

SMALL CLAIMS TRIBUNALS ACT
(CHAPTER 308, SECTION 44)

SMALL CLAIMS TRIBUNALS RULES

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[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.

Definitions

3. In these Rules, unless the context otherwise requires —

“ACRA” means the Accounting and Corporate Regulatory Authority established under section 3 of the Accounting and Corporate Regulatory Authority Act (Cap. 2A);

“CorpPass” means the identity authentication service, known as Singapore Corporate Access, by which an entity authenticates its identity in order to carry out an online transaction with the Government or a statutory board;

“CorpPass credential” means any username, password or 2-factor authentication detail required to authenticate, using CorpPass, the identity of an entity;

“electronic system” means the electronic filing and case management system established under rule 8A(1);

“Form” means —

(a) the current version of a form, as set out on the Internet website of the electronic system, in the Schedule or in the practice directions; and

(b) in the case of any reference to a Form by a number — the current version of the form bearing that number, as set out on the Internet website of the electronic system or in the Schedule;

“messaging system” means any system that enables the transmission of short text messages or electronic mail —

(a) from a digital mobile telephone to another digital mobile telephone; or

(b) from an electronic mail address to a digital mobile phone, and the other way around;

“practice directions” means the practice directions issued by the Registrar under rule 4A;

“SingPass” means the identity authentication service, known as Singapore Personal Access, by which an individual authenticates the individual’s identity in order to carry out an online transaction with the Government or a statutory board;

“SingPass credential” means any username, password or 2-factor authentication detail required to authenticate, using SingPass, the identity of an individual.

[S 321/2017 wef 10/07/2017]

Forms and documents

4.—(1) Every Form or document relating to proceedings before a tribunal must be submitted through the electronic system, unless —

- (a) it is a claim; or
- (b) the Registrar directs otherwise.

(2) For the purposes of section 15(6) of the Act, the Registrar may permit a claim to be lodged by submitting the claim through the electronic system.

(3) Every Form must contain such particulars, and be accompanied by such documents, as may be specified by the tribunal, by the Registrar or in the Form.

(4) Any Form set out in the Schedule or the practice directions may be used in any particular case with such variations as the circumstances of that case require.

[S 321/2017 wef 10/07/2017]

Practice directions

4A. The Registrar may issue practice directions for the purposes of these Rules, and for any proceedings to which these Rules relate.

[S 321/2017 wef 10/07/2017]

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 IIA
ELECTRONIC SYSTEM

[S 321/2017 wef 10/07/2017]

Electronic system

8A.—(1) An electronic filing and case management system is established for the tribunals.

(2) The purposes of the electronic system are as follows:

- (a) to facilitate the submission of Forms and documents;
- (b) to facilitate the service of documents;
- (c) to facilitate the settlement of disputes, the conduct of a consultation before the Registrar, and the conduct of proceedings before a tribunal, by electronic means.

(3) The practice directions may provide guidance on the following matters:

- (a) the types of consultation that the Registrar may, under section 18 of the Act, permit to be conducted through the electronic system;
- (b) the types of proceedings that a tribunal may, under section 25 of the Act, permit to be conducted through the electronic system;
- (c) the practice and procedure for the use of the electronic system, and any matters incidental or relating to such practice and procedure.

[S 321/2017 wef 10/07/2017]

Authentication

8B.—(1) Subject to paragraph (3), an individual must authenticate the individual's identity using SingPass in order to access the electronic system to carry out an online transaction involving the individual.

(2) Subject to paragraph (3), a person, who is authorised by an entity to carry out through the electronic system an online transaction

involving the entity, must authenticate the identity of the entity using CorpPass in order to access the electronic system to carry out that transaction for the entity.

(3) The Registrar may, on application by a party that is unable to authenticate the party's identity using SingPass or CorpPass, issue the party with a username and a password to enable the party to access the electronic system to carry out an online transaction involving the party.

(4) A party that is issued a username and a password under paragraph (3) —

(a) must ensure the confidentiality and security of the username and password; and

(b) must not —

(i) divulge the username and password to any other person; or

(ii) permit any other person to use the username and password.

(5) An individual must not facilitate the use, by any other person, of the individual's SingPass credentials to access the electronic system.

(6) An entity must not facilitate the use, by any unauthorised person, of the CorpPass credentials of the entity to access the electronic system.

[S 321/2017 wef 10/07/2017]

Information on party

8C. Every party to proceedings before a tribunal must —

(a) enter, through such means as may be provided by the electronic system for the recording of information on the party's profile, such information on the party as the electronic system may require; and

(b) if there is any change to that information, update that information by entering, through such means as may be

provided by the electronic system, the details of the change.

[S 321/2017 wef 10/07/2017]

Time of lodging of claim, or filing of Form or document, submitted through electronic system

8D.—(1) If a claim is submitted through the electronic system, the claim is treated as lodged on the date and at the time the first part of the transmission of the claim is received in the electronic system.

(2) Despite paragraph (1), where the submission of a claim through the electronic system is unsuccessful or delayed because of a failure or inability of the electronic system to transmit or process the claim, the Registrar may —

- (a) on the application of the claimant (or a representative of the claimant), make an order for the claim to be treated as lodged on an earlier date than that on which the first part of the transmission of the claim is actually received in the electronic system; and
- (b) in the case of an unsuccessful submission, require the claim to be resubmitted through the electronic system.

(3) Every application under paragraph (2)(a) must be accompanied by proof, to the satisfaction of the Registrar, of the matters relied on to support the application.

(4) If a Form or document (other than a claim) is submitted through the electronic system, the Form or document is treated as filed on the date and at the time the first part of the transmission of the Form or document is received in the electronic system.

[S 321/2017 wef 10/07/2017]

Time of service of document through electronic system

8E.—(1) Where the Registrar gives to a claimant, a respondent, or a person specified in section 19(1)(b)(ii) of the Act, a notice under rule 13(1) through the electronic system, the notice is treated as served on the claimant, respondent or person (as the case may be) 24 hours after the time the Registrar sends the notice to the claimant,

respondent or person (as the case may be) through the electronic system.

(2) Except as provided in paragraph (1), after the Registrar has notified a party to any proceedings before a tribunal that the party has been given the right to access the electronic system to view any document served on the party in relation to those proceedings —

- (a) any document required to be served on the party in relation to those proceedings may be served on the party by submitting that document through the electronic system; and
- (b) that document is treated as served on the party 24 hours after the time that document is treated under rule 8D as filed.

[S 321/2017 wef 10/07/2017]

Negotiation through electronic system

8F. The parties to any proceedings before a tribunal may use the negotiation module in the electronic system to facilitate a settlement acceptable to all of those parties.

[S 321/2017 wef 10/07/2017]

PART III

LODGING OF CLAIMS AND AMENDMENT OF DOCUMENTS

[S 321/2017 wef 10/07/2017]

Lodging of claim

9.—(1) Every claim shall be made in Form 1.

[S 321/2017 wef 10/07/2017]

(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

Claimant

Fees

	<i>Claims of more than \$5,000</i>	<i>Claims of but not not more more than than \$5,000 \$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 and shall be lodged before an order has been made by the tribunal in respect of the claim.

[S 321/2017 wef 10/07/2017]

(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.

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

[S 321/2017 wef 10/07/2017]

(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.

Amendment of documents

11A.—(1) A claimant may, without the leave of a tribunal or the Registrar, amend a claim at any time before the claim is served on a respondent.

(2) Where a respondent makes a counterclaim against a claimant, the respondent may, without the leave of a tribunal or the Registrar, amend the counterclaim at any time before the counterclaim is served on the claimant.

(3) A tribunal or the Registrar may, at any stage of the proceedings and on the application of a party in the appropriate Form, allow that

party to amend that party's claim or counterclaim (as the case may be) in such manner as the tribunal or Registrar may direct.

(4) Despite paragraphs (1), (2) and (3), a party may, at any stage of the proceedings, amend that party's claim or counterclaim (as the case may be) in such manner as is agreed to by the other party.

(5) A tribunal may on its own motion or on the application of a party in the appropriate Form, correct any clerical mistake, or error arising from an accidental slip or omission, in an order of a tribunal or the Registrar.

(6) The Registrar may on its own motion or on the application of a party in the appropriate Form, correct any clerical mistake, or error arising from an accidental slip or omission, in an order of the Registrar.

[S 321/2017 wef 10/07/2017]

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PART IV

COMMUNICATION, SERVICE OF DOCUMENTS AND ISSUANCE OF NOTICES

[S 321/2017 wef 10/07/2017]

Communication between Registrar and party

12.—(1) The Registrar may communicate with any party (or representative of a party) —

- (a) through the electronic system;
- (b) by sending electronic mail to an electronic mail address designated by that party (or representative);
- (c) through any messaging system that is agreed between the Registrar and that party (or representative); or
- (d) by any other means that is agreed between the Registrar and that party (or representative).

(2) Where any party (or representative of a party) agrees to communicate with the Registrar by a means of communication mentioned in paragraph (1), that party (or representative) must monitor that means of communication for any communication from the Registrar to that party (or representative), until the conclusion of the proceedings involving that party (or representative).

[S 321/2017 wef 10/07/2017]

Service of documents

12A.—(1) Any document that is to be served on any person in any proceedings before a tribunal or the Registrar must be served —

- (a) by delivering that document personally to that person;
- (b) by sending that document by registered post addressed to that person at —
 - (i) that person’s last known residential address;
 - (ii) that person’s registered address; or
 - (iii) the address of that person’s principal place of business, as notified to ACRA; or
- (c) if that person is a party to those proceedings, and has been notified by the Registrar of that person’s right to access the electronic system to view any document served on that person in relation to those proceedings — as an alternative to serving that document in accordance with sub-paragraph (a) or (b) — by submitting the document through the electronic system.

(2) Despite paragraph (1), a tribunal or the Registrar may, in any particular case, order that a document be served on a person by any other means that the tribunal or Registrar considers proper.

[S 321/2017 wef 10/07/2017]

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 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]

[S 321/2017 wef 10/07/2017]

(2) The Registrar may give the notice under paragraph (1) through the electronic system or by any other means that the Registrar considers proper.

[S 321/2017 wef 10/07/2017]

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

(4) The Registrar may, as part of the consultation, fix a time and place for the mediation of the dispute between the parties.

[S 321/2017 wef 10/07/2017]

(5) The Registrar may, in accordance with section 18 of the Act, permit the mediation to be conducted —

- (a) through the electronic system; or
- (b) by any other electronic means.

[S 321/2017 wef 10/07/2017]

(6) The Registrar may give the parties such directions relating to the mediation as the Registrar thinks fit.

[S 321/2017 wef 10/07/2017]

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 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]

[S 321/2017 wef 10/07/2017]

(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 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]

[S 321/2017 wef 10/07/2017]

(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 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]

[S 321/2017 wef 10/07/2017]

(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 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.

[S 321/2017 wef 10/07/2017]

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.

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

[S 321/2017 wef 10/07/2017]

(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.

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

[S 321/2017 wef 10/07/2017]

(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.

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

[S 321/2017 wef 10/07/2017]

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 within one month from the date of the order.

[S 321/2017 wef 10/07/2017]

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 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.

[S 321/2017 wef 10/07/2017]

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.

[S 321/2017 wef 10/07/2017]

(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 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]

[S 321/2017 wef 10/07/2017]

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.

[S 321/2017 wef 10/07/2017]

(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.

[S 321/2017 wef 10/07/2017]

(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.

[S 321/2017 wef 10/07/2017]

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

[S 321/2017 wef 10/07/2017]

(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 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.

[S 321/2017 wef 10/07/2017]

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.

[S 321/2017 wef 10/07/2017]

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 stay execution on such terms as it thinks just.

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

[S 321/2017 wef 10/07/2017]

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

10. G. N. No. S 321/2017 — Small Claims Tribunals (Amendment) Rules 2017

Date of commencement : 10 July 2017