫)

Dated this day of 20.....
日期：20.....年.....月.....日

簽名 / 公司蓋章及持牌人 / 董事簽名
(須為正本簽署及蓋章)

(c) (Signature of Claimant)
(丙) (申索人簽署)

Piled this day of 20.....
提交日期：20.....年.....月.....日

Registrar
司法常務官

L.S.
蓋印處

NOTE: (a) Set out sufficient particulars to inform the defendant of the grounds for the claim.
註 (甲) 列明詳情，使被告人得以知悉申索的理由。

(b) Set out in full the manner in which the amount of claim is calculated and whether it includes any interest or expenses.
(乙) 詳列申索款額的計算方法及說明是否已包括利息或開支在內。

(c) This claim must be signed by each claimant or person represented before the date of hearing.
(丙) 每一申索人或被代表的人均須於聆訊日期前簽署本申索書。