

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308, SECTION 44)

SMALL CLAIMS TRIBUNALS RULES

ARRANGEMENT OF RULES

PART I

PRELIMINARY

Rule

1. Citation
2. Application of Rules
3. Definition
4. Forms

PART II

REGISTRY OF TRIBUNALS

5. Registry of tribunals
6. Office hours
7. Records
8. Searches

PART III

LODGING OF CLAIMS

9. Lodging of claim
10. Lodging of counterclaim against claimant
11. Lodging of representative claim

PART IIIA

ELECTRONIC LODGING OF CLAIMS

- 11A. Definitions of this Part
- 11B. Authorised claimant
- 11C. Conditions
- 11D. Identification name and authentication code
- 11E. Security of authentication code
- 11F. Lodging of claim by electronic means

PART IIIB

LODGING OF CLAIMS BY FACSIMILE TRANSMISSION

Rule

- 11G. Registrar may permit lodging by facsimile transmission
- 11H. Acceptance of lodging by facsimile transmission
- 11I. Lodging procedures
- 11J. Facsimile transmission cover sheet
- 11K. Transmission error
- 11L. Payment of fees

PART IV

SERVICE AND ISSUANCE OF NOTICES

- 12. Service of documents
- 13. Notice for consultation
- 14. Notice of hearing

PART V

SETTING ASIDE ORDER

- 15. Application to set aside order obtained in default of appearance

PART VI

WITNESSES

- 16. Summons to witness
- 17. Service of summons to witness
- 18. Failure to give evidence

PART VII

ENFORCEMENT

- 19. Application for enforcement of order to pay money
- 20. Requests for enforcement of work orders

PART VIIA

APPEALS TO SMALL CLAIMS TRIBUNAL
AGAINST ORDERS OF REGISTRAR

- 20A. Notice of appeal
- 20B. Fee for appeal

Rule

- 20C. Registrar to fix time and place for hearing of appeal
- 20D. Adjournment of hearing of appeal
- 20E. Where appeal is allowed by tribunal

PART VIIB

APPLICATION FOR LEAVE TO APPEAL TO HIGH COURT

- 20F. Leave to appeal under section 38(1A) of Act
- 20G. Fee for leave to appeal
- 20H. Registrar to fix time and place for hearing of leave to appeal
- 20I. Order of District Court

PART VIII

APPEALS TO HIGH COURT

- 21. Notice of appeal
 - 21A. Fees for appeal
 - 22. Time for appealing
 - 23. Security for costs
 - 24. Record of proceedings
 - 25. Petition of appeal
 - 26. Respondent's notice
 - 27. Record of appeal
 - 28. Stay of execution pending appeal
 - 29. Judgment or order on appeal to be sent to Registrar
 - 30. Enforcement of judgments of High Court
- The Schedule
The Schedule
-

[15th January 1985]

PART I

PRELIMINARY

Citation

1. These Rules may be cited as the Small Claims Tribunals Rules.

Application of Rules

2. These Rules shall apply to all proceedings under the Act.

Definition

3. In these Rules, unless the context otherwise requires, “Registrar” means the Registrar of Small Claims Tribunals appointed under section 14 of the Act and includes the Deputy Registrar and any Assistant Registrar.

Forms

4. Where any form in the Schedule is prescribed or authorised to be used, such variations may be made in the form as the circumstances of any particular case require.

PART II

REGISTRY OF TRIBUNALS

Registry of tribunals

- 5.—(1) Every tribunal shall have a registry for the transaction of business relating to proceedings in the tribunal.

- (2) The registry of every tribunal shall be situated at such place as the Chief Justice directs and shall be in the charge of the Registrar.

Office hours

6. The registry of every tribunal shall be open at the same times and on the same days as the Registry of the State Courts.

[S 129/2014 wef 07/03/2014]

Records

- 7.—(1) The Registrar shall keep a record of all proceedings of the tribunal.

- (2) The record required by this rule shall be kept in such manner and form as the Registrar may determine and in accordance with directions given under the authority of the Chief Justice.

Searches

8.—(1) After an order has been made under section 35 of the Act in any proceedings, any person may, with the leave of the Registrar, search, inspect and take a copy of the record relating to those proceedings.

[S 342/2006 wef 15/06/2006]

(2) Any person aggrieved by any decision of the Registrar under this rule may appeal to a Referee who may confirm, reverse or vary the decision of the Registrar.

(3) Nothing in this rule shall prevent a party to any proceedings from inspecting or taking a copy of any part of the record kept by the tribunal in respect of those proceedings.

(4) A fee of \$5 shall be payable to the tribunal at the time of the request to take a copy of the record under paragraph (1) or (3).

PART III

LODGING OF CLAIMS

Lodging of claim

9.—(1) Every claim shall be made in Form 1 set out in the Schedule.

(2) At the time of lodging any claim, the claimant specified in the first column of the following table shall pay the appropriate fee specified opposite thereto:

TABLE

<i>Claimant</i>	<i>Fees</i>	
	<i>Claims of more than \$5,000</i>	
	<i>Claims of not more than \$5,000</i>	<i>but not more than \$10,000</i>
		<i>Claims of more than \$10,000</i>

(a) Consumer	\$10	\$ 20	1% of amount claimed
(b) Non-consumer	\$50	\$100	3% of amount claimed.

(3) For the purpose of paragraph (2), a claimant is a consumer if —

- (a) he neither makes the contract (from which the dispute arose) in the course of a business nor holds himself out as doing so;
- (b) the other party does make the contract in the course of a business; and
- (c) the goods sold or services supplied under the contract are of a type ordinarily sold or supplied for private use or consumption.

(4) In paragraph (3), “business” includes a profession and the activities of any Government department, statutory board or local or public authority.

(5) Unless the tribunal or the Registrar otherwise orders, a successful claimant shall not recover from the respondent more than \$10 in respect of a fee paid under paragraph (2).

[S 342/2006 wef 15/06/2006]

Lodging of counterclaim against claimant

10.—(1) Every counterclaim shall be made in Form 2 set out in the Schedule and shall be lodged before an order has been made by the tribunal in respect of the claim.

(2) Rule 9(2), (3), (4) and (5) shall apply in relation to a counterclaim as if the party making the counterclaim were the claimant and the party against whom it is made were a respondent.

(3) Where a counterclaim is lodged in accordance with this rule, the Registrar shall fix the counterclaim together with the claim for consultation or hearing, whichever is pending.

(4) A counterclaim may be proceeded with notwithstanding that an order is given in favour of the claimant or that the claim is stayed, discontinued, dismissed or settled.

(5) Where a claimant and respondent establish their claim and counterclaim, respectively, and there is a balance in favour of one of the parties, the tribunal may make an order as regards the balance.

Lodging of representative claim

11.—(1) Every representative claim under section 27 of the Act shall be made in Form 3 set out in the Schedule.

[S 342/2006 wef 15/06/2006]

(2) Rule 9(2), (3), (4) and (5) shall apply in relation to a representative claim as if the representative claimant were a claimant under rule 9, except that if the representative claimant represents one or more non-consumers, he shall be treated as a non-consumer even though he may also represent one or more consumers.

PART IIIA

ELECTRONIC LODGING OF CLAIMS

Definitions of this Part

11A. In this Part, unless the context otherwise requires —

“authentication code” means any identification or identifying code, password or any other authentication method or procedure which has been assigned to an authorised claimant or his authorised agent for the purpose of identifying and authenticating the electronic lodgment of claims;

“authorised agent”, in relation to an authorised claimant, means a person authorised in writing by the claimant to lodge on the claimant’s behalf a claim by electronic means;

“authorised claimant” means a person who has been permitted by the Registrar under rule 11B(1) to lodge a claim by electronic means;

“identification name” means the identification name assigned to an authorised claimant or his authorised agent by the Registrar under rule 11D;

“operation manual” means an operation manual issued by the Registrar under rule 11F(1).

Authorised claimant

11B.—(1) The Registrar may, subject to such conditions as he may impose, permit any person or class of persons to lodge a claim by electronic means in accordance with this Part.

(2) The fees payable for lodging any claim specified in rule 9(2) shall apply to the lodging of a claim by electronic means.

Conditions

11C. An authorised claimant shall ensure that, before commencing the lodging of claims by electronic means, he has —

- (a) obtained the necessary computer and communications equipment and software of the type specified by the Registrar;
- (b) read and understood the operation manual for the electronic lodgment of claims issued by the Registrar;
- (c) entered into a maintenance agreement with an approved supplier if required by the Registrar;
- (d) arranged for payment of the lodging fees referred to in rule 11B(2) by inter-bank GIRO or such other means as the Registrar may require;
- (e) provided the Registrar with such information as the Registrar may consider necessary for the purposes of these Rules; and
- (f) complied with such other conditions as the Registrar may impose in writing.

Identification name and authentication code

11D.—(1) Before lodging any claim by electronic means, the authorised claimant shall apply to the Registrar for one or more identification names and authentication codes to be assigned to him or his authorised agent.

(2) The authorised claimant or his authorised agent shall register his particulars with the Registrar and acknowledge in writing safe receipt of the identification name and authentication code assigned to him by the Registrar.

(3) The authorised claimant or his authorised agent shall inform the Registrar in writing of any change in particulars.

(4) Where the authority of an authorised agent is revoked or terminated, the authorised claimant shall immediately request the Registrar in writing to cancel the identification name and authentication code of that authorised agent.

(5) The Registrar may delegate in writing to any person his functions and powers under this rule.

Security of authentication code

11E. The authorised claimant or his authorised agent shall ensure the confidentiality and security of his authentication code and shall not —

- (a) divulge his authentication code to any other person; or
- (b) permit any other person to use his authentication code to lodge a claim.

Lodging of claim by electronic means

11F.—(1) An authorised claimant or his authorised agent may lodge a claim by electronic means by —

- (a) entering his identification name and authentication code and all particulars as required under section 16 of the Act and by the electronic form displayed on the computer monitor; and
- (b) transmitting the claim by electronic means,

in accordance with the operation manual issued by the Registrar.

(2) If a claim is received in the computer account of the Registrar, the claim shall be deemed to be lodged on the day it is transmitted electronically as recorded in the Registrar's computer account.

- (3) If the claim is not lodged with the Registrar because of —
- (a) an error that was unknown to the authorised claimant or his authorised agent in the electronic transmission of the claim to the tribunal; or
 - (b) a failure or inability to process the electronic lodgment when received by the tribunal,

the authorised claimant or his authorised agent may, notwithstanding paragraph (2), apply to the Registrar for an order for the lodgment to be dated as of an earlier date than that on which it was actually received.

(4) Any application under paragraph (3) shall be accompanied by proof of the transmission to the satisfaction of the Registrar.

(5) The Registrar may, before making any order, require that the claim be lodged again by any means permitted under these Rules.

PART IIIB

LODGING OF CLAIMS BY FACSIMILE TRANSMISSION

Registrar may permit lodging by facsimile transmission

11G. The Registrar may permit any person or class of persons to lodge by facsimile transmission claims made in the relevant form in the Schedule and other approved documents.

Acceptance of lodging by facsimile transmission

11H.—(1) The mere transmission of a claim or an approved document by a facsimile machine does not constitute lodgment.

(2) A claim lodged by facsimile transmission is accepted only after verification by the Registrar of compliance with these Rules including any rule relating to the form or format of documents and payment of fees; but upon verification the claim shall be treated as lodged on the date of receipt of the claim as recorded by the Registrar's facsimile machine.

(3) No facsimile lodging shall be accepted unless the following conditions are complied with:

- (a) the claim or other approved document is in accordance with the relevant form in the Schedule;
- (b) all documents filed by facsimile transmission must be capable of being received on A4-sized paper and no facsimile transmission will be accepted where any part of the document sent cannot be legibly reduced to A4-size; and
- (c) no document or part thereof submitted shall be illegible.

(4) If the Registrar determines the document received by facsimile transmission to be unacceptable for lodging, notice of non-acceptance shall be sent by facsimile transmission or otherwise notified to the transmitting party if the Registrar has received sufficient particulars to enable him to do so.

Lodging procedures

11I. A party may lodge a claim or other approved documents by facsimile transmission directly to the tribunal during the office hours of the registry or such other time as the Registrar may determine in writing.

Facsimile transmission cover sheet

11J.—(1) A facsimile lodgment shall be accompanied by a cover sheet which shall be the first page transmitted, followed by any instructions needed to ensure that the document complies with these Rules.

- (2) The cover sheet shall —
 - (a) clearly identify the sender by name, facsimile number, the list of documents being transmitted by caption and matter, and the number of pages; and
 - (b) contain complete information on the mode and time by which the claimant will pay the prescribed fees.

Transmission error

11K.—(1) If the claim or other approved document is not lodged with the Registrar because of —

- (a) an error that was unknown to the transmitting party in the transmission of the claim or document to the tribunal; or
- (b) a failure or inability to process the facsimile lodgment when received by the tribunal,

the transmitting party may, notwithstanding rule 11H(2), apply to the Registrar for an order for the lodgment to be dated as of an earlier date than that on which it was actually received.

(2) Any application under paragraph (1) shall be accompanied by proof of the transmission to the satisfaction of the Registrar.

(3) The Registrar may, before making any order, require that the claim be lodged again by any means permitted under these Rules.

Payment of fees

11L.—(1) The fees payable for the lodging of any claim specified in rule 9(2) (referred to in this rule as the fees) shall apply to the lodging of a claim by facsimile transmission.

(2) Such fees shall be paid by post, in person or in any other way determined by the Registrar not later than 7 days after the lodgment by facsimile transmission.

(3) If the fees are not received by the Registrar within such time, the claim shall be deemed to be withdrawn, and no further notice need be given by the tribunal to any party.

(4) Every payment of the fees shall be accompanied by a copy of the facsimile transmission cover sheet referred to in rule 11J.

(5) Failure to pay the fees shall not preclude a party from lodging the claim again, but the Registrar may revoke or suspend the approval to lodge any claim by facsimile transmission.

PART IV

SERVICE AND ISSUANCE OF NOTICES

Service of documents

12.—(1) Subject to paragraph (2) and to rule 17(1), any document that is to be served on any person in any proceedings before a tribunal

or the Registrar shall be served by personal delivery on that person or by registered post at that person's last known address.

[S 342/2006 wef 15/06/2006]

(2) The tribunal or the Registrar may, in any particular case, order that a document be served on a person by any other means including post or facsimile transmission that the tribunal or the Registrar considers proper.

[S 342/2006 wef 15/06/2006]

Notice for consultation

13.—(1) Where a claim is lodged in accordance with section 15 of the Act, the Registrar shall —

- (a) fix a time and place for consultation in accordance with section 17(1) of the Act; and
- (b) give notice in Form 4 set out in the Schedule of the time and place of consultation so fixed to the claimant, respondent, and every person specified in section 19(1)(b)(ii) of the Act.

[S 342/2006 wef 15/06/2006]

(2) A copy of the claim shall be attached by the Registrar to every notice under paragraph (1) other than that which is given to the claimant.

(3) The Registrar may from time to time adjourn the consultation on such conditions as he thinks just.

Notice of hearing

14.—(1) Where the Registrar, proceeding under section 17 of the Act, is unable to achieve a settlement acceptable to all parties in the dispute, he shall —

- (a) fix a time and place for the hearing of the claim; and
- (b) give notice in Form 5 set out in the Schedule of the time and place of hearing so fixed to the claimant, the

respondent, and every person specified in section 19(1)(b)(ii) of the Act.

[S 342/2006 wef 15/06/2006]

(2) A copy of the claim shall be attached by the Registrar to every notice under paragraph (1) other than that which is given to the claimant.

(3) The tribunal may from time to time adjourn the hearing on such conditions as it thinks just.

PART V

SETTING ASIDE ORDER

Application to set aside order obtained in default of appearance

15.—(1) Every application under section 41(1) of the Act to set aside an order of the Registrar or a tribunal shall be made in Form 6 set out in the Schedule within one month after the date on which the order was made or such period as the tribunal may allow.

[S 342/2006 wef 15/06/2006]

(2) The application shall be lodged with the Registrar.

(3) Where the application is lodged in accordance with section 41(1) of the Act and this rule, the Registrar shall —

(a) fix a time and place for the hearing of the application; and

(b) give notice in Form 7 set out in the Schedule of the time and place of the hearing so fixed to the applicant, respondent, and every person specified in section 19(1)(b)(ii) of the Act.

[S 342/2006 wef 15/06/2006]

(4) A copy of the application shall be attached by the Registrar to every notice under paragraph (3) other than that which is given to the applicant.

(5) The tribunal may from time to time adjourn the hearing of the application on such conditions as it thinks just.

(6) Where the order of the Registrar or a tribunal to which an application under section 41(1) of the Act refers is set aside, the tribunal shall proceed to achieve a settlement, or to hear the claim or counterclaim as provided in these Rules, or make any directions as it thinks just.

[S 342/2006 wef 15/06/2006]

(7) Where a party who has made an application under section 41(1) of the Act to set aside an order of the Registrar or a tribunal which was made in default of his appearance does not appear at the hearing of his application to set aside the order —

- (a) the tribunal may dismiss the application and make such orders or ancillary directions as in its opinion are just and expedient; and
- (b) the party who made the application shall be precluded from making any further application under section 41(1) of the Act to set aside any order of the Registrar or a tribunal made in the course of any proceedings relating to the claim.

[S 342/2006 wef 15/06/2006]

PART VI

WITNESSES

Summons to witness

16. The tribunal may at any time, before or during any hearing, by a summons in Form 8 set out in the Schedule under the hand of the Registrar, summon any person —

- (a) to attend before the tribunal at the time and place specified in the summons;
- (b) to give evidence at the hearing; and
- (c) to produce to the tribunal such documents in his possession or control as are specified in the summons.

Service of summons to witness

17.—(1) Every summons issued under rule 16 shall be served on the person to whom it is directed, either by personally delivering it to him or, if he refuses to accept it, by bringing it to his attention, within a reasonable time before the time specified in the summons for his attendance.

(2) The obligation on a witness summoned under rule 16 to attend any hearing shall extend to any time and place to which the hearing may be adjourned.

Failure to give evidence

18.—(1) Any person who has been duly served in accordance with these Rules with a summons issued under rule 16 and fails without sufficient cause to comply with the directions of the summons or with the requirements of rule 17(2) in respect of the summons shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$500.

(2) Every person present at any hearing before the tribunal (whether or not as a result of the service of any summons on him) who is required to give evidence in the hearing but refuses —

(a) to be sworn or affirmed; or

(b) to give evidence in the hearing,

shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$500.

(3) The payment of a fine shall not release a person from any obligations under any pending or other action to comply with the direction of a summons issued under rule 16 or 17(2).

PART VII
ENFORCEMENT

Application for enforcement of order to pay money

19.—(1) Every application to a Magistrate's Court under section 36(2) of the Act shall be made in Form 9 set out in the Schedule.

[S 342/2006 wef 15/06/2006]

(2) The application shall be filed at the Registry of the State Courts.

[S 129/2014 wef 07/03/2014]

(3) The Registrar of the State Courts shall forthwith serve a copy of the application on the party against whom enforcement is sought.

[S 129/2014 wef 07/03/2014]

(4) Every notice of objection to the application, referred to in section 36(3) of the Act, shall be made in Form 10 set out in the Schedule.

[S 342/2006 wef 15/06/2006]

(5) The notice of objection shall be filed at the Registry of the State Courts at least 7 days before the date of hearing of the application.

[S 129/2014 wef 07/03/2014]

Requests for enforcement of work orders

20. Every application under section 37(1) of the Act for the enforcement of a work order shall be made to the Registrar in Form 11 set out in the Schedule.

[S 342/2006 wef 15/06/2006]

PART VIIA
APPEALS TO SMALL CLAIMS TRIBUNAL
AGAINST ORDERS OF REGISTRAR

Notice of appeal

20A. An appeal to the tribunal from an order made by the Registrar under section 17(3) of the Act shall be brought by filing with the

Registrar a notice of appeal in Form 11A set out in the Schedule within one month from the date of the order.

Fee for appeal

20B. An appellant shall, at the time of filing a notice of appeal under rule 20A, pay a fee of \$20.

Registrar to fix time and place for hearing of appeal

20C. Upon an appellant having filed a notice of appeal in accordance with rule 20A and made payment of the fee specified in rule 20B, the Registrar shall —

- (a) assign a number to the notice of appeal and enter the appeal on the list of appeals;
- (b) fix a time and place for the hearing of the appeal; and
- (c) give notice in Form 11B set out in the Schedule of the time and place of the hearing of the appeal to the appellant, the respondent and any other person who appears to the Registrar to have a sufficient interest in the settlement of the dispute to which the claim relates.

Adjournment of hearing of appeal

20D. The tribunal may from time to time adjourn the hearing of the appeal on such conditions as it thinks just.

Where appeal is allowed by tribunal

20E. Where an appeal against an order made by the Registrar under section 17(3) of the Act is allowed by the tribunal, the tribunal shall proceed to achieve a settlement, or to hear the claim or counterclaim as provided by the Act and these Rules, or make any order or direction as it thinks just.

PART VIIB

APPLICATION FOR LEAVE TO APPEAL TO HIGH COURT

[S 74/2006 wef 15/02/2006]

Leave to appeal under section 38(1A) of Act

20F.—(1) An application for leave under section 38(1A) of the Act to appeal against any order of a tribunal shall be made to a District Court in Form 11C set out in the Schedule.

(2) The appellant must file his application for leave to appeal with the Registrar within 14 days from the date on which the order being appealed from was made.

(3) An appellant who has obtained leave to appeal under paragraph (1) shall file the notice of appeal within one month from the date on which such leave was given.

[S 74/2006 wef 15/02/2006]

Fee for leave to appeal

20G. An appellant shall, at the time of filing an application under rule 20F for leave to appeal, pay a fee of \$100.

[S 74/2006 wef 15/02/2006]

Registrar to fix time and place for hearing of leave to appeal

20H. Upon an appellant having filed an application under rule 20F for leave to appeal and made payment of the fee specified in rule 20G, the Registrar shall —

- (a) assign a number to the application for leave to appeal;
- (b) fix a time and place for the hearing for the application; and
- (c) give notice in Form 11D set out in the Schedule of the time and place of the hearing of the application to the appellant, the respondent and any other person who appears to the Registrar to have sufficient interest in the settlement of the dispute to which the claim relates.

[S 74/2006 wef 15/02/2006]

Order of District Court

20I. An order of the District Court made on an application under rule 20F for leave to appeal shall be final and binding on all parties to the proceedings and no appeal shall lie in respect thereof.

[S 74/2006 wef 15/02/2006]

PART VIII

APPEALS TO HIGH COURT

Notice of appeal

21.—(1) An appeal to the High Court must be brought by notice of appeal in Form 12 set out in the Schedule.

(2) Notice of appeal may be given either in respect of the whole or in respect of any specified part of the order of the tribunal.

(3) Every such notice shall state the whole or part only, and what part, of the order is complained of, contain an address for service, and be signed by the appellant or his solicitor.

(4) The Registrar shall assign a number to the notice of appeal and enter the appeal on the list of appeals.

(5) The notice of appeal shall be served on all parties to the proceedings who are directly affected by the appeal or their solicitors respectively at the time of filing the notice of appeal.

Fees for appeal

21A. An appellant shall, at the time of filing a notice of appeal under rule 21 —

- (a) pay a fee of an amount equivalent to the fee payable for the time being under the Rules of Court for the filing of an appeal to the High Court from a judgment or order of a Magistrate's Court; and
- (b) deposit with the Registrar such sum as the Registrar may require towards the fee for making copies of the record of proceedings.

Time for appealing

22. Every notice of appeal shall be filed and served under rule 21(5) within one month calculated from the date on which leave to appeal was granted by the District Court under rule 20F.

[S 74/2006 wef 15/02/2006]

Security for costs

23.—(1) The appellant shall, at the time of filing the notice of appeal, deposit a sum of \$500 by way of security for the respondent's costs of the appeal with the Registrar or with the Accountant-General and obtain a certificate in Form 13 set out in the Schedule.

(2) The High Court may at any time, in any case where it thinks fit, order further security for costs to be given.

(3) Where under rule 25(4) or 27(4) the appeal is deemed to be withdrawn, any sum deposited as security for costs under this rule shall be paid out —

(a) where all the parties to the appeal or their solicitors consent in writing, in accordance with the consent; or

(b) in accordance with an order of the tribunal.

[S 74/2006 wef 15/02/2006]

(4) Every application for an order under paragraph (3)(b) shall be in Form 14 set out in the Schedule.

Record of proceedings

24.—(1) When a notice of appeal has been filed, the Referee who made the order shall certify in writing the grounds of the order; but delay or failure so to certify shall not prevent the appellant from proceeding with his appeal.

(2) As soon as possible after notice of appeal has been filed, the Registrar shall cause to be served on the appellant or his solicitor at his address for service specified in the notice of appeal a notice that a copy of the record of proceedings is available.

(3) The record of proceedings shall consist of a certified copy of the grounds of the order and a certified copy of the notes of proceedings taken at the hearing of the claim or counterclaim.

Petition of appeal

25.—(1) Within 21 days after service of the notice referred to in rule 24(2), the appellant shall, if he desires to proceed with the appeal, file with the Registrar a petition of appeal in duplicate in Form 15 set

out in the Schedule and a copy of the petition shall be served on every respondent to the appeal or his solicitor.

(2) Every petition of appeal shall be signed by the appellant or his solicitor and shall contain concisely and under distinct heads, without argument or narrative, particulars of the matters in regard to which the tribunal is alleged to have erred, such particulars to be numbered consecutively.

(3) Except with the leave of the High Court, the appellant shall not be permitted on the hearing of the appeal to rely on any ground of appeal other than those set out in the petition.

(4) If a petition of appeal is not filed within the time specified in paragraph (1), the appeal shall be deemed to have been withdrawn, but nothing in this rule shall be deemed to limit or restrict the powers of extending time conferred upon the High Court.

Respondent's notice

26.—(1) A respondent who, not having appealed from the order of the tribunal, desires to contend on the appeal that the order of that tribunal should be varied, either in any event or in the event of the appeal being allowed in whole or in part, shall give notice to that effect, specifying the grounds of that contention.

(2) A respondent who desires to contend on the appeal that the order of the tribunal should be affirmed on grounds other than those relied upon by that tribunal must give notice to that effect specifying the grounds of that contention.

(3) Except with the leave of the High Court, a respondent shall not be entitled, on the hearing of the appeal to contend that the order of the tribunal should be varied upon grounds not specified in a notice given under this rule, to apply for any relief not so specified, or to support the order of the tribunal upon any grounds not relied upon by that tribunal or specified in such a notice.

(4) Any notice given by a respondent under this rule (referred to in this paragraph and rule 27 as a respondent's notice) shall be in Form 16 set out in the Schedule and must be filed with the Registrar and a copy thereof served on the appellant and on all parties to the

proceedings who are directly affected by the contentions of the respondent within 14 days after the service on him of the petition of appeal.

Record of appeal

27.—(1) Within 14 days after the filing of the petition of appeal referred to in rule 25(1), the appellant shall file with the Registrar 3 copies of the record of appeal, and serve a copy of it on every respondent to the appeal or his solicitor.

(2) The record of appeal shall consist of a copy each of the notice of appeal, petition of appeal, certificate of payment of security for costs, respondent's notice (if any), the record of proceedings referred to in rule 24(3), and other documents, so far as is necessary for showing the matter decided and the nature of the appeal, and the order appealed from.

(3) Where an appellant omits to comply with paragraph (1), any respondent who has filed a respondent's notice may proceed with his appeal, and in any such case the respondent shall as soon as practicable or within such time as may be allowed by the Registrar file a record of appeal.

(4) Where any respondent has not filed a respondent's notice and an appellant omits to comply with paragraph (1), the appeal shall be deemed to have been withdrawn.

(5) Nothing in this rule shall be deemed to limit or restrict the powers of extending time conferred upon the High Court.

(6) The Registrar shall on receiving copies of the record of appeal transmit 2 copies together with the exhibits put in evidence at the hearing to the Registrar of the Supreme Court and give notice to the parties to the appeal in Form 17 set out in the Schedule.

Stay of execution pending appeal

28. The filing of —

- (a) an application under rule 20F for leave to appeal; or
- (b) a notice of appeal,

shall not operate as a stay of execution, but the tribunal may on application by notice in Form 18 set out in the Schedule stay execution on such terms as it thinks just.

[S 74/2006 wef 15/02/2006]

Judgment or order on appeal to be sent to Registrar

29. Whenever an appeal is decided by the High Court, the Registrar of the Supreme Court must send to the Registrar a certified copy of the judgment or order.

Enforcement of judgments of High Court

30. The taking of any steps for the execution or enforcement of an order of the tribunal which has been the subject-matter of an appeal shall be in accordance with the provisions of the Act.

THE SCHEDULE

FORM 1

Rule 9(1)

THE SCHEDULE — *continued*

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

CLAIM

A. Particulars of Claimant:
 Name: _____
 Address: _____

B. I hereby give notice that I wish to lodge a claim against the following respondent(s):
 Name: _____
 Address: _____

C. Particulars of Claim:

Dated this _____ day of _____ 19__.

Signature of Claimant.

CLAIM NO. _____ / _____

THE SCHEDULE — *continued*

FORM 2

Rule 10(1)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

COUNTERCLAIM

A. Particulars of Counterclaimant:
Name: _____
Address: _____

B. A claim has been lodged against me in Claim No. ____ / ____ by
Name: _____
Address: _____

C. I hereby give notice that I wish to lodge the following counterclaim:
Particulars of Counterclaim:

Dated this _____ day of _____ 19__.

Signature of Counterclaimant.

CLAIM NO. _____ / _____

THE SCHEDULE — *continued*

FORM 3

Rule 11(1)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

REPRESENTATIVE CLAIM

A. Particulars of Representative:
 Name: _____
 Address: _____

B. I hereby give notice that I wish to lodge a representative claim against the following respondent(s):
 Name: _____
 Address: _____

C. I am lodging the claim under section 27 of the Small Claims Tribunals Act and I am also representing the following claimant(s):
 Particulars of other claimant(s):
 Name: _____
 Address: _____

D. Particulars of Claim:

Dated this _____ day of _____ 19__.

Signature of Representative Claimant.

Signature of Claimant.

CLAIM NO. _____ / _____

[S 342/2006 wef 15/06/2006]

THE SCHEDULE — *continued*

FORM 4

Rule 13(1)(b)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

NOTICE FOR CONSULTATION

(1) To Claimant: Name: _____
 Address: _____

(2) To Respondent: Name: _____
 Address: _____

(3) To: Name: _____
 Address: _____

TAKE NOTICE that a claim [*a copy of which is attached*] has been lodged against the abovenamed respondent and has been fixed for consultation.

You are required to attend before the Registrar of the Small Claims Tribunal, _____, Singapore ____ on _____ at _____ a.m./p.m.

AND TAKE NOTICE that should you fail to attend before the Tribunal on the day and time appointed, your claim may be dismissed or judgment in default may be entered against you.

Dated this _____ day of _____ 19__.

Registrar.

CLAIM NO. _____ / _____

THE SCHEDULE — *continued*

FORM 5

Rule 14(1)(b)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

NOTICE OF HEARING

(1) To Claimant: Name: _____
Address: _____

(2) To Respondent: Name: _____
Address: _____

(3) To: Name: _____
Address: _____

TAKE NOTICE that a claim [*a copy of which is attached*] has been lodged against the abovenamed respondent and has been fixed for hearing.

You are required to attend before the Small Claims Tribunal, _____
_____, Singapore ___ on the _____ day of _____ 19 ___
at _____ a.m./p.m., to answer the claim against you by the abovenamed claimant.

AND TAKE NOTICE that in default of attending the Tribunal on the day and time appointed, an order may be given against you.

Dated this _____ day of _____ 19__.

Registrar.

CLAIM NO. _____ / _____

THE SCHEDULE — *continued*

FORM 6

Rule 15(1)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

APPLICATION TO SET ASIDE ORDER

A. Particulars of Applicant:

Name: _____

Address: _____

B. 1. An order has been made against me on _____

by the Registrar/Small Claims Tribunal in Claim No. _____.

2. I hereby apply to set aside the above order made in favour of —

Name: _____

Address: _____

C. I was not present on the abovementioned date because —

Dated this _____ day of _____ 19__.

Signature of Claimant/Respondent.

CLAIM NO. _____ / _____

THE SCHEDULE — continued
FORM 7

Rule 15(3)(b)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

NOTICE OF HEARING OF APPLICATION
TO SET ASIDE ORDER

(1) To Claimant: Name: _____
 Address: _____

(2) To Respondent: Name: _____
 Address: _____

(3) To: Name: _____
 Address: _____

TAKE NOTICE that the application to set aside an order of the Registrar/ Small Claims Tribunal which has been lodged [a copy of which is attached] has been fixed for hearing.

You are required to attend before the Small Claims Tribunal, _____, Singapore on _____ at _____ a.m./p.m., for the Tribunal to hear the application.

AND TAKE NOTICE that should you fail to attend before the Tribunal on the day and time appointed, an order may be made against you.

Dated this _____ day of _____ 19__.

Registrar.

CLAIM NO. _____ / _____

THE SCHEDULE — *continued*

FORM 8

Rule 16

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SUMMONS TO WITNESS

To: Name: _____
Address: _____

YOU ARE HEREBY SUMMONED TO attend before the Small Claims Tribunal located at the _____, Singapore ____ on the _____ day of _____ 19__ at _____ a.m./p.m. and at all subsequent times and places to which the proceedings may be adjourned as directed —

- (a) to give evidence on behalf of the claimant/respondent; and
- (b) to bring with you and produce the following documents:

AND YOU ARE HEREBY WARNED that if you fail without sufficient cause to comply with this summons, you shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$500.

Dated this _____ day of _____ 19__.

Registrar.

CLAIM NO. _____ / _____

THE SCHEDULE — *continued*

FORM 9

Rule 19(1)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

STATE COURTS
SINGAPORE

Originating Summons
No. _____ of _____

In the Matter of section 36(2) of the
SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

AND

In the Matter of rule 19 (1) of the
SMALL CLAIMS TRIBUNALS RULES

AND

In the Matter of
SMALL CLAIMS NO. _____ / _____

BETWEEN

... Claimant

... Respondent

ORIGINATING SUMMONS

To: Name: _____

Address: _____

TAKE NOTICE that you are required to attend before the Registrar,
State Courts, 1 Havelock Square, Singapore 059724 on the _____ day
of _____ 19__ at _____ a.m./p.m. on the hearing of an application by
the Claimant.

By this application the Claimant seeks the determination of the Honourable
Court on the following order:

(State order)

Dated this _____ day of _____ 19__.

Registrar,
State Courts.

CLAIM NO. _____ / _____

To: (1) Respondent

[S 342/2006 wef 15/06/2006]

[S 129/2014 wef 07/03/2014]

THE SCHEDULE — *continued*

FORM 10

Rule 19(4)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

STATE COURTS
SINGAPORE

Originating Summons
No. of

In the Matter of section 36 (3) of the
SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

AND

In the Matter of rule 19 (4) of the
SMALL CLAIMS TRIBUNALS RULES

AND

In the Matter of
SMALL CLAIMS NO. _____ / _____

BETWEEN

... Claimant

... Respondent

To: Name: _____

Address: _____

NOTICE OF OBJECTION TO ORDER

TAKE NOTICE that I, _____ (name),
object to the enforcement of the order made by the Small Claims Tribunal in this
matter on the _____ day of _____ 19__ on the grounds that the
order has been fully complied with and that I therefore dispute the entitlement of
the claimant to enforce it.

Dated this _____ day of _____ 19__.

Signature of Respondent

CLAIM NO. _____ / _____

To: (1) The Registrar
State Courts
State Courts Complex
1 Havelock Square
Singapore 059724

(2) Claimant

[S 342/2006 wef 15/06/2006]

[S 129/2014 wef 07/03/2014]

THE SCHEDULE — *continued*

FORM 11

Rule 20

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

... Claimant

... Respondent

REQUEST TO ENFORCE WORK ORDER

I, _____ (name),
REQUEST YOU to issue a process for the enforcement of the work order
made by the Small Claims Tribunal in this matter on the _____ day of
_____ 19__ for the following reasons:

Dated this _____ day of _____ 19__.

CLAIM NO. _____ / _____

Signature of Claimant.

To:
The Registrar
Small Claims Tribunals

Singapore ____

THE SCHEDULE — *continued*

FORM 11A

Rule 20A

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

NOTICE OF APPEAL TO SMALL CLAIMS TRIBUNAL
AGAINST ORDER OF REGISTRAR

APPEAL NO. _____ OF _____

BETWEEN

... *Appellant*

... *Respondent*

IN THE MATTER OF CLAIM NO. _____ / _____

... *Claimant*

... *Respondent*

NOTICE OF APPEAL

TAKE NOTICE that the claimant/respondent _____ (*name*)
being dissatisfied with the order of the Registrar Mr. _____
made at the consultation on the _____ day of _____ 19__, appeals
to the Small Claims Tribunal against the order to discontinue the claim, on the
ground(s) that _____
[*State ground(s)*]

Dated this _____ day of _____ 19__.

Signature of Appellant.

To: (1) The Registrar
Small Claims Tribunals

Singapore _____

(2) To the abovenamed Respondent
The address for service of the appellant is:

THE SCHEDULE — continued
FORM 11B

Rule 20C(c)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

*NOTICE OF HEARING OF APPEAL
AGAINST THE ORDER OF THE REGISTRAR*

(1) To Claimant: Name: _____
Address: _____

(2) To Respondent: Name: _____
Address: _____

(3) To: Name: _____
Address: _____

TAKE NOTICE that the appeal from the order of the Registrar has been fixed for hearing before the Tribunal.

You are required to attend before the Small Claims Tribunal, _____, Singapore ___ on _____ at _____ a.m./p.m., for the Tribunal to hear the appeal.

AND TAKE NOTICE that should you fail to attend before the Tribunal on the day and time appointed, the appeal may be dismissed or an order may be made against you.

Dated this _____ day of _____ 19__.

Registrar.

CLAIM NO. _____ / _____

THE SCHEDULE — *continued*
FORM 11C

Rule 20F(1)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

Claim No:

Application No:

... *Appellant*

... *Respondent*

APPLICATION FOR LEAVE TO APPEAL

TAKE NOTICE that the Appellant _____ (*name*)
being dissatisfied with the order of the Referee, Mr _____
made at the Hearing on the ____ day of _____ 20 __, applies for
leave to appeal to the District Court on the ground(s) that _____

[*State ground(s)*].

Dated this ____ day of _____ 20 __.

*Signature of Appellant/
Solicitor for the Appellant*

To: (1) The Registrar
Small Claims Tribunals
1st Level, State Courts,
1 Havelock Square,
Singapore 059724.

(2) To the abovenamed Respondent
The address for service of the Appellant is:

[S 74/2006 wef 15/02/2006]

[S 129/2014 wef 07/03/2014]

THE SCHEDULE — *continued*

FORM 12

Rule 21(1)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

NOTICE OF APPEAL TO HIGH COURT

SMALL CLAIMS APPEAL NO. _____ OF _____

BETWEEN

... *Appellant*

... *Respondent*

IN THE MATTER OF CLAIM NO. _____ / _____

BETWEEN

... *Claimant*

... *Respondent*

NOTICE OF APPEAL

TAKE NOTICE that the Appellant _____ (*name*)
being dissatisfied with the order of the Referee, _____
given at the Small Claims Tribunals on the _____ day of _____
20__ with the leave of the District Judge in Chambers on _____ day of
_____ appeals to the High Court against

Either/or (the whole of the said order
(such parts of the order as
(decides that

on the ground (s) that _____ [*State ground(s)*].

Dated this _____ day of _____ 20__.

Signature of Appellant
(*or Solicitor for the Appellant*)

To: (1) The Registrar
Small Claims Tribunals
1st Level, State Courts
1 Havelock Square
Singapore 059724

(2) To the abovenamed Respondent
The address for service of the Appellant is:

THE SCHEDULE — *continued*

[S 74/2006 wef 15/02/2006]

[S 129/2014 wef 07/03/2014]

FORM 13

Rule 23(1)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)
CERTIFICATE FOR SECURITY FOR COSTS

SMALL CLAIMS APPEAL NO. _____ OF _____

BETWEEN

... Appellant
... Respondent

IN THE MATTER OF CLAIM NO. _____ / _____

... Claimant
... Respondent

This is to certify that _____ (name)
of _____ (address)
the abovenamed appellant has deposited the sum of \$500 by way of security for the Respondent's costs of the appeal with the Registrar/Accountant-General.

Dated this _____ day of _____ 19__.

Registrar.

THE SCHEDULE — *continued*

FORM 14

Rule 23(4)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

... Claimant
... Respondent

APPLICATION FOR ORDER OF PAYMENT
OUT OF SECURITY FOR COSTS

Take Notice that the appellant/respondent intends to apply to the Referee, Small Claims Tribunal located at the _____, Singapore ____ at ____ a.m./p.m. on the ____ day of _____ 19__, for an order that the security for costs of \$_____ deposited with the Registrar/Accountant-General on the ____ day of _____ 19__, be paid out to the _____

Dated this ____ day of _____ 19__.

Signature of Appellant/Respondent.

To: (1) The Registrar
Small Claims Tribunals

Singapore ____

(2) Appellant/Respondent

THE SCHEDULE — *continued*

FORM 15

*Rule 25(1)*SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)
PETITION OF APPEAL

SMALL CLAIMS APPEAL NO. _____ OF _____
BETWEEN

... *Appellant*
... *Respondent*

IN THE MATTER OF CLAIM NO. _____ / _____
... *Claimant*
... *Respondent*

To the Honourable the Judge of the High Court.

The Petition of the abovenamed appellant sheweth as follows:

1. The appeal arises from a claim
2. By an order dated the _____ day of _____ 19____, an order was given for
3. Your petitioner is dissatisfied with the said order on the following grounds:
(*State grounds of appeal on which appellant relies*)
4. Your petitioner prays that such order may be reversed (*or as the case may be*).

Dated this _____ day of _____ 19____.

Signature of Appellant
(*or Solicitor for the Appellant*).

THE SCHEDULE — *continued*

FORM 16

Rule 26(4)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS APPEAL NO. _____ OF _____

BETWEEN

... Appellant

... Respondent

IN THE MATTER OF CLAIM NO. _____ / _____

... Claimant

... Respondent

RESPONDENT'S NOTICE

Take Notice that, on the hearing of the above appeal, the respondent abovenamed, will contend that the order of the Referee Mr. _____ given at the Small Claims Tribunal on the _____ day of _____ 19__ ought to be varied on the grounds hereinafter set out (or affirmed on the grounds additional to those relied upon by the Tribunal).

[Set out in numbered paragraphs _____

- (a) the nature of the relief claimed and/or
- (b) the grounds relied upon]

Dated this _____ day of _____ 19__.

*Signature of Respondent
(or Solicitor for the Respondent).*

To: (1) The Registrar
Small Claims Tribunals

Singapore ____

(2) To the abovenamed appellant
The address for service of the respondent is:

THE SCHEDULE — *continued*
FORM 17

Rule 27(6)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)
NOTICE OF TRANSMISSION TO HIGH COURT
SMALL CLAIMS APPEAL NO. _____ OF _____
BETWEEN
... Appellant
... Respondent
 IN THE MATTER OF CLAIM NO. _____ / _____
... Claimant
... Respondent

The Records of Appeal together with the exhibits have been filed and are now forwarded to the High Court.

Dated this _____ day of _____ 19__.

Registrar.

To: (1) The Registrar
Supreme Court
Singapore
(2) Appellant
(3) Respondent

THE SCHEDULE — *continued*

FORM 18

Rule 28

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308)

... Claimant

... Respondent

APPLICATION FOR STAY OF EXECUTION

Take Notice that the claimant/respondent intends to apply to the Referee,
Small Claims Tribunal located at the _____,
Singapore ___ at _____ a.m./p.m. on the _____ day of _____
19___, for a stay of execution of the order of the Tribunal dated the _____ day of
_____ 19___.

Dated this _____ day of _____ 19___.

Signature of Claimant/Respondent.

CLAIM NO. _____ / _____

To: (1) The Registrar
Small Claims Tribunals

Singapore _____

(2) Claimant/Respondent

LEGISLATIVE HISTORY
SMALL CLAIMS TRIBUNALS RULES
(CHAPTER 308, R 1)

This Legislative History is provided for the convenience of users of the Small Claims Tribunals Rules. It is not part of these Rules.

1. G. N. No. S 21/1985 — Small Claims Tribunals Rules 1984

Date of commencement : 25 January 1985

2. 1990 Revised Edition — Small Claims Tribunals Rules

Date of operation : 25 March 1992

3. G. N. No. S 454/1992 — Small Claims Tribunals (Amendment) Rules 1992

Date of commencement : 1 November 1992

4. G. N. No. S 32/1993 — Small Claims Tribunals (Amendment) Rules 1993

Date of commencement : 1 March 1993

5. G. N. No. S 320/1997 — Small Claims Tribunals (Amendment) Rules 1997

Date of commencement : 15 July 1997

6. 1998 Revised Edition — Small Claims Tribunals Rules

Date of operation : 1 March 1998

7. G. N. No. S 74/2006 — Small Claims Tribunals (Amendment) Rules 2006

Date of commencement : 15 February 2006

8. G. N. No. S 342/2006 — Small Claims Tribunals (Amendment No. 2) Rules 2006

Date of commencement : 15 June 2006

9. G. N. No. S 129/2014 — Small Claims Tribunals (Amendment) Rules 2014

Date of commencement : 7 March 2014