

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)

Sample

Form 2
表格二

[s.11(2)]
(第 11 條第 2 款)

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)

FORM OF CLAIM

申索書

(title as in Form 1)

(標題部份如表格一所示)

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

TO THE DEFENDANT,
致 被 告 人 :

The claimant claims the amount of
申索人現向你申索的款額為 \$5,710.00 ,
particulars of the grounds for which and the manner in which it is calculated are set out as follows:
他所根據的理由及計算方法如下:

(a) 1. The grounds for the claim are:

(註甲) 申索的理由為:

(1) Arrears of wages (1.6.2026 – 3.6.2026)

(2) Failure to pay payment in lieu of notice 1 month

(3) Failure to pay travelling allowance

(b) 2. The amount of claim is calculated as follows:

(註乙) 申索款額的計算方法如下:

(1) \$5,100.00 ÷ 30 × 3 days = \$510.00

(2) \$5,100.00

(3) \$100.00

Dated this :

日期 : 12.7.2026

Brace Z. MENDOZA

(c) (Signature of Claimant)

(註丙) (申索人簽署)

Filed this :

存案日期 : (to be completed
by staff of the Board)

Registrar

案 務 主 任

L.S.

(加蓋封印處)

Note : (a) Set out sufficient particulars to inform the defendant of the grounds for the claim.

註 : (甲) 列明詳情,以便被告人知道申索的理由。

(b) Set out in full the manner in which the amount of claim is calculated.

(乙) 詳列申索款額的計算方法。

(c) This claim must be signed by each claimant or person represented.

(丙) 每一申索人或由他人代表者均須簽署本申索書。