

# Checklist to Claimant for filing a claim by post or by email

1. (a) **Filing a claim by post:** You should complete and send this **Checklist**, together with the following **completed forms/documents**, to the address below for processing :

**OR**

<p><b>Registrar</b>  <b>Minor Employment Claims Adjudication Board</b>  <b>Rm. 1012, 10/F., Cheung Sha Wan Government Offices</b>  <b>303 Cheung Sha Wan Road, Kowloon</b>  <b>(Filing a Claim by Post)</b></p>	<div>Stamp</div>
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- (b) **Filing a claim by email:** You should complete and email this **Checklist**, together with the **scanned copy** of following completed forms/documents to [mecab@labour.gov.hk](mailto:mecab@labour.gov.hk) .

2. Please put a “√” inside the relevant box to indicate that the required information/document is supplied :

<input type="checkbox"/>	Case number at the Labour Relations Division (LRD):  LR <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Particulars of Claimant Name / Company Name:  Address:  Tel. no. (Mobile) : _____ (Residential ) : _____ / (Office) : _____
<input type="checkbox"/>	<b>Completed Part III of the Supplementary Sheet to Claim Form (MB1A) signed by Claimant, together with the copy of relevant documents to support the claim.</b> (e.g. “Certified copy of an extract of information on the Business Register”, “Documentary proof of Registered Office address of the company”, employment contract, attendance/wage records, resignation letter/termination letter, tax returns, etc.)
<input type="checkbox"/>	Completed Form 1 (Title to Claim: General Form)
<input type="checkbox"/>	Completed Form 2 (Form of Claim) <b>signed</b> by Claimant
<input type="checkbox"/>	A <u>crossed</u> cheque payable to “ <b>The Government of the HKSAR</b> ” for payment of the filing fee (\$20 for claim amount not exceeding \$2,000; \$30 for claim amount exceeding \$2,000 but not exceeding \$5,000; \$50 for claim amount exceeding \$5,000) <b>Please quote the LRD case number, your name and daytime contact number on the reverse side of the cheque.</b>
<input type="checkbox"/>	Others (please specify):

3. You should read the “Notice for Personal Information Collection Statement” and refer to the sample forms before completing the above forms. If you need the e-fillable version of the above forms, please download at <http://www.gov.hk/en/residents/forms> and look up “Minor Employment Claims Adjudication Board” using the search engine.
4. You may be required to turn up in person at this Board to provide additional information if there is insufficient information/document in the forms, or amendment to the claim is required. Otherwise, **the proceedings of your claim may not be able to commence.**

Registrar  
Minor Employment Claims Adjudication Board