

Form 67

EMPLOYMENT CLAIMS TRIBUNALS

Counterclaim No. []
(Seal)

Between

[(Name of Counterclaimant)] Counterclaimant

NRIC / Fin No. / UEN No.

And

[(Name of Respondent)] Respondent

NRIC / Fin No. / UEN No.

Registrar

Employment Claims Tribunals []

COUNTERCLAIM

**IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.
READ THE EXPLANATORY NOTE BELOW BEFORE COMPLETING IT.
It is an offence to give information or to produce any document to the Employment Claims
Tribunals which you know or believe to be false.**

Part A – Particulars of Counterclaimant

1. My particulars are as follows:

- (a) Name: []
- (b) NRIC No. (for Singapore citizen / Singapore Permanent Resident) / No., type and country of issue of foreign identification document / foreign identification number (FIN) (for foreign citizen) / UEN No.: []
- (c) Address: []
- (d) Telephone No.: []
- (e) E-mail Address (optional): []
- (f) Fax No. (if available): []

Part B – Particulars of Counterclaim

- 1. A claim based on the claim referral certificate attached in Claim No. [] of 20[] has been lodged against me and I wish to lodge a counterclaim on the following grounds (*please specify*):
[]

2. The particulars of my counterclaim are as follows: *(please provide details of your counterclaim)*

Types of Employment Dispute				
Nature of specified employment dispute	Date on which amount alleged to be payable began to be payable	Date on which amount alleged to be payable ceased to be payable	Length of period during which amount alleged to be payable accrued	Amount alleged to be payable
<i>e.g. overtime pay</i>	<i>1 Dec 2016</i>	<i>31 Jan 2017</i>	<i>20 hours</i>	<i>\$500</i>

3. I wish to claim the following remedies *(please tick the relevant box / boxes)*:

- ☐ a tribunal order for the sum of \$ | | to be paid by the respondent to me.
☐ a tribunal order requiring the respondent to pay costs of these proceedings.

4. I attach the following evidence in support of my application *(please specify)*:

- ☐ Employment contract
☐ Timesheet(s)
☐ Pay slip(s)
☐ Bank statements
☐ Document(s) *(please specify what documents)*:
| |
☐ Other evidence (including video recordings, audio recordings, electronic documents or other records) *(please specify what other evidence)*:
| |

5. My claim for this amount relating to a specified employment dispute as stated in the claim referral certificate *is / is not pending in, and *has / has not been heard and determined by any other court or an Industrial Arbitration Court.
6. I *have / have not made representations in writing under section 14(2) of the Employment Act (Cap. 91) to the Minister mentioned in that provision.
7. I *have / have not referred any question under section 84(2) of the Employment Act to the Minister mentioned in that provision.
8. I *have / have not made representations in writing under section 35(3) of the Industrial Relations Act (Cap. 136) to the Minister mentioned in that provision; and
9. I *have / have not made representations in writing under section 8(1) of the Retirement and Re-employment Act (Cap. 274A) to the Minister mentioned in that provision.

Confirmation of Contents

1. I declare that the information that I have provided in this counterclaim and supporting evidence is true and correct.
2. I am aware that I am liable to prosecution if I have provided in this document and the supporting evidence information which I know or have reason to believe is false.

Dated this | | day of | |, 20| |

[Signature of counterclaimant]

[Name of counterclaimant]

(*delete as appropriate)

EXPLANATORY NOTE TO THE COUNTERCLAIMANT

IMPORTANT: You must provide the full name of the claimant and his / her address. Please fill in all the fields in the form. An incomplete form and / or incomplete supporting evidence will delay the processing of your application.

1. You may, if you have a claim against the claimant, file a Counterclaim against the claimant.
2. You must include in your Counterclaim all supporting evidence (including documents, photographs, video recordings, audio recordings, electronic evidence etc.) to prove the matters which are stated in your Counterclaim. If you are submitting video or audio recordings, you must provide them in CD-ROM and also provide relevant transcripts. Any evidence that is not in English must be translated into English by a certified translator before submission.
3. The fee for filing a Counterclaim is **\$30.00** for claims not more than \$10,000 or **\$60.00** for claims more than \$10,000.

BRIEF PROCEDURE FOR LODGING A COUNTERCLAIM

4. After filing your Counterclaim, you must serve a copy of the Counterclaim on the claimant within 7 days.
5. You must file a Declaration of Service within 4 weeks after the date of filing your Counterclaim or before the time of the next Case Management Conference, whichever is earlier. The date, time and place of the first Case Management Conference will be provided to you.
6. You must attend the Case Management Conference on the date, time and place which will be given to you. If you fail to attend the Case Management Conference, the Registrar or tribunal may proceed with the Case Management Conference in your absence and may make such orders as the Registrar or tribunal thinks fit, including dismissing your Counterclaim.

FURTHER INFORMATION

Ministry of Manpower website: www.mom.gov.sg

State Courts website: www.statecourts.gov.sg