

Minor Employment Claims Adjudication Board

Guidance Notes

- A claimant having gone through conciliation by the Labour Relations Division (LRD) of the Labour Department without a settlement may file his claim with the Minor Employment Claims Adjudication Board (the Board). **Direct request for adjudication without first going through conciliation by the LRD will not be accepted by the Board.**
- The Board adjudicates minor employment claims each involving not more than 10 claimants for a sum of money not exceeding \$15,000 per claimant. Any employment claims above the jurisdictional limit of the Board will be adjudicated by the Labour Tribunal of the Judiciary.
- For enquiry, please contact the Board at **2927 8000**.

Notice for Personal Information Collection Statement

Purposes of Collection

1. The personal data provided by means of Claim Form, Form 1 (Title to Claim: General Form) and Form 2 (Form of Claim) and other related forms will be used by the Minor Employment Claims Adjudication Board for the following purposes:

- (a) activities relating to the adjudication of minor employment claims;
- (b) activities relating to the review and appeal of the Board's decisions;
- (c) activities relating to the enforcement of awards should the losing party fail to comply with the awards; and
- (d) to facilitate communication between the Board and yourself.

The provision of personal data by means of these forms is voluntary. If you do not provide sufficient information, the Board may not be able to commence the proceedings of your claim.

Classes of Transferees

2. The personal data you provided by means of the above-mentioned forms may be disclosed or transferred to the other party of the claim, the Judiciary and other Government departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by the forms.

Enquiries

4. Enquiries concerning the personal data collected by means of the above forms, including the making of access and corrections, should be addressed to :

Minor Employment Claims Adjudication Board,
Room 1012, 10/F Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon (Tel. No. : 2927 8000)

Notes for completing Form 1

Form 1

表格一

MINOR EMPLOYMENT CLAIMS ADJUDICATION BOARD ORDINANCE

(Chapter 453)

小額薪酬索償仲裁處條例(香港法例第453章)

TITLE TO CLAIM : GENERAL FORM

申索書標題部份之一般格式

Claim No. : (to be completed by staff of
申索書編號 : the Board)

Between Brace Z. MENDOZA*)
Note (a) Flat C, 3/F,) Claimant
註 (甲) 3333 King's Road,) 申索人
North Point, Hong Kong[#])
_____))
_____))
_____))
and
Note (b) WONG Ley-ying*)
註 (乙) Flat A, 16/F,) Defendant(s)
8888 Waterloo Road, Kowloon[#]) 被告人
_____))
_____))
_____))

Note : (a) Insert full name and address of claimant.

註 : (甲) 填寫申索人之全名及地址。

(b) Insert full name and address of each defendant.

(乙) 填寫每一被告人之全名及地址。

* Names of Claimant and Defendant(s)

- If Claimant/Defendant is **a sole proprietor**: CHAN Tai-man (Note: Without a business name) OR CHAN Tai-man trading as XYZ Company (Note: With a business name)
- If Claimant/Defendant is **a partnership business**: Chan Tai-man, partner of XYZ Company; Chan Siu-man, partner of XYZ Company
- If Claimant/Defendant is **a limited company**: ABC Company Limited
- If Claimant/Defendant is **a limited company trading as a business establishment**: ABC Company Limited trading as XYZ Company

Addresses of Claimant and Defendant(s)

- The address must be **one within the Hong Kong Special Administrative Region**. The Board does not accept **P.O. box address, care of address or email address**.