

# FILING CLAIMS ON THE CJTS

A guide to filing employment disputes

## TABLE OF CONTENTS

1. Accessing the CJTS.....	3
2. Pre-filing assessment.....	4
3. User Login Options.....	12
4. Register for a CJTS Pass.....	13
5. Login using a CJTS Pass.....	16
6. Home Screen.....	18
7. Notifications.....	20
8. My Filings.....	21
9. Payment Details.....	23
10. Online Applications.....	24
11. Submitting a Claim.....	26
12. Pay Later.....	41
13. Case File.....	42
14. Filing Declaration of Service.....	43
15. Accessing the Case File by the Respondent.....	45
16. Filing Response.....	47
17. Submitting a Counter Claim.....	52
18. Application for Representative.....	54
19. Request for Amendments.....	58
20. Request for Change of Court Date.....	62
21. Withdrawal Request Form.....	64
22. Summons To Witness Form.....	67
23. Submit Supporting Documents.....	70
24. Set Aside Application.....	73
25. General Application.....	76
26. Appeal Against Order of Registrar.....	78
27. Application for Leave to Appeal.....	80
28. Response to Leave to Appeal.....	82
29. Application for Stay of Execution.....	84
30. Request for Documents.....	86
31. Hearing Bundle.....	88
32. eNegotiation.....	92
33. General Appointment.....	109
34. Registration of Settlement Agreement.....	111

35. Set Aside Settlement Agreement ..... 114

## 1. Accessing the CJTS

The CJTS web site can be accessed from the State Courts website or using the link <https://www.statecourts.gov.sg/CJTS/>.

The landing page is shown below.

The screenshot shows the CJTS landing page with the following elements:

- Header:** State Courts Singapore logo, navigation menu (Community Justice and Tribunals System (UAT v1.3.1)), and utility links (A A A Contact info | Feedback | Sitemap).
- File online at:** Three colored buttons for SCT (Small Claims Tribunals), CDRT (Community Disputes Resolution Tribunals), and ECT (Employment Claims Tribunals).
- Search for:** Two grey buttons: "Tribunal Cases" and "Registration of Settlement Agreements".
- Login:** A section titled "Login [to manage your cases]" with three options: SingPass (For individuals only), CorpPass (For entities, including sole proprietors, partnership, societies), and CJTS Pass (For those not eligible for SingPass and CorpPass).
- CJTS eServices:** A grid of ten icons representing services: eAssessment, eFiling, eNegotiation, eCasefile, eSearch, ePayment, eServe, eNotifications, eOrders, and eMediation.
- Footer:** Four grey buttons: "Fee Schedule", "User Guides", "FAQ", and "Useful Links".

The Landing Page displays the following options:

1. Start filing at the different Tribunals
2. Search Tribunal cases & registration of settlement agreements
3. Login options
4. List of eServices that the CJTS offers
5. Useful information links to Tribunal fee schedules, user guides, etc.

## 2. Pre-filing assessment

A pre-filing assessment is a checklist of questions designed to help Claimants determine if their Claim is within the Tribunal's jurisdiction and to think about whether they meet the pre-requisites for filing a Claim.

When you click on the button **<ECT>** at the landing page, the pre-filing assessment process will be initiated. The following Terms and Conditions will be displayed.

### TERMS AND CONDITIONS

**Community Justice and Tribunals System Terms of Use**

Thank you for visiting [www.statecourts.gov.sg/CJTS/](http://www.statecourts.gov.sg/CJTS/) ("this Web Application"). By accessing and using this Web application, you shall be deemed to have accepted to be legally bound by these Terms of Use. If you do not agree to these Terms of Use, please do not use this Web Application.

**General**

1. These Terms of Use may be changed from time to time. Changes will be posted on this page and your use of this Web Application after such changes have been posted will constitute your agreement to the modified Terms of Use and all of the changes.

By using this service, you agree to the Terms and Conditions.

Note: Please DO NOT navigate the browser's BACK, FORWARD, or REFRESH buttons, as it will disrupt the operation of the submission.

Cancel


Proceed

- Read the entire Terms and Conditions by scrolling down using the vertical scroll bar
- Click on the check box beside the text "**By using this service, you agree to the Terms and Conditions**", to provide your consent to proceed
- Click on **<Proceed>** button.

## PRE-FILING ASSESSMENT

### General Information and Instructions:

1. The Pre-Filing Assessment form poses questions to assist you when filing a Claim. It must be completed before filing a Claim.
2. The form helps you to identify documents that may be needed to file a Claim.
3. The form may take you about 10 minutes to complete.
4. After completing the assessment, please proceed to file your Claim or save the pre-filing ID to file your Claim within the next 7 days.
5. ( \* ) denotes mandatory fields to be completed. All data in mandatory fields will be transferred onto your Claim form.
6. You are required to obtain a Claim Referral Certificate (CRC) number from the Tripartite Alliance for Dispute Management (TADM) before filing a Claim in Employment Claims Tribunals.
7. You can click on [1](#) for more information on how to proceed.
8. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed with the pre-filing assessment form.
9. Please refer to the [First Schedule](#), [Second Schedule](#) and [Third Schedule](#) to the Employment Claims Act if necessary.

CRC Number*	CRC Issue Date*
<input type="text"/>	<input type="text"/>
eg: 2018xxxxxxE-00x	
<b>CAPTCHA</b> Captcha validates every log in by a human visitor and prevents automated spam submissions.	
	Enter the characters (without spaces) shown in the image <input type="text" value="eybfd"/>
<input type="button" value="Retrieve TADM Info"/> <input type="button" value="Cancel"/>	

- Enter the CRC Number and CRC Issue Date.
- Enter the captcha characters shown in the image and click on the **<Retrieve TADM Info>** button
- Disclaimer will be displayed, click on "OK" button.

### Disclaimer

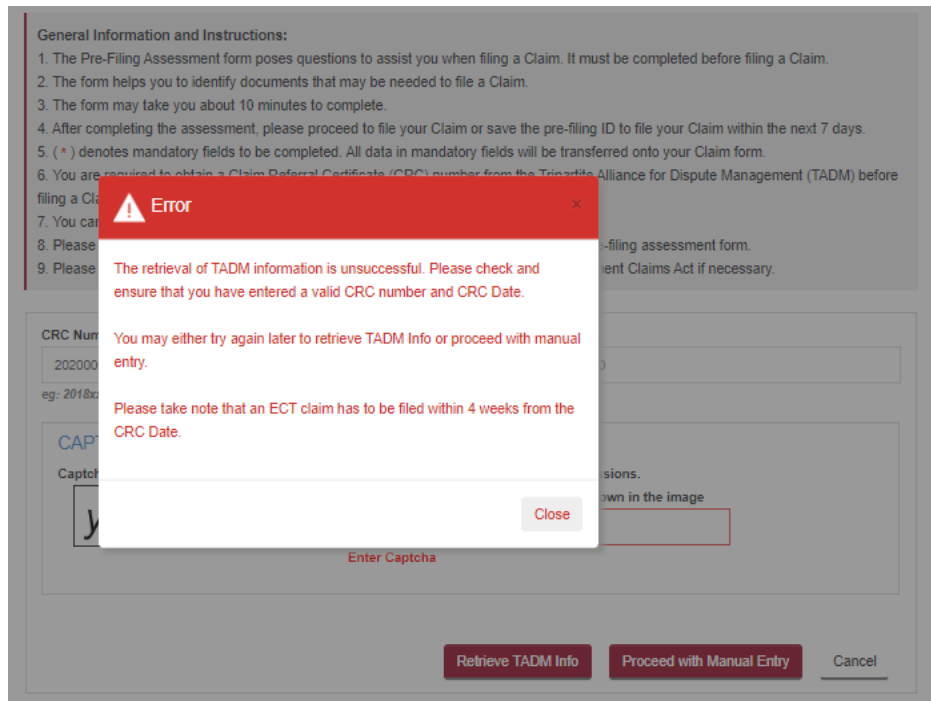
The "Retrieve TADM Info" button retrieves data available from TADM's systems directly.

Some data fields are not retrieved from TADM's systems and will need to be filled in manually.

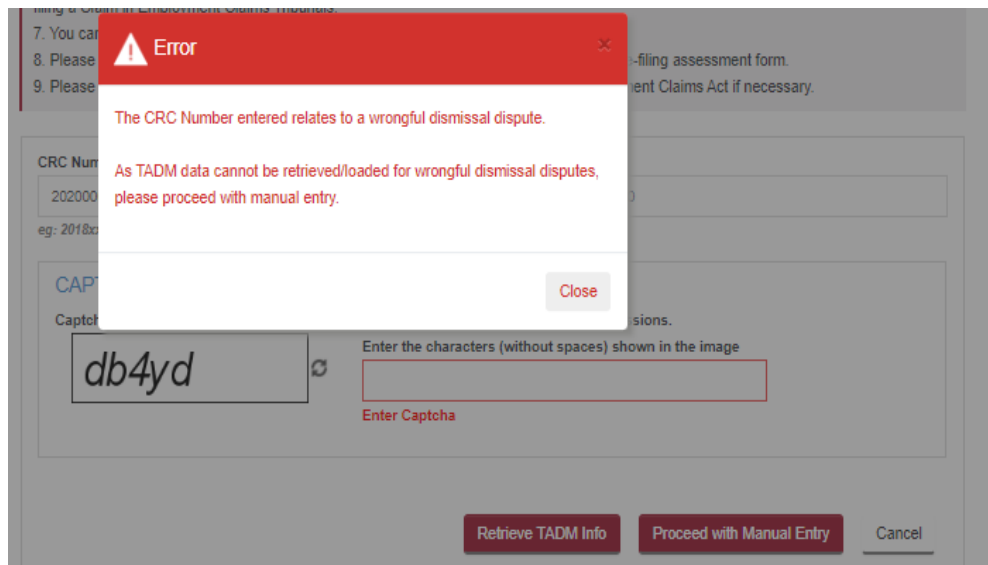
It is your responsibility to check and ensure that the information retrieved / filled in is accurate before submission.

OK

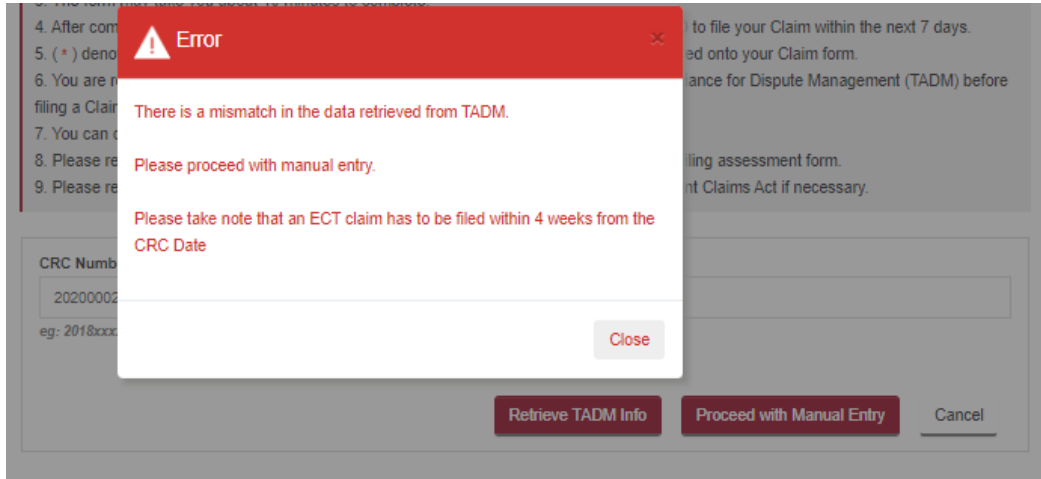
- ➔ If the data is not retrievable from TADM, system will display an error message to check the correctness of the CRC number and the CRC date entered and to try again.



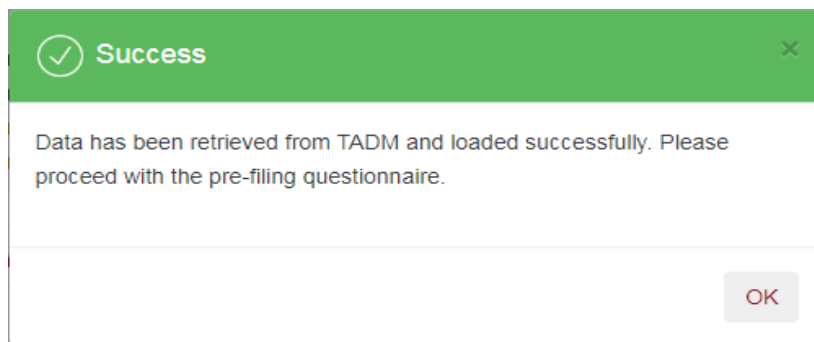
- ➔ If the CRC number relates to a wrongful dismissal dispute, system will prompt a message to inform to proceed with manual entry. Close the message popup and click on "Proceed with Manual Entry" to continue.



- ➔ If the data is retrieved from TADM successfully but if there is any mismatch of the data fields (e.g.: NRIC/UEN/FIN in CJTS does not match the Claimant ID retrieved from TADM or if the claim heads retrieved from TADM does not match the claim heads in CJTS), system will prompt an error message to inform to proceed with manual entry. Close the message popup and click on “Proceed with Manual Entry” to continue.



- ➔ If the system retrieves data from TADM, a success message will be displayed. All data fields in the pre-filing assessment screen will be automatically selected/filled in by the system using the data retrieved from TADM.



Click on **<OK> button** to go to the pre-filing assessment page. The pre-filing assessment page is prepopulated with the details entered during CRC.

If retrieval of TADM data is not successful and if you choose manual entry, you have to fill in all the fields on pre-filing screen.



**Nature / Type of Dispute\*** ⓘ

Claimant Status\*  
 Employee    Employer    Others

Specified Statutory / Contractual Dispute    Wrongful Dismissal Dispute

Contractual Dispute Matters ▾   Child Development Co-Savings Act ▾

Child Development Co-Savings (Part-Time Employees) Regulations ▾   Employment Act (EA) ▾

- Payment under s11(1) EA (2nd Sch., item 13)
- Payment under s16 EA (2nd Sch., item 15)
- Payment of salary in accordance with s21, 22 or 23 EA (2nd Sch., item 17)
- To recover any deduction made by the employer from the salary that is prohibited under s26 EA (2nd Sch., item 18)
- Payment under s37(2) EA (2nd Sch., item 19)
- Payment under s37(3) EA (2nd Sch., item 20)
- Payment under s38(4) EA (2nd Sch., item 21)
- Payment under s40(4) EA for extra work carried out at employer's request (2nd Sch., item 22)
- Paid annual leave under s88A(1), (2), (6) and (7) EA (2nd Sch., item 23)
- Entitlement, under s57 EA but subject to s63 EA to recover salary not actually paid in legal tender (2nd Sch., item 24)
- Entitlement, under s65 EA to recover salary from a principal, contractor or subcontractor (2nd Sch., item 25)
- Paid maternity leave and payment for work during benefit period before confinement under s76(1), (1A) and (3) EA (2nd Sch., item 26)
- Nominee or personal representative to receive payment on death of female employee (2nd Sch., item 27)
- Paid childcare leave under s87A(1) and (5) EA (2nd Sch., item 28)
- Paid holiday (on a public holiday) under s88(1) EA (2nd Sch., item 29)
- Extra day's salary if required by the employer to work on a public holiday (2nd Sch., item 30)
- Extra day's salary or time off in lieu if required by the employer to work on a public holiday (2nd Sch., item 30A)
- Paid sick leave under s89(1) and (2) EA, and fees of medical examination under s89(1) or (2) EA be borne by employer (2nd Sch., item 31)

Employment (Part-Time Employees) Regulations ▾   Retirement and Re-employment Act (RRA) ▾

CRC Number & CRC Issue Date\*   Total Amount alleged to be payable in CRC \*

  SGD

*eg: 2018xxxxxxE-00x*

**Parties Details**

Are you claiming as an individual?   Yes   No

Form Completion Status (15%)

The system will prompt you to answer a series of yes/no questions. The questions will be displayed one at a time.

Parties Details	
Are you claiming as an individual?	YES
Are you a bankrupt?	NO
Are you claiming against the correct party with whom you have an employer/employee relationship?	NO
Is the other party undergoing any bankruptcy, liquidation or insolvency proceedings?	NO
Employment Dispute	
Have you filed a mediation request with the Tripartite Alliance for Dispute Management (TADM) and obtain a claim referral certificate?	NO
<b>You cannot bring a claim in the ECT unless you have gone through mediation at the Tripartite Alliance for Dispute Management (TADM) and obtained a claim referral certificate.</b>	
Was the claim referral certificate issued more than 4 weeks ago?	YES
<b>You cannot bring the claim in the ECT if the claim referral certificate is more than 4 weeks old.</b>	
Are there other parts to your claim that you have left out so that your claim can come within the ECT's claim limit?	NO
Is the claim amount above \$20,000 (or \$30,000 for those that have gone through the Tripartite Mediation Framework or mediation assisted by their unions under the industrial Relations Act)?	NO
Is your claim supported by documents or other type of evidence?	NO
<b>You must show evidence or supporting documents to prove your claim.</b>	
Are you seeking a Money Order?	YES
Does your claim for this amount relate to a specified contractual or statutory dispute as stated in the claim referral certificate?	YES
Is your claim for this amount pending in, or has it been heard and determined by any other court or an Industrial Arbitration Court?	NO
Have you made representations in writing under section 35(3) of the Industrial Relations Act (Cap. 136) to the Minister for reinstatement?	NO
Have you made representations in writing under section 8(1) of the Retirement and Re-employment Act (Cap. 274A) to the Minister for reinstatement?	YES
<b>You cannot lodge a claim for an amount relating to a specified employment dispute if you have made representations in writing under section 8(1) of the Retirement and Re-employment Act (Cap. 274A) to the Minister.</b>	
Service	
Are you able to bring the claim to the attention of the other party by the way of personal service or registered post at a last known address, or otherwise, in Singapore?	YES
Are you below 18 years of age and have gone through TADM mediation for your claim?	NO

Form Completion Status (100%)

Cancel

Submit

- After choosing Yes or No, system will display the answer chosen. To change your answer, click on the answer again and the Yes and No buttons will appear for selection again
- Messages displayed in **red** give you information to consider before filing your Claim

When all the questions are answered, the Form Completion Status will show 100% and you may click the **<Submit>** button.



Form Completion Status (100%)

Cancel

Submit

Clicking on the <Submit> button brings you to the Acknowledgement page.

## ACKNOWLEDGEMENT

You have completed the pre-filing assessment. This is your pre-filing assessment ID:

**PF/31659/2019**

- A pre-filing assessment ID is required for filing a Claim.
- Your pre-filing assessment information will be stored for 7 days. Please file your Claim within 7 days using the above mentioned pre-filing assessment ID.
- Please click [here](#) to save this acknowledgement page for your future reference.

Please consider the following information before proceeding:

- If you have other claims which are due and payable that you are excluding from the present claim, please note that you may be disallowed from claiming them.
- The ECT does not have the power to issue any other orders such as declarations. You may only file a claim at the ECT to seek a money order.
- You cannot lodge a claim for an amount relating to a specified employment dispute with the ECT if there are any proceedings relating to that amount that are pending in or have been heard and determined by, any other court or an Industrial Arbitration Court.

### Your Answers to the Questionnaire

Are you claiming as an individual?	Yes
Are you a bankrupt?	No
Are you claiming against the correct party with whom you have an employer/employee relationship?	No
Is the other party undergoing any bankruptcy, liquidation or insolvency proceedings?	No
Have you filed a mediation request with the Tripartite Alliance for Dispute Management (TADM) and obtain a claim referral certificate?	Yes
Was the claim referral certificate issued more than 4 weeks ago?	No
Are there other parts to your claim that you have left out so that your claim can come within the ECT's claim limit?	Yes
Is the claim amount above \$20,000 (or \$30,000 for those that have gone through the Tripartite Mediation Framework or mediation assisted by their unions under the industrial Relations Act)?	No
Is your claim supported by documents or other type of evidence?	Yes
Are you seeking a Money Order?	No
Does your claim for this amount relate to a specified contractual or statutory dispute as stated in the claim referral certificate?	Yes
Is your claim for this amount pending in, or has it been heard and determined by any other court or an Industrial Arbitration Court?	Yes
Have you made representations in writing under section 35(3) of the Industrial Relations Act (Cap. 136) to the Minister for reinstatement?	No
Have you made representations in writing under section 8(1) of the Retirement and Re-employment Act (Cap. 274A) to the Minister for reinstatement?	No
Are you able to bring the claim to the attention of the other party by the way of personal service or registered post at a last known address, or otherwise, in Singapore?	Yes
Are you below 18 years of age and have gone through TADM mediation for your claim?	No

## NEXT STEPS

Proceed to eFiling

- The system will generate a pre-filing assessment ID for you.
- A pre-filing assessment ID is required for filing a Claim. The generated ID will be stored in the CJTS for 7 days. If a Claim is not filed using this ID within 7 days, you will need to perform a pre-filing assessment again.
- The messages shown in **red** should be considered before proceeding further.
- Click on **<Proceed to eFiling>** button to continue filing the Claim. Or save the acknowledgement page to file the Claim later, using the same pre-filing assessment number.

On clicking the **<Proceed to eFiling>** button, the system will display a pop-up window with login options to proceed with filing.

#### Login [to manage your cases]

 Singapore Personal Access <b>SingPass</b> [For individuals only]
 Singapore Corporate Access <b>CorpPass</b> [For entities, including sole proprietors, partnership, societies]
 <b>CJIS Pass</b> [For those not eligible for SingPass and CorpPass]

Refer to **section 3: User Login Options** for information on the various login methods.

### 3. User Login Options

Users will need to login to the system to access all the CJTS eServices (except case search) using one of the following methods.

- a) If you are an Individual filing a Claim or responding to a Claim in your personal capacity, you need to use your SingPass to login. Click on the icon and follow the instructions.



- b) If you are a corporate entity, including sole proprietors, associations and societies, that is filing a Claim or responding to a Claim, you need to use your CorpPass. Click on the icon and follow the instructions.



- c) If you are not eligible for a SingPass / CorpPass (for example, tourists), click on the icon and follow the instructions.



Details about registering for a CJTS pass is provided under **section 4: Register for a CJTS Pass.**

## 4. Register for a CJTS Pass

To register for a CJTS Pass, click on the icon:




The CJTS login page will be displayed.

### CJTS PASS

**Login**


User ID*	Password*	<input type="button" value="Login"/>
<input type="text"/>	<input type="password"/>	

No CJTS Pass User ID? [Register here](#)  [Forgot Password?](#)

Click on **<Register here>**. The following page will be displayed.

### CJTS PASS REGISTRATION

**General Information & Instructions:**

1. This is the CJTS Pass registration form.
2. The CJTS Pass allows non-Singpass / non-Corppass to file and manage a case in CJTS.
3. You will need your identification number and personal particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. After completing the form, you will be required to select your preferred appointment date to attend at the Registry for verification and issuance of the CJTS Pass.
6. (\*) denotes the mandatory fields.
7.  provides more details on the fields.
8. Please refer to the Tribunal Guide for more information on the CJTS Pass registration form.

**Register**

You are registering as an\*  Individual  Entity

- If you want to file a Claim or Response as an Individual select the **<Individual>** radio button
- If you want to file a Claim or Response as an Entity select the **<Entity>** radio button

## Step 1. Enter particulars.

**Register**

You are registering as an\*  Individual  Entity

Name\*  ID\* Type ▼ XX

Contact No 1\* Select ▼ + 65 Phone Number Contact No 2 Select ▼ + 65 Phone Number

Email\* Email Name @ Email Domain  
eg: xxx@abc.com

Premises Type\* Select Premises Type. ▼

Block/House No.\* Enter your Block No. eg: 692A Street Name\* Enter your Street

Floor-Unit Enter your Floor No. - Enter your No. eg: 19-14 Building Name Enter your Building Name

Country\* SINGAPORE ▼ Postal Code\* Enter your Postal Code

- Enter the details in the form. The fields marked (\*) are mandatory fields
- Use the drop-down arrow symbol for ID Type, Contact No, and Premises Type
- For Individuals - allowed Type for ID are PASSPORT and FIN
- For Entity - allowed Type for ID are UEN – company registration number - and OTHERS
- **Error messages will be displayed in red for mandatory fields that have not been entered**

## Step 2. Select court attendance date and time.

**Attendance Date & Time**

Court Date\* (dd/MM/yyyy) Time\*  
Select Court Date ▼ Select ▼

- Use the drop-down arrow symbol to Select a Court Date and Time to obtain the pass from the Registry Officer


For Entity, additional information on the entity's Representative must be provided.

**Attendance Date & Time**

Representative Name*	Representative ID Type & ID*
<input type="text" value="Enter name"/>	Type ▼ <input type="text" value="Enter your NRIC/FIN/UEN/Passport No."/>
Court Date* (dd/MM/yyyy)	Time*
<input type="text" value="Select Court Date"/>	<input type="text" value="Select"/>

**CAPTCHA**

Captcha validates every log in by a human visitor and prevents automated spam submissions.


 Enter the characters (without spaces) shown in the image

I declare that all the information provided above is true and correct

- Enter the captcha characters
- Tick the declaration box to declare the information provided
- Click on **<Submit>** button
- **Error messages will be displayed in red for mandatory fields that have not been entered**

If successful, an Acknowledgment page indicating the successful submission for CJTS Pass registration will be displayed. The acknowledgment can be saved by clicking on the link **<here>**.

### ACKNOWLEDGEMENT

- CJTS Pass registration request has been submitted successfully on 03/01/2019 01:07 PM.
  - Your registration request no. is [CJTD/REG/21088/2018](#).
  - You are required to appear at Community Justice and Tribunals Division (CJTD) on 04 JAN 2019 09:30 AM.
  - Please bring along your original ID and documents for verification.
  - Click [here](#) to save this acknowledgement.
- 

[Rate this e-Service](#)

- You need to appear before the Tribunals Registry on the date and time mentioned for user verification
- Upon verification and approval, you will receive a notification via e-mail. You need to activate the user credentials through the link provided in the email and create a password



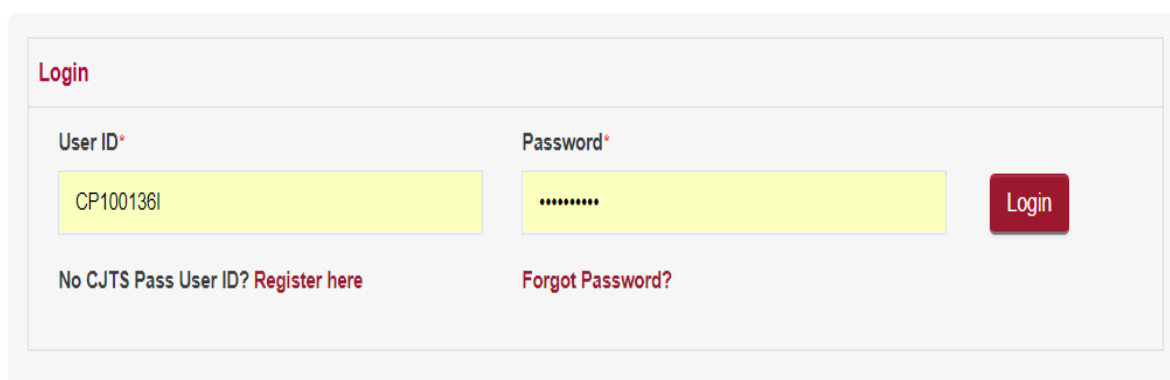
## 5. Login using a CJTS Pass

From the login options on the Home page or login options pop-up displayed by the system during any process, click on the icon:



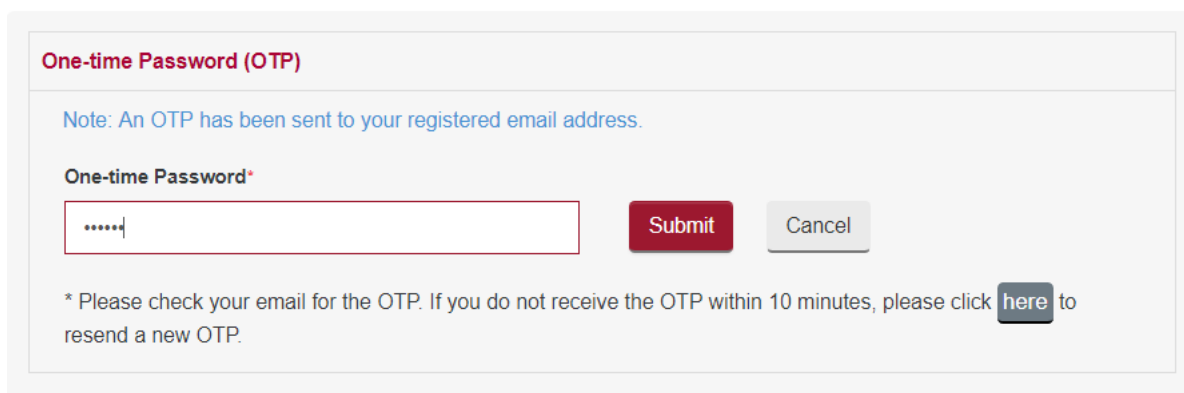
The CJTS login page will be displayed.

### CJTS PASS



- Enter the User ID and the Password
- Click on the **<Login>** button

### CJTS ONE TIME PASSWORD



- If the credentials entered are correct, the system will generate a One-time Password (OTP) and send to the registered email address and mobile number. Retrieve the OTP from your email or SMS
- Enter the OTP
- Click on **<Submit>** button and the User Home page will be displayed

When you are logging in for the first time, the system will display the MY PROFILE page.

You will need to provide/update your particulars and click submit.

## MY PROFILE

### General Information and Instructions:

1. The My Profile contains your personal particulars.
2. You will need your identification number, personal particulars and a valid email address to complete the form.
3. The information provided will be automatically filled onto the online application, where applicable.
4. This information will also be used by the Court to contact you.
5. This form will take you about 5 minutes to complete.
6. (\*) denotes mandatory fields.
7. Please refer to the Tribunal Guide for more information on My Profile.

<b>Name*</b>	<b>ID*</b>
SELECT ▾ [REDACTED]	PASSPORT ▾ [REDACTED]
<b>Contact No 1*</b>	<b>Contact No 2</b>
MOBILE ▾ + 65 [REDACTED]	OFFICE ▾ + 65 [REDACTED]
<b>Email*</b>	
[REDACTED] @ [REDACTED]	
<small>eg: john@abc.com</small>	
<b>Premises Type*</b>	
APARTMENT ▾	
<b>Block/House No.*</b>	<b>Street Name*</b>
[REDACTED]	[REDACTED]
<small>eg: 692A</small>	
<b>Floor-Unit*</b>	<b>Building Name</b>
[REDACTED] - [REDACTED]	[REDACTED]
<small>eg: 19-14</small>	
<b>Country*</b>	<b>Postal Code*</b>
SINGAPORE ▾	[REDACTED]

I declare that all the information provided above is true and correct

Submit

Cancel

## 6. Home Screen

After a successful login using any one of the three login methods described above, the system will display your Home Page.

**STATE COURTS SINGAPORE** | Community Justice and Tribunals System (UAT v1.3.1) | Contact Info | Feedback | Sitemap

Home / Dashboard

Enter one-time reference number

**NOTIFICATIONS** (13)

DATE & TIME	SUBJECT
29/12/2018 06:47 PM	Other party has responded to etnegotatio ...
29/12/2018 06:42 PM	Other party has responded to etnegotatio ...
29/12/2018 06:12 PM	Other party has responded to etnegotatio ...
29/12/2018 05:56 PM	Case filed - ECT/80118/2018

**NEXT COURT DATE**

Friday  
**18**  
January 2019  
09:30 AM

Claim No: ECT/80118/2018  
**Case Management Conference**

**DRAFT(S)** (2)

SN	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DET/5542/2018	ECT Claim Form	29/12/2018	05/01/2019	Payment Pending
2	DET/5540/2018	ECT Claim Form	28/12/2018	04/01/2019	Draft

**ACTIVE CASE(S)** (4)

SN	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	ECT/80118/2018	[Redacted] v [Redacted]	18/01/2019	Scheduled for CMC	Declaration of Service eNegotiate
2	COT/147/2018	[Redacted] v [Redacted]	-	Scheduled for Consultation	eNegotiate
3	SCT/1624/2018	[Redacted] v [Redacted]	-	Scheduled for Hearing	
4	SCT/1623/2018	[Redacted] v [Redacted]	-	Scheduled for Hearing	

**APPLICATION(S)** (4)

SN	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	SCT/IAPPL/900975/2018		General Appointment	19/03/2018	Submitted
2	COT/IAPPL/1110/2018		General Appointment	12/03/2018	Submitted
3	COT/IAPPL/1109/2018		General Appointment	12/03/2018	Submitted
4	COT/IAPPL/1106/2018		Application For Representative	12/03/2018	Pending Processing

### Page Contents

- Button to enter One-time Reference Number
- Notifications table
- Next Court Date
- Draft(s) table
- Active Case(s) table
- Application(s) table

Button to enter One-time Reference Number	Allows for access to a case using one-time reference number for respondents or other claimants and representatives.
Notifications	Displays the latest four notifications received.
Next Court Date	Next Court Date is highlighted in the Home page. Click on ">" to view if there are any subsequent court dates.
Drafts	Displays valid Claims/Applications that have been created in the system and saved as draft. Drafts will expire after 7 days.
Active Case(s)	Displays active cases for the user with case number, parties involved, status and next court date.
Application(s)	Displays applications submitted for the active cases along with status.

## 7. Notifications

Notifications page displays the list of all notifications received through the CJTS.

A search function is available for you to filter the notifications using key words.

Click on **<VIEW>** link to open and view the Notification.

Home / Notifications

- Home
- Notifications**
- eNegotiation
- My Filings
- Settlement Agreements
- Payment Details
- Online Applications
- My Profile
- Resources
- Logout

### NOTIFICATIONS

**Search**

Subject / Message

Enter Keyword

S/N	DATE & TIME	SUBJECT	ACTION
1	30/01/2019 06:29 PM	You have successfully amended the Claim No. ECT/80204/2019	<a href="#">VIEW</a>
2	30/01/2019 06:29 PM	Your Application No. ECT/APPL/30219/2019 has been Approved.	<a href="#">VIEW</a>
3	30/01/2019 06:27 PM	Case filed - ECT/80204/2019	<a href="#">VIEW</a>
4	30/01/2019 06:15 PM	Your Application No. CDT/APPL/1392/2019 has been rejected.	<a href="#">VIEW</a>
5	30/01/2019 06:15 PM	Your Application No. CDT/APPL/1391/2019 has been rejected.	<a href="#">VIEW</a>
6	30/01/2019 06:10 PM	Your Application No. CDT/APPL/1380/2019 has been rejected.	<a href="#">VIEW</a>
7	30/01/2019 04:41 PM	Your Application No. SCT/APPL/901662/2019 has been Approved.	<a href="#">VIEW</a>
8	30/01/2019 04:31 PM	Your Application No. SCT/APPL/901661/2019 has been rejected.	<a href="#">VIEW</a>
9	30/01/2019 03:58 PM	Your Application No. SCT/APPL/901648/2019 has been rejected.	<a href="#">VIEW</a>
10	30/01/2019 03:57 PM	Your Application No. SCT/APPL/901635/2019 has been rejected.	<a href="#">VIEW</a>

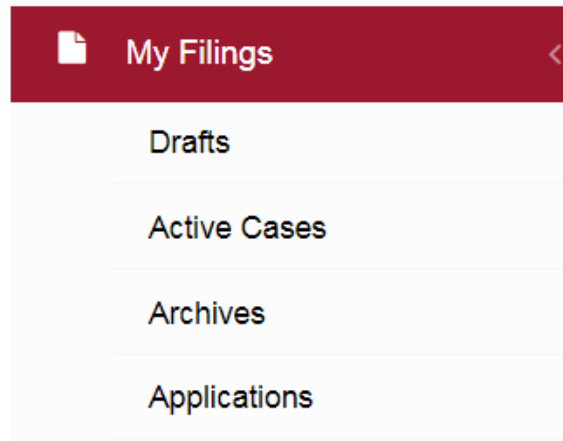
« < 1 2 3 4 5 6 7 > »

## 8. My Filings

My Filings allows you to view and manage your filings.

The My Filings links are displayed in left panel of the CJTS screen. Users can view pages such as: Drafts, Active Case, Archives and Applications.

In each page, the cases/claims will be listed in chronological order, with the latest case/claim on the top by default.



### Drafts listing:

#### DRAFTS

**Search**

**Draft No:**  **Form Type:**

**Date Range (Expiry Date):**

S/N	DRAFT NO ▲▼	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	<a href="#">DFT/6128/2019</a>	ECT Counter Claim	30/01/2019	06/02/2019	DRAFT
2	<a href="#">DFT/6101/2019</a>	Claim Form	30/01/2019	06/02/2019	DRAFT
3	<a href="#">DFT/6036/2019</a>	Leave to Appeal	28/01/2019	04/02/2019	DRAFT

## Active Cases:

### ACTIVE CASES

**Search**

Case No:  Status:

Date Range (Next Court Date):

S/N	CASE NO ▲▼	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	<a href="#">ECT/80199/2019</a>	CLAIMANT V B & B PTE LTD	-	Scheduled for CMC	<a href="#">eNegotiate</a>
2	<a href="#">ECT/80198/2019</a>	CLAIMANT V ABB PTE LTD	14/02/2019 11:00 AM	eNegotiation	<a href="#">Declaration of Service</a> <a href="#">eNegotiate</a>

## Application List:

### APPLICATION LIST

**Search**

Application No / Case No:  Form Type:

Date Range (Submission Date):

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	Status
1	<a href="#">ECT/APPL/30191/2019</a>	ECT/80171/2019	Change of Court Date	04/01/2019	Approved
2	<a href="#">ECT/APPL/30190/2019</a>	ECT/80171/2019	Amend Claim Form	04/01/2019	AMENDED
3	<a href="#">ECT/DOS/20060/2019</a>	ECT/80171/2019	Declaration of Service	04/01/2019	Submitted

## 9. Payment Details

The Payment Details page lists all the payments made by the user, with the most recent payments displayed on top.

A search function is provided to filter payment details by Case No, Application No, Receipt No or Date Range for payments.

The receipt column allows you to click on a PDF icon  to view/save the receipt.






Home / Payment Details

**PAYMENT DETAILS**

**Search**

Case No. / Application No.  Receipt No

Date Range (Payment Date)

S/N	Case No. / Application No.	Payment Advice	Amount (\$\$)	Payment Date / Due Date	Receipt
1	ECT/80204/2019	120111084	60.00	30/01/2019	CJTS22010374 
2	ECT/80200/2019	120110884	30.00	24/01/2019	CJTS22010293 
3	ECT/80198/2019	120110851	30.00	22/01/2019	CJTS22010290 
4	ECT/80199/2019	120110865	30.00	22/01/2019	CJTS22010292 
5	ECT/80197/2019	120110841	30.00	21/01/2019	CJTS22010286 



## 10. Online Applications



The Online Applications page displays the list of all the applications (eServices) available.

By default, the system will display the applications in grid view. Click on the bar icon  on the top right to change the view to **<List View>**. Click on the relevant form to start entering details for submission.



















Any matter or request that cannot be found in the listed applications can be filed using the **<General Application Form>**.

### ONLINE APPLICATIONS - EMPLOYMENT SETTLEMENT AGREEMENT



 REGISTRATION OF SETTLEMENT AGREEMENT	 SET ASIDE REGISTRATION OF SETTLEMENT AGREEMENT
---	---

### ONLINE APPLICATIONS - EMPLOYMENT CLAIMS TRIBUNALS

 CLAIM FORM	 RESPONSE	 DECLARATION OF SERVICE FORM
 COUNTER CLAIM FORM	 WITHDRAWAL REQUEST FORM	 SUBMIT SUPPORTING DOCUMENTS
 APPLICATION FOR REPRESENTATIVE	 SUMMONS TO WITNESS FORM	 SET ASIDE APPLICATION
 STAY OF EXECUTION	 APPEAL AGAINST ORDER OF REGISTRAR FORM	 APPLICATION FOR LEAVE TO APPEAL
 GENERAL APPLICATION FORM	 REQUEST FOR AMENDMENTS	 GENERAL APPOINTMENT
 REQUEST FOR CHANGE OF COURT DATE	 REQUEST FOR DOCUMENTS	 RESPONSE TO LEAVE TO APPEAL

## ONLINE APPLICATIONS - EMPLOYMENT SETTLEMENT AGREEMENT



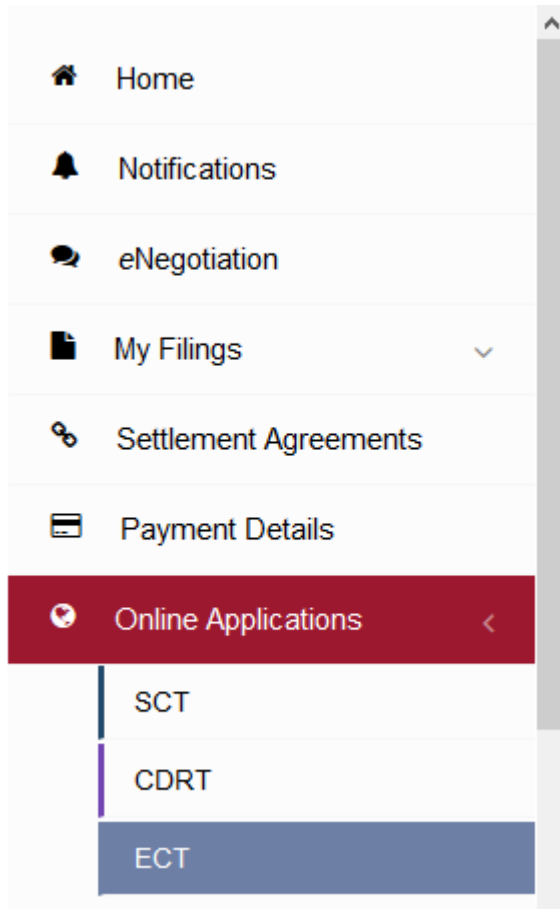
S/N	Application / Form Name	Description
1	<a href="#">REGISTRATION OF SETTLEMENT AGREEMENT</a>	
2	<a href="#">SET ASIDE OF REGISTRATION OF SETTLEMENT AGREEMENT</a>	

## ONLINE APPLICATIONS - EMPLOYMENT CLAIMS TRIBUNALS

S/N	Application / Form Name	Description
1	<a href="#">CLAIM FORM</a>	Any proceedings in the ECT must start with a Claim, Claimant to input claim details, order(s) applied for, evidence and supporting documents.
2	<a href="#">RESPONSE</a>	Respondent may file a response to the Claim details and input evidence and supporting documents.
3	<a href="#">DECLARATION OF SERVICE</a>	Claimant to state when and how the Claim and supporting documents were given to the Respondent.
4	<a href="#">COUNTER CLAIM</a>	Claim filed by Respondent in response to the main Claim.
5	<a href="#">WITHDRAWAL APPLICATION</a>	A Claimant may apply to withdraw the Claim at any point of time before the Claim is dealt with.
6	<a href="#">SUBMIT SUPPORTING DOCUMENTS</a>	A party may file further supporting documents to support their Claim or Application.
7	<a href="#">APPLICATION FOR REPRESENTATIVE</a>	A party may apply for another person to represent them in ECT proceedings.
8	<a href="#">SUMMONS TO WITNESS</a>	A party may apply for summons to require the attendance of witnesses at the hearing.
9	<a href="#">SET ASIDE</a>	A party may apply to the Tribunal to set aside an Order made in their absence.
10	<a href="#">STAY OF EXECUTION</a>	A party may apply to the Tribunal for a Stay of Execution, pending an application for Leave to Appeal.
11	<a href="#">APPEAL AGAINST ORDER OF REGISTRAR FORM</a>	A party may file an Appeal to the Judge against the discontinuance order of the Registrar.
12	<a href="#">APPLICATION FOR LEAVE TO APPEAL</a>	A party may file an Application for Leave To Appeal against the order of the hearing officer.
13	<a href="#">GENERAL APPLICATION FORM</a>	Any other applications to be made to the Registrar or the Tribunal.
14	<a href="#">REQUEST FOR AMENDMENTS</a>	A party may apply for amendments to be made on your Claim by submitting an application for the Tribunal's approval.
15	<a href="#">GENERAL APPOINTMENT</a>	A party may obtain an appointment with the Registry for any general enquiries.
16	<a href="#">REQUEST FOR CHANGE OF COURT DATE</a>	A party may apply to change a court date with the consent of the other party, subject to the Tribunal's approval.
17	<a href="#">REQUEST FOR DOCUMENTS</a>	A party may file request for documents to take a certified copy of record or to <b>search or inspect the record</b> .
18	<a href="#">RESPONSE TO LEAVE TO APPEAL</a>	A party may file response to Leave to Appeal

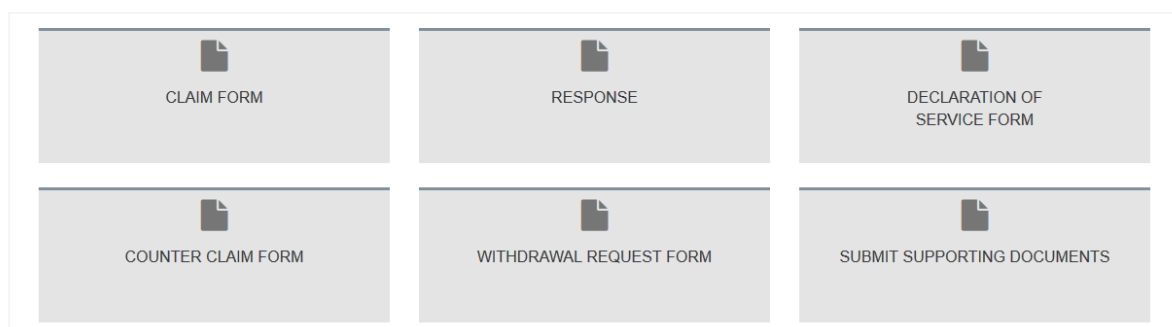
## 11. Submitting a Claim

From the left panel of the Home page, click on **<Online Applications>**, then select **<ECT>**.



From the list of applications, click on **<CLAIM FORM>**.

### ONLINE APPLICATIONS - EMPLOYMENT CLAIMS TRIBUNALS



The Claim form will be displayed.

#### CLAIM FORM - EMPLOYMENT CLAIMS TRIBUNALS

**General Information and Instructions:**

1. The Claim form should contain all necessary particulars and supporting evidence of your Claim.
2. You will need the full name, address and identification number of the Respondent to file a Claim against the Respondent.
3. Only documents in PDF are allowed to be uploaded.
4. ( \* ) denotes mandatory fields to be completed.
5. You can click on ( ? ) for more information on the field.
6. You may save the form as a draft in your account. The draft will be deleted from your account after 7 days.
7. A Claim is considered as filed when payment is made and a Claim number is issued.
8. There will be no refund of fees for incorrect claims.
9. Please refer to the CJTS step-by-step Guide for more information to proceed with filing your Claim.

**Pre-Filing Reference ID\***

Enter Pre-Filing Reference ID

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click [here](#) to proceed to the pre-filing assessment screen.

- Enter your Pre-filing Reference ID and click **<Retrieve>** button.  
If you do not have a Pre-filing Reference ID, click on the button "here" to do a Pre-filing Assessment.

Enter the pre-filing reference number into the ECT Claim Form and click on the "Retrieve" button. System will populate the Claimant's details (Name, ID, ID Type, Contact Details and Address) from the Claimant's CJTS profile. If TADM data retrieval is successful in pre-filing, claim data fields will be populated with the data retrieved from TADM automatically except for following fields.

1. Nationality of the Employee
2. Respondent's Premises Type
3. Contact person of the Employer
4. Employment Status
5. Brief Summary of Claim

If TADM data retrieval is not successful in pre-filing, you have to fill the required fields in Claim form.

The Claim form has the following sections.

- A. Particulars of Claimant
- B. Particulars of Respondent
- C. Employment Details of Employee
- D. Brief Summary of Claim
- E. Particulars of Claim
- F. Claiming For
- G. Supporting Documents
- H. Physical Evidence Details

**Step 1.** Enter particulars of Claimant.

**A. Particulars of Claimant** ⓘ

**Status\***  
 Employee  Employer  Others

**Nationality\***  
Select Nationality ▼

**Employee Name\***  
[Text Field]

**ID\***  
FIN ▼ [Text Field]

**Contact No 1\***  
MOBILE ▼ + 65 [Text Field]

**Contact No 2**  
Select ▼ + 65 [Text Field] Enter Phone Number

**Email\***  
[Text Field] @ GMAIL.COM  
eg: myid@abc.com

**Employee Address**

**Premises Type\***  
LANDED PROPERTY ▼

**Postal Code\***  
[Text Field] Retrieve Address

**Block / House\***  
2G  
eg: 622A

**Street Name\***  
JALAN REMAJA

**Floor-Unit**  
Enter Floor No. - Enter Unit No.  
eg: 03-14

**Building Name**  
HILLVIEW GARDEN ESTATE

**Country\***  
SINGAPORE ▼

- Claimant details will be retrieved from the user's MY PROFILE
- Phone Number entered in Contact No 1 may be used for communication by the Tribunals
- The Email ID is used for sending notifications. A valid email address should be provided
- Only one claimant is allowed for an ECT Claim

## Step 2. Enter particulars of Respondent.

**B. Particulars of Respondent** ⓘ

**Status\***

Employee  Employer  Others

**Name\***

Enter Name

**ID\***

Type ▼ Enter NRIC / FIN / UEN / Passport No.

**Contact No 1**

Select ▼ + 65 Enter Phone Number

**Contact No 2**

Select ▼ + 65 Enter Phone Number

**Email**

Enter Email Name @ Enter Email Domain

eg: myid@abc.com

**Address**

**Premises Type\***

Select Premises Type ▼

**Postal Code\***

Enter Postal Code Retrieve Address

**Block / House\***

Enter Block / House No.

eg: 111A

**Floor-Unit**

Enter Floor No. - Enter Unit No.

eg: 03-14

**Building Name**

Enter Building Name

**Country\***

SINGAPORE ▼

**Industry**

Industry



**Union Branch**

Select ▼

- All fields marked with an (\*) are mandatory and must be entered
- Only one respondent is allowed for any ECT Claim

### Step 3. Enter Employment Details of Employee.

#### C. Employment Details of Employee

<b>Marital Status*</b> Select Marital Status	<b>Highest Education Level*</b> Select Highest Education Level
<b>Occupation*</b> Enter Occupation	<b>Occupational Group (PME / Non-PME)*</b> Select
<b>Employment Type*</b> Select Employment Type	<b>Employment Status*</b> Select Employment Status
<b>Start Date of Employment*</b> 	<b>End Date of Employment*</b> 
<b>Number of Working Days per Week*</b> Select Number of Working Days per Week	
<b>Basic Salary*</b> SGD 0.00 / Select	
<b>Total Monthly Fixed Allowance*</b> ⓘ SGD 0.00	<b>Total Monthly Variable Payment*</b> ⓘ SGD 0.00
<b>Written Employment Contract or Key Employment Terms (KETs):</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>Allowances :</b>	
<b>Attendance</b> SGD 0.00 / Select	
<b>Fixed Commission</b> SGD 0.00 / Select	
<b>Commission Amount</b> SGD 0.00	
<b>Commission Percentage</b> SGD 0.00 / Select	
<b>Shift</b> SGD 0.00 / Select	
<b>Meal</b> SGD 0.00 / Select	
<b>Transport</b> SGD 0.00 / Select	
<b>Laundry Structure</b> SGD 0.00 / Select	
<b>Others Structure</b> SGD 0.00 / Select	

- All fields marked (\*) are mandatory and must be entered

#### Step 4. Brief Summary of the Claim

**D. Brief Summary of Claim\***

<b>CRC No.</b>	<b>CRC Date.</b>
201908RR1A0552	02/01/2019

Enter Summary of Claim

remaining 500 / 500

- CRC No. & CRC Date is retrieved from the Pre-filing assessment
- Provide a brief summary of your claim. You can enter up to 500 characters

#### Step 5. Enter Particulars of Claim (Specified Statutory / Contractual Dispute)

**E. Particulars of Claim\***

<b>1. NATURE OF DISPUTE *</b>	<b>TYPE OF DISPUTE *</b>
Retirement and Re-employment Act	Employment assistance payment under s7C(1) RRA (2nd Sch., item 43)

<b>Date on Which Amount Alleged to be Payable Began to be Payable*</b>	<b>Date on Which Amount Alleged to be Payable Ceased to be Payable *</b>
<input type="text" value=""/>	<input type="text" value=""/>
<b>Length of Period During Which Amount Alleged to be Payable Accrued*</b>	<b>Amount Alleged to be Payable*</b>
Months <input type="text" value="0"/> Days <input type="text" value="0.00"/> Hours <input type="text" value="0.00"/>	SGD <input type="text" value="0.00"/>
<b>Calculation to show how amount alleged to be payable is derived*</b>	
<input type="text" value="Enter Calculation to show how amount alleged to be payable is derived"/>	

remaining 500 / 500



**Step 6. Enter Particulars of Claim (Wrongful Dismissal Dispute)**

**E. Particulars of Claim\***

**1. NATURE OF DISPUTE \***  
Wrongful Dismissal Claims

**TYPE OF DISPUTE \***  
A claim under s 14(2) of the Employment Act where an employee considers that he has been dismissed without just cause or excuse by an employer (3rd Sch., item 1)

---

**Date of Dismissal\***

**Was notice / salary in lieu of notice given?\***

Yes, in full    Yes, in part    No

Please provide the relevant details on your answer above.

remaining 500 / 500

**Why do you think you have been dismissed without just cause or excuse?\***

Enter brief summary of reasons here. Provide the full explanation (e.g. chronology of events) of your case in Part G:Other Supporting Documents.

remaining 500 / 500

**How much are you claiming for?\***

SGD

**Please explain how the claim amount is calculated\***

Enter brief explanation of calculations here. Provide the full calculation (e.g. rates, formulas etc.) in Part G.

remaining 500 / 500

[Add More](#)

- Nature & Type of Dispute(s) is retrieved from the Pre-filing assessment
- Heads of claim (Nature & Type of Dispute) in the Pre-filing assessment are pre-populated into your Claim form. If you have omitted any heads of claim in your Pre-filing assessment, please complete a fresh Pre-filing assessment before filing your claim
- Enter the related claim details under each dispute/claim head as per the CRC issued at TADM
- Provide the details of the calculation for claim amount
- Click on the **<Add More>** button to add additional claim periods for the same Nature & Type of Dispute

**Step 7. Enter the relief you seek under “Claiming For (Specified Statutory / Contractual Dispute)”.**

**F. Claiming for\***


Money Order


Costs (i)


Disbursements (i)


**Step 8.** Enter the relief you seek under “Claiming For (Wrongful Dismissal Dispute)”.

**F. Claiming for\***

Reinstatement 

Money Order 

Costs 



Disbursements 

- Choose the relevant options for the order you are seeking
- The Money Order amount entered should not exceed the total amount claimed in all of the claim heads entered above
- Cost and Disbursements are awarded at the discretion of the Tribunal and sufficient grounds and evidence will have to be submitted to support the claim.

**G. Supporting Documents\*** Add Document

1. Browse... No file selected. Doc Type Document Description Upload

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.*

- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** is the maximum size per document
- Click on the  to upload and Click on the  to delete the document

**Step 9.** Enter information of Physical Evidence (Audio/Video) if any.

**H. Physical Evidence (Audio / Video)** Add Evidence

1. 📀 Name of DVD / CD Add Transcript

*eg: [Party's name]-[CD-R or DVD-R Number]*



File Name in DVD / CD 🕒 Start Time HH:MM:SS 🕒 End Time HH:MM:SS

*eg: [Date of recording in Date Month Year format]-[Actual time that recording started in HH-MM-SS format]-[Short description of what the recording in meant to show]*

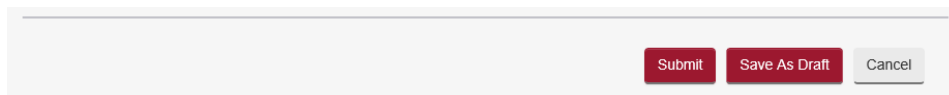
Browse... No file selected. Upload

*Note: All the audio / video file(s) should be submitted on the same day or the next working day upon filing the Claim.*

Submit Save As Draft Cancel

- If you have audio/video or any other evidence in DVD/CD, choose evidence type as "DVD/CD Transcript" from dropdown list. Provide the details of evidence and upload the transcript of the document in PDF format. (Ensure that the format complies with the "Instructions on filing of documents and evidence at the ECT")
- Select the document to upload using the **<Browse>** button. **5MB** is the maximum size per document
- Click on the  to upload
- Click on the  to delete the document
- To add more evidence from a different DVD/CD, click on **<Add Evidence>**
- To add a transcript for the DVD/CD, click on **<Add Transcript>**

Once all the sections of the form are completed, user may click **<Submit>** or **<Save As Draft>**.



- Click on **<Save As Draft>** button to save the form as a draft for use as a later submission. A draft number will be issued by the system and the draft will be available for 7 days
- Draft number will be displayed under the draft section of the home page. It is recommended to note down the draft number to continue the filing later

S/N	DRAFT NO ▲▼	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/6128/2019	ECT Counter Claim	30/01/2019	06/02/2019	DRAFT

- Saving the Claim form as a draft does not mean the Claim has been received by the Tribunals. The Claim is considered submitted and a Claim number will be issued only upon payment of fees
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found
- If there are errors, the fields will be highlighted with a red border with an explanation of the error below the field

## Step 9. Claim form confirmation page.

### CLAIM FORM - FOR VERIFICATION

<b>Pre-Filing Reference ID*</b>	
PF/42826/2020	
<b>A. Particulars of Claimant</b>	
<b>Status*</b> EMPLOYEE	<b>Nationality*</b> MALAYSIAN
<b>Employee Name *</b> [REDACTED]	<b>ID*</b> FIN-[REDACTED]
<b>Contact No 1*</b> MOBILE [REDACTED]	<b>Contact No 2</b>
<b>Email*</b> [REDACTED]	
<b>Employee Address</b>	
<b>Premises Type*</b> LANDED PROPERTY	<b>Postal Code*</b> 668670
<b>Block / House*</b> 2G	<b>Street Name*</b> JALAN REMAJA
<b>Floor-Unit</b> -	<b>Building Name</b> HILLVIEW GARDEN ESTATE
<b>Country*</b> SINGAPORE	

<b>B. Particulars of Respondent</b>	
<b>Status*</b> EMPLOYER	
<b>Employer Name*</b>	<b>ID *</b>
<b>Contact No 1</b>	<b>Contact No 2</b>
<b>Email</b>	
<b>Employer Address</b>	
<b>Premises Type*</b> LANDED PROPERTY	<b>Postal Code*</b> 670127
<b>Block / House*</b> 127	<b>Street Name*</b> PENDING ROAD
<b>Floor-Unit</b> -	<b>Building Name</b>
<b>Country*</b> SINGAPORE	<b>Company Contact Person*</b>
<b>Industry</b> 1972	<b>Union Branch</b> GB

### C. Employment Details of Employee

<b>Marital Status*</b> Married	<b>Highest Education Level*</b> Master's and Doctorate or equivalent
<b>Occupation*</b> SOFTWARE ENGINEER	
<b>Employment Type*</b> PART TIME	<b>Employment Status*</b> RESIGNED
<b>Start Date of Employment*</b> 01/01/2018	<b>End Date of Employment*</b> 03/01/2019
<b>Number of Working Days per Week*</b> 6	<b>Basic Salary*</b> SGD 5,000.00 per month
<b>Total Monthly Fixed Allowance*</b> SGD 5,000.00	<b>Total Monthly Variable Payment*</b> SGD 5,000.00
<b>Written Employment Contract or Key Employment Terms (KETs) :</b> No	

### D. Brief Summary of Claim\*

<b>CRC No.</b> 201908RR1A0552	<b>CRC Date.</b> 02/01/2019
Brief Summary of Claim	

### E. Particulars of Claim\*

<b>1. NATURE OF DISPUTE *</b> Contractual Dispute Matters	<b>TYPE OF DISPUTE *</b> Allowance
<b>Date on Which Amount Alleged to be Payable Began to be Payable*</b> 02/01/2019	<b>Date on Which Amount Alleged to be Payable Ceased to be Payable *</b> 03/01/2019
<b>Length of Period During Which Amount Alleged to be Payable Accrued*</b> 2 Month (s) 10 Day (s) 10 Hour (s)	<b>Amount Alleged to be Payable*</b> SGD 5,000.00
<b>Calculation to show how amount alleged to be payable is derived*</b> Calculation to show how amount alleged to be payable is derived	

**F. Claiming for\***

- Money Order  
SGD 5,000.00
- Costs
- Disbursements

**G. Supporting Documents\***

1. [index.pdf](#) Employment Contract Document Desc

**H. Physical Evidence (Audio / Video)**

1. DVD\_04  
● FileName\_01 10:00:00 11:10:00  
[Udaykumar\\_Vishwanadula.pdf](#)

I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

Amend

Confirm and Proceed

- Review the information you had provided in the Claim form
- Tick the declaration box
- Click on the **<Amend>** button to go back to the Claim form to make changes
- Click on the **<Confirm To Proceed>** button to go to the Payment page

## Step 10. Payment Page

### PAYMENT

Registration Fee:	S\$ 30.00
Total Amount Payable:	S\$ 30.00

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with eNETS (Internet Banking) payment. You may refer to the eNets FAQ (<https://www.nets.com.sg/faqs/faq-enets-personal/>) for instructions to disable popup blockers on different browsers.

Internet Banking

Pay by Credit Card

Pay Later

- Click on **<Pay Now by Credit Card>** button if you are paying by Credit Card
- Click on **<Pay Later>** button if you want to make payment at the State Courts. Refer to the Pay Later section in the document

Clicking **<Pay Now by Credit Card>** will take you to the third-party payment processing screens and once the payment is successful the following page will be displayed.

### PAYMENT STATUS

Your payment transaction is successful.

Save Payment Receipt

Continue

- Click on the **<Save Payment Receipt>** button to save the receipt in a PDF format
- Click on the **<Continue>** button to proceed further to Select Court Date / Time for a Case Management Conference

## Step 11. Select Court Date/Time

### SELECT COURT DATE/TIME

Please note that Court proceedings are conducted in English. Do you understand and speak English?\*  Yes  No

Case Management Conference Court date & time (only available date/time (s) are shown):

◀◀	Tue <b>22</b> Jan 2019	Wed <b>23</b> Jan 2019	Thu <b>24</b> Jan 2019	Fri <b>25</b> Jan 2019	Mon <b>28</b> Jan 2019
----	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------

Selected Case Management Conference slot: **24/01/2019 at 09:30 AM**

Next

Cancel

- Court proceedings are conducted in English. If you do not understand or speak English, click on the radio button **<No>** and choose the language that you understand and speak

Please note that Court proceedings are conducted in English. Do you understand and speak English?\*  Yes  No

Select the language you speak\*

Select

- BENGALI
- CANTONESE
- ENGLISH
- HOKKIEN
- MALAY
- MANDARIN
- TAMIL
- TEOCHEW
- OTHERS

The date/time (s) are shown):

Thu <b>24</b> Jan 2019	Fri <b>25</b> Jan 2019	Mon <b>28</b> Jan 2019
------------------------------	------------------------------	------------------------------

Selected Case Management Conference slot: **24/01/2019 at 09:30 AM**

**Next** Cancel

- The ECT will try to arrange for an Interpreter of the language chosen on the date of the Case Management Conference / Hearing. Please note your proceedings will commence only upon the availability / attendance of the Interpreter
- If **<Others>** is chosen, you have to arrange for a certified interpreter on your own. This is subject to approval by the Tribunals
- Once a date and time is selected, the system will highlight the selected date in green and show the selected date and time below
- Click on the **<Next>** button to continue

## Step 12. Acknowledgment page

### ACKNOWLEDGEMENT

- Your Claim is filed.
- Your Case No. is [ECT/80120/2018](#).
- You are required to appear at the Employment Claims Tribunals on 23/01/2019 at 09:30 AM for Case Management Conference.
- Next Steps:
  1. Save a copy of your Notice and the Respondent's Notice.
  2. Serve the Respondent's copy together with your supporting evidence on the Respondent via one of the methods allowed under the Rules. Thereafter, please file the Declaration of Service before or at the time of the Case Management Conference. If you are unable to serve the copy on the Respondent, the Employment Claims Tribunals may not be able to proceed further with the Claim.
  3. Bring your Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Case Management Conference.

Save Payment Receipt
Save Claimant Copy
Save Respondent Copy
Done

[Rate this e-Service](#)



- The Acknowledgement page displays the case number assigned and Case Management Conference date and time.
- Click on **<Save Payment Receipt>** button to save payment receipt in PDF.
- Click on **<Save Claimant Copy>** button to save a PDF copy of the Claimant's notice for Case Management Conference. This will a bar code to be scanned at the Tribunal kiosk during court attendance.
- Click on **<Save Respondent Copy>** button to save a PDF copy of the notice of Case Management Conference and Claim details, to be served on the Respondent. This will contain the bar code to be scanned at the Tribunal kiosk during court attendance and also a One-time Reference number to access the case details in the CJTS by the respondent.
- Click on **<Done>** button to go back to the Home page.

## 12. Pay Later

At the Payment page of step 10 of Submitting a Claim, when you click on the **<Pay Later>** button, the following screen will be displayed.

### PAYMENT

Registration Fee:	S\$ 30.00
Total Amount Payable:	S\$ 30.00

**Note:** Please ensure your browser pop-up blocker has been disabled before you proceed with eNETS (Internet Banking) payment. You may refer to the eNets FAQ (<https://www.nets.com.sg/faqs/faq-enets-personal/>) for instructions to disable popup blockers on different browsers.

Internet Banking

Pay by Credit Card

Pay Later

### NEXT STEPS

- As you have clicked "Pay Later", your submission will be put on hold and will be processed only after the filing fee is paid.
- You now have 2 options for payment.
  - Online
    - You may return to this website anytime within the next 7 days. Your draft application will still be listed on your Home page as "Payment Pending".
    - If you click on the draft application, you will be brought to the payment page to make payment online by eNets or Credit Card.
  - Onsite at the State Courts
    - Please click "Generate Payment Advice" below to obtain a payment advice chit.
    - You may then present the payment advice chit to make payment by cash, nets or credit card at the State Courts' Automated Collection System (ACS) located at various locations (Level 2 and Level 4). If you wish to make payment by cheque, bank draft or cashier's order, payment must be made payable to "Registrar State Courts" and must be in Singapore currency (S\$).
- Please note that the system will retain your unpaid draft application only for 7 days. If you do not make payment by 19/06/2020, the draft will be deleted and you will need to re-file your application.
- Please ensure that your filing is not time barred at the point of payment.
- After payment, log in to CJTS to select your preferred hearing date and time. If you do not do so, the Tribunal will allocate the next available date and time to you.

Generate Payment Advice

Home

Click on **<Generate Payment Advice>** button to generate a payment advice to pay later by Credit Card or to make payment by various modes (including cash) at the payment kiosks at levels 1 or 3 of the State Courts. The System will store the Claim as a draft and will be displayed in the drafts section of the CJTS Home page.

DRAFT(S) <span>1</span>					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	<a href="#">DFT/1419/2017</a>	Claim Form	16/06/2017	23/06/2017	Payment Pending

To pay online, click on **<Payment Pending>** and system will take you to step 10 of submitting a Claim to continue to process payment by Credit Card. If you make the payment at the State Courts payment kiosk, the system will create the case and display the link **<Select Court Date>** in Home page, under the Active Case(s) section.

## 13. Case File

On the Home page under the Active Case(s) section, click on **<CASE NUMBER>** to view the case details. This page has five tabs to navigate with.

### CASE DETAILS - ECT/80120/2018

Case Summary	Case History	Documents	Payment Details	Correspondence
<b>Status</b> eNegotiation		<b>Nature of Claim / Claiming for</b> Money Order Costs Disbursement		
<b>Next Court Date &amp; Time / Purpose</b> 23/01/2019 at 09:30 AM Case Management Conference		<b>Venue</b> Employment Claims Tribunals, Level 1, State Courts, 1 Havelock Square, Singapore 059724		
<b>Claimant</b> [REDACTED] Block :539, 05-150, BEDOK NORTH ROAD Singapore, 670539 TEL: [REDACTED] Email: [REDACTED] Language: BENGAL		<b>Respondent</b> [REDACTED] Block :M-BLK , 19-15, CHO CHU KANG Singapore, 508001 TEL: [REDACTED] Email: [REDACTED]		

Case Summary	<ol style="list-style-type: none"> <li>1. Status (current status of the case)</li> <li>2. Nature of Claim / Claiming For (Remedies Sought)</li> <li>3. Next Court Date &amp; Time / Purpose (purpose of the next court date)</li> <li>4. Venue (venue of the next court date)</li> <li>5. Claimant</li> <li>6. Respondent</li> </ol>
Case History	Displays all the actions/updates performed on the case.
Documents	Displays all the documents relating to the case uploaded by the parties /generated by the system including Order of Tribunals once case has been concluded & applied for.
Applications & Appeals	Displays all the applications/appeals (ex: Request for Amendments, Application for Set Aside etc.) submitted for the case by Claimant/Respondent.
Payment Details	Displays all the receipts of all payments made by the user for this case (lodgment fee, hearing fee etc.)

## 14. Filing Declaration of Service

The Claimant is required to file a declaration of service after serving the Claim and notice on the Respondent. The Claimant will see the link **<Declaration of Service>** for the new case under Active Case(s) section in the Home page. The link will not be displayed if the Declaration of Service has been filed.

Alternatively, user can also access the form listed in **<Online Applications>**.

On clicking the link **<Declaration of Service>** you will be prompted to enter your Claim No.

### DECLARATION OF SERVICE - EMPLOYMENT CLAIMS TRIBUNALS

#### General Information and Instructions:

1. The Declaration of Service form contains the Declaration of Service details.
2. This form will take you about 15 minutes to complete.
3. ( \* ) denotes mandatory fields.
4. You can click on ⓘ for more information on the field.
5. Only documents in PDF are allowed for uploading.
6. Please refer to the CJTS step-by-step Guide for more information on Claims.

#### Claim / Counter Claim / Response / Application No.\*

- Click on **<Retrieve>** button. Claimant & Respondent details of the Claim will be displayed together with options for "Method of Service" to be declared.

A. Particulars of Claimant	
Status	Nationality
EMPLOYEE	SINGAPORE
Employee Name*	ID
HALLEY	PASSPOR [REDACTED]
Contact No 1	Contact No 2
MOBILE +[REDACTED]	[REDACTED] 7
Email*	
[REDACTED]@	
Employee Address	
Premises Type *	Postal Code*
APARTMENT	670539
Block / House	Street Name
539	BEDOK NORTH ROAD
Floor-Unit	Building Name
05-150	Building Name
Country*	
SINGAPORE	

**B. Particulars of Respondent**

<b>Status</b> EMPLOYEE	<b>Nationality</b> SINGAPORE
<b>Employee Name*</b> [REDACTED]	<b>ID</b> NRIC-[REDACTED]
<b>Contact No 1</b> MOBILE [REDACTED]	<b>Contact No 2</b> OFFICE [REDACTED]
<b>Email</b> [REDACTED]	
<b>Employee Address</b>	
<b>Premises Type</b> APARTMENT	<b>Postal Code*</b> 508001
<b>Block / House</b> M-BLK	<b>Street Name</b> CHO CHU KANG
<b>Floor-Unit</b> 19-15	<b>Building Name</b> BUILDING NAME
<b>Country*</b> SINGAPORE	

**C. METHOD OF SERVICE\***

Delivering it to that person at his last known place of residence.

Address

Sending it by registered post to the party's last known place of residence or business in an envelope addressed to the person.



Delivering it to the director, manager, secretary or other like officer of the body of persons or body corporate at its registered office or principal place of business.

Sending it by registered post addressed to the body of persons or body corporate at its registered office or principal place of business.

Any other manner as directed by the tribunal or Registrar.

**D. Supporting Documents \***

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.*

- Tick on the options on how the documents were served to the Respondent. System will prompt for the related details. Enter the related details.
- Select the supporting document(s) to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the  button to upload.
- Click on the  button to delete the document.
- Click on **<Add>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button to File.

## 15. Accessing the Case File by the Respondent

As a Respondent, you should have received the notice served by the Claimant. The notice will contain the Claim number and a paragraph giving the One-time reference number. A sample notice is below.

**Please logon to CJTS system (at <https://www.statecourts.gov.sg/CJTS/>) and enter One-time reference number **26236** to access the case details. If you have misplaced this number, please contact the CJTD Registry.**

Note that the Claim No. and One-time reference number are required to access the case filed against you.

Login to the website using one of the login methods; SingPass / CorpPass / CJTS Pass. Upon successful login, MY PROFILE page will be displayed if you are logging in for the first time, otherwise the Home page will be displayed.

The Home page provides the option to enter your One-time reference number.



- Click on **< Enter one-time reference number >** located at the top of the screen to go to the Case Access page.

### ACCESS CASE WITH ONE-TIME REFERENCE NUMBER

**Case Access**

Note: Please enter your Case No. and One-time Reference Number provided on the Notice of Consultation / Pre-Trial Conference / Case Management Conference served by the Claimant / Plaintiff. If you have misplaced your Notice, please contact the Registry.

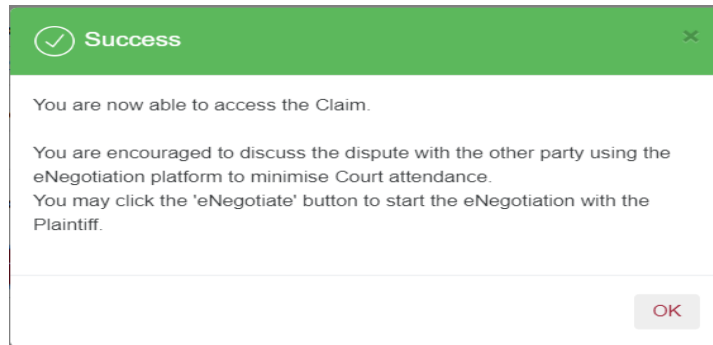
Case No.\*

One-time Reference No.\*

I declare that I am the party to the case.

- Enter Case Number.
- Enter One-time Reference No.
- Tick the box "I declare that I am the party to the case".
- Click on **<Submit>** button.

If there are no errors, the system will display a pop-up window.



Click **<OK>** to continue, system will list the case number entered above, in the "ACTIVE CASE(S)" section of the Home page.

Click on **<CASE NUMBER>** to view the Case file.

Note that system provides hyperlinks to **<Response>** and **<eNegotiation>**.

- Click on **<Response>** link to file a Response. For details on how to file a Response, refer to next section.
- Click on **<eNegotiation>** link to start the eNegotiation process. For details refer to eNegotiation section.

STATE COURTS SINGAPORE

Community Justice and Tribunals System (UAT v4.0.8)

Home / Dashboard

Notifications 34

My Filings

Settlement Agreements

Payment Details

Online Applications

My Profile

Resources

Logout

Enter one-time reference number

NOTIFICATIONS

DATE & TIME	SUBJECT
30/01/2019 05:02 PM	Defects Schedule has been filed for Case ...
30/01/2019 01:09 PM	Reply
30/01/2019 11:32 AM	Reply
29/01/2019 04:55 PM	Case filed - SCT/CC/1071/2019

MORE >>

NEXT COURT DATE

Friday  
**15**  
February 2019  
02:30 PM

Claim No SCT/2136/2019  
**Hearing**

DRAFT(S) 2

S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	<a href="#">DFT/6044/2019</a>	Reply Form	28/01/2019	04/02/2019	Draft
2	<a href="#">DFT/6032/2019</a>	Reply Form	28/01/2019	04/02/2019	Draft

ACTIVE CASE(S) 27

S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	<a href="#">ECT/80205/2019</a>	CLAIMANT V B & B PTE LTD	07/03/2019	eNegotiation	<input type="checkbox"/> Response <input checked="" type="checkbox"/> eNegotiate

## 16. Filing Response


If the Respondent intends to oppose the Claim, the Respondent is required to file the Response within 7 days after being served with the Claim from the Claimant.

The Respondent will see the Response link under Active Case(s) on the Home page. The link will not be displayed if the Response has been filed. Alternatively, the Respondent may also access the form listed in Online Applications.

On clicking the link **<Response>**, you will be prompted to enter the Claim number.

### RESPONSE FORM - EMPLOYMENT CLAIMS TRIBUNALS

**General Information and Instructions:**

1. The Response form contains the Response details.
2. You will need your supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. ( \* ) denotes mandatory fields.
7. You can click on  for more information on the field.

**Claim / Application Number \***

Note: Please enter the original Claim number or Application number upon which you wish to file response.

- Click on **<Retrieve>** button. Claim details will be displayed together with the provision to Response for each head of claim.

**A. Particulars of Claimant**

<b>Status</b> EMPLOYEE	<b>Nationality</b> SINGAPORE
<b>Employee Name*</b> HALLEY	<b>ID</b> PASSPORT-S8794561C
<b>Contact No 1</b> MOBILE +65 82004787	<b>Contact No 2</b> +65 82004787
<b>Email</b> TESTCMS99@GMAIL.COM	
<b>Employee Address</b>	
<b>Premises Type</b> APARTMENT	<b>Postal Code</b> 670539
<b>Block / House</b> 539	<b>Street Name</b> BEDOK NORTH ROAD
<b>Floor-Unit</b> 05-150	<b>Building Name</b> Building Name
<b>Country</b> SINGAPORE	



## B. Particulars of Respondent

**Status**

EMPLOYEE

**Nationality**

SINGAPORE

**Employee Name\***

UDAYKUMAR

**ID**

NRIC-08RR1A0552

**Contact No 1**

MOBILE +65 82004787

**Contact No 2**

+65 82004787

**Email**

TESTCMS99@GMAIL.COM

Please note that Court proceedings are conducted in English. Do you understand and speak English?  Yes  No

**Service Received Date**

Enter Service Received Date

**Employee Address****Premises Type**

APARTMENT

**Postal Code**

650127

**Block / House**

127

**Street Name**

BUKIT BATOK WEST AVENUE 6

**Floor-Unit**

09-89

**Building Name****Country**

SINGAPORE

## C. Particulars of Claim

**1. NATURE OF DISPUTE:**

Contractual Dispute Matters

**TYPE OF DISPUTE:**

Allowance

**Date on Which Amount Alleged to be Payable Began to be Payable**

02/01/2019

**Date on Which Amount Alleged to be Payable Ceased to be Payable**

03/01/2019

**Length of Period During Which Amount Alleged to be Payable Accrued**

2 Months 10 Days 10 Hours

**Amount Alleged to be Payable**

SGD 5,000.00

**Calculation to show how amount alleged to be payable is derived**

Calculation to show how amount alleged to be payable is derived

**Response\***

Enter Particulars of Response

remaining 500 / 500

**D. Other Supporting Documents** Add another Document

---

1.   Upload

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.*

---

**E. Physical Evidence (Audio / Video)** Add Transcript

---

1.

*eg: [Party's name]-[CD-R or DVD-R Number]*

•    Add New



*eg: [Date of recording in Date Month Year format]-[Actual time that recording started in HH-MM-SS format]-[Short description of what the recording in meant to show]*

Upload

*Note: All the audio / video file(s) should be submitted on the same day or the next working day upon filing the Claim.*

---

Submit
Save As Draft
Cancel

- Enter Response Details for each Claim Head. Only 300 characters are allowed.
- If you have documentary evidence to provide, select the document to upload using the **<Browse>** button and upload it in PDF.
- If you have audio/video or any other evidence in DVD/CD, select "DVD/CD Transcript" as evidence type from the dropdown list. Provide the details of evidence and upload the transcript document in PDF.
- Ensure documents and/or transcripts do not exceed **5MB** per document.
- Click on the  to upload.
- Click on the  to delete the document.
- To add the transcript, click on **<Add Transcript>**.
- To add more evidence from DVD/CD, click on **<Add New>**.
- Once complete click on **<Submit>**.

Entered Response will be shown as below.

**RESPONSE FORM - FOR VERIFICATION**

**General Information and Instructions:**

1. The Response form contains the Response details.
2. You will need your supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. ( \* ) denotes mandatory fields.
7. You can click on ⓘ for more information on the field.

**Claim / Application Number \***

ECT/80120/2018

**A. Particulars of Claimant**

<b>Status</b> EMPLOYEE	<b>Nationality</b> SINGAPORE
<b>Employee Name*</b> HALLEY	<b>ID</b> PASSPORT-S8794561C
<b>Contact No 1</b> MOBILE +65 82004787	<b>Contact No 2</b> +65 82004787
<b>Email</b> TESTCMS99@GMAIL.COM	
<b>Employee Address</b>	
<b>Premises Type</b> APARTMENT	<b>Postal Code</b> 670539
<b>Block / House</b> 539	<b>Street Name</b> BEDOK NORTH ROAD
<b>Floor-Unit</b> 05-150	<b>Building Name</b> Building Name
<b>Country</b> SINGAPORE	

**B. Particulars of Respondent**

<b>Status</b> EMPLOYEE	<b>Nationality</b> SINGAPORE
<b>Employee Name*</b> UDAYKUMAR	<b>ID</b> NRIC-08RR1A0552
<b>Contact No 1</b> MOBILE +65 82004787	<b>Contact No 2</b> +65 82004787
<b>Email</b> TESTCMS99@GMAIL.COM	
<b>Please note that Court proceedings are conducted in English. Do you understand and speak English?</b> Yes	
<b>Service Received Date</b> 01/01/2019	
<b>Employee Address</b>	
<b>Premises Type</b> APARTMENT	<b>Postal Code</b> 650127
<b>Block / House</b> 127	<b>Street Name</b> BUKIT BATOK WEST AVENUE 6
<b>Floor-Unit</b> 09-89	<b>Building Name</b>
<b>Country</b> SINGAPORE	

**C. Particulars of Claim**

<b>1. NATURE OF DISPUTE:</b> Contractual Dispute Matters	<b>TYPE OF DISPUTE:</b> Allowance
<b>Date on Which Amount Alleged to be Payable Began to be Payable</b> 02/01/2019	<b>Date on Which Amount Alleged to be Payable Ceased to be Payable</b> 03/01/2019
<b>Length of Period During Which Amount Alleged to be Payable Accrued</b> 2 Months 10 Days 10 Hours	<b>Amount Alleged to be Payable</b> SGD 5,000.00
<b>Calculation to show how amount alleged to be payable is derived</b> Calculation to show how amount alleged to be payable is derived	
<b>Response*</b> Response.	

**D. Other Supporting Documents**

1. Udaykumar_Vishwanadula.pdf	Document Desc
-------------------------------	---------------

**E. Physical Evidence (Audio / Video)**

1. DVD_04		
• FileName_01	10:00:00	11:10:00
Udaykumar_Vishwanadula.pdf		

I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

[Amend](#) [Confirm To Proceed](#)

Last Login: 2018-03-01 12:01:02 PM

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with a red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to Response form to make changes to information entered.
- Click on **<Confirm To Proceed>** button to go to the Payment page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Pay Now by Credit Card>** button if you are paying by Credit Card.
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

## ACKNOWLEDGEMENT

- Your Response is filed for Case No. [ECT/80120/2018](#).
- Your reference number is [ECT/RSPS/10039/2018](#).
- Next Steps:
  1. Save a copy of Response.
  2. Serve your response and supporting evidence on the Claimant via one of the methods allowed under the Rules.
  3. You may proceed to initiate eNegotiation with the Claimant, thereafter, please file the Declaration of Service before or at the time of the Case Management Conference.

Save Response

Done

[Rate this e-Service](#)

## 17. Submitting a Counter Claim

A Counter Claim to the main Claim can be submitted, provided an order is **not** already issued for main claim or main Claim is withdrawn or discontinued.

A Counter claim should be filed at least **3 days before** the Case Management Conference / Hearing date.

Submitting a Counter Claim follows similar steps as *Submitting a Claim*.

- **Pre-filing assessment is a must.**

From the left panel of the Home Page click on **<Online Applications>**.

From the grid view of the application forms click on the **<COUNTER CLAIM FORM>**.

**Step 1.** System will show the pre-filing assessment page.

- Complete the Pre-filing assessment.
- In the Acknowledgment page click on **<Proceed to eFiling>** to continue.

System will display the Counter Claim Form. Your particulars will be retrieved from your profile data and displayed in the "Particulars of the Counter Claimant(s)" section of the form.

**COUNTER CLAIM - EMPLOYMENT CLAIMS TRIBUNALS**

**General Information and Instructions:**

1. The Claim form should contain all necessary particulars and supporting evidence of your Claim.
2. You will need the full name, address and identification number of the Respondent to file a Claim against the Respondent.
3. Heads of claim in the pre-filing assessment are pre-populated into your claim form. If you have omitted any heads of claim in your pre-filing assessment, please complete a fresh pre-filing assessment before filing your claim.
4. Only documents in PDF are allowed to be uploaded.
5. ( \* ) denotes mandatory fields to be completed.
6. You can click on ⓘ for more information on the field.
7. You may save the form as a draft in your account. The draft will be deleted from your account after 7 days.
8. A Claim is considered as filed when payment is made and a Claim number is issued.
9. There will be no refund of fees for incorrect claims.
10. Please refer to the CJTS step-by-step Guide for more information to proceed with filing your Claim.
11. This form will take you about 15 minutes to complete.

**Pre-Filing Reference ID\***

PF/30489/2019

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click [here](#) to proceed to the pre-filing assessment screen.

**Claim Number\***

Enter Claim No.

eg: ECT/1234/2017

Note: Please enter the original claim number upon which you wish to file the counterclaim.

**Step 2.**

- Enter Claim Number and Click on **<Retrieve>** button

**Step 3.** System will auto populate the section "Particulars of the Respondent(s)" and "Particulars of Claim" from the Claim Number entered. If any information is incorrect, then respondent should file an application for request for amendment or this should be informed to the officer during the Case Management Conference.

- Complete the sections "Brief Summary of Claim", "Supporting Documents" and "Claiming For"
- Click on **<Save as Draft>** button to proceed with the filing later.
- Click on **<Submit>** button to continue.

System will display "COUNTER CLAIM FORM (FORM 2) – CONFIRMATION" page.

- Review the information contained in the form.
- Tick on the declaration box "I declare that I am the claimant and all the information provided is true and correct".
- Click on **<Amend>** button to go back to Counter Claim Form to amend.
- Click on **<Confirm To Proceed>** button to go to Payment Page if fees are applicable.
- Follow the steps in Payment Details to complete the payment.

Upon successful Payment, system will display the Acknowledgement page.

#### ACKNOWLEDGEMENT

- Your Counterclaim is filed.
- Your Counterclaim No. is [ECT/CC/3017/2019](#).
- You are required to appear at the Employment Claims Tribunals on 07/03/2019 at 11:00 AM for Case Management Conference.
- Next Steps:
  1. Save a copy of your Notice and the Respondent's Notice.
  2. Serve the Respondent's copy together with your supporting evidence on the Respondent via one of the methods allowed under the Rules. Thereafter, please file the Declaration of Service before or at the time of the Case Management Conference. If you are unable to serve the copy on the Respondent, the Employment Claims Tribunals may not be able to proceed further with the Claim.
  3. Bring your Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Case Management Conference.

Save Payment Receipt

Save Claimant Copy

Save Respondent Copy

Done

- Acknowledgement page displays the counter claim number assigned and Case Management Conference date and time
- Click on **<Save Payment Receipt>** button to print a copy of the payment made
- Click on **<Save Claimant Copy>** button to save in PDF file format
- Click on **<Save Respondent Copy>** button to save the notice in PDF file format the notice to serve it on the other party
- Click on **<Next>** button to go back to the Home page
- Please note the counter claim will be tagged to the original claim and the claimant can see the details in the CJTS
- Notice the Counter Claim No is tagged to the Main Claim No. so that Claimant(s) and Respondent(s) can view all related claims to a case

## 18. Application for Representative

Application for Representative can be filed by the Claimant or Respondent to a case to authorise someone else to represent him/her in the proceedings of an existing Claim.


- There can be only one Representative for a Claimant or Respondent in a particular case
- The application for Representative is subject to verification of the identity of the representative by the ECT at the time of Case Management Conference / Hearing / before filing the Claim

From the left panel of the Home page, click on **<Online Applications>**.

From the list of application forms, click on **<APPLICATION FOR REPRESENTATIVE>**.

### APPLICATION FOR REPRESENTATIVE - EMPLOYMENT CLAIMS TRIBUNALS

**General Information and Instructions:**

1. An Representative application allows a party to the Claim to be represented by another person in the proceedings.
2. You will need the particulars of the representative and your supporting documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund of filing fees.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next Court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. ( \* ) denotes mandatory fields.
11. You can click on  for more information on the field.
12. If you are representing a company or entity, please upload your letter of authorization for both the Case Management Conference and Hearing using the "Submit Supporting Documents" e-service before the Court date.
13. Please refer to the CJTS step-by-step Guide for more information on representatives.

**Submission Type\***

I am the Claimant / Respondent and wish to submit the Application for Representative

The following form will be displayed. Depending on the Submission Type, the details to be entered further will be different.

**Option 1.** In an existing case, the Claimant or Respondent may apply for someone else to represent them. Select as below:

### Case Details

#### Claim No.\*

Enter your Claim No.

eg: ECT/1234/2017

#### Reason for Application\* (i)

Select Reason

#### Details\*

Enter details of Reason

remaining 300 / 300

#### Supporting Documents (if any)

Browse...

No file selected.

Document description

 Upload

\* You are required to upload a copy of the authorisation in writing.

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.

Add another Document

### Representative Details

#### Name\*

Enter name as per NRIC / FIN / UEN / Passport No.

#### ID\*

Type

Enter your NRIC / FIN / UEN / Passport No.

#### Contact No 1\*

Select  65 Enter Phone Number

#### Contact No 2

Select  65 Enter Phone Number

#### Email\*

Enter Email Name @ Enter Email Domain

eg: john@abc.com

#### Premises Type\*

Select Premises Type.

#### Postal Code\*

Enter Postal Code

Retrieve Address

#### Block/House No.\*

Enter Block/House No.

eg: 692A

#### Street Name\*

Enter Street Name

#### Floor-Unit

Enter Floor No. - Enter Unit No.

eg: 19-14

#### Building Name

Enter Building Name

#### Country\*

SINGAPORE

Submit

Save As Draft

Cancel



- Enter the Claim No.
- Select a Reason for Application by clicking on the down-arrow button and enter details
- Upload any Supporting Documents to support / substantiate the reason chosen
- Enter the details of the Representative

**Representative Details**

**Name\***

**ID\*** Type

**Contact No 1\*** Select  Phone Number

**Contact No 2** Select  Phone Number

**Email\***  @   
eg: john@abc.com

**Premises Type\***

**Block/House No.\***   
eg: 692A

**Street Name\***

**Floor-Unit**  -   
eg: 19-14

**Building Name**

**Country\***

**Postal Code\***

- Click on the <Save as Draft> button to proceed with the application later
- Click on the <Submit> button and the system will display the confirmation page if no errors are found

## ACKNOWLEDGEMENT

- Your application for Application For Representative for CaseNo. [ECT/80120/2018](#) has been submitted successfully on 03/01/2019 04:19 PM.
- Your application no. is [ECT/APPL/30141/2018](#).
- This application is pending for approval. The outcome of the application will be decided on the day of the appointment / Case Management Conference / hearing.
- The representative is to appear on **23/01/2019 at 09:30 AM** with the originally signed document(s). Should the application be rejected, the Claimant / Respondent to the claim must appear in person to attend the Court.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home page.

Click on the Case Number for which this application was made. You can view the status of your application submitted in the Applications & Appeals tab of the Case Details page.

## APPLICATION LIST

**Search**

Application No / Case No:  Form Type:

Date Range (Submission Date):

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	Status
1	<a href="#">ECT/APPL/30141/2018</a>	ECT/80120/2018	Application For Representative	03/01/2019	APPROVED

## 19. Request for Amendments

Request for amendments to the case is allowed for the following items only:

1. Claimant's Name
2. Claimant Status
3. Claimant's ID Type / ID
4. Claimant's Contact Details (Phone / Email)
5. Claimant's Address
6. Respondent's Name
7. Respondents Status
8. Respondent's ID Type / ID
9. Respondent's Contact Details (Phone / Email)
10. Respondent's Address
11. Particulars of Claim
12. Brief Summary of the Claim
13. Employment Details
14. Money Order Requested

- The request for amendments is subject to approval by the Tribunals Registry

From the left panel of the Home Page click on **<Online Applications>**.

From the grid view of the application forms click on **<REQUEST FOR AMENDMENTS>**.

System will display the form.

## APPLICATION FOR AMENDMENTS - EMPLOYMENT CLAIMS TRIBUNALS

### General Information and Instructions:

1. The amendment application form allows a party to request for amendments to be made to the claim form.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. ( \* ) denotes mandatory fields.
11. ( i ) provides more details on the fields.
12. Please refer to the [CJTS step-by-step Guide](#) for more information on amendments.

### Application Details

#### Claim No.\*

eg: ECT/1234/2017

#### Details to be amended\*

#### Reason for Amendments\*

remaining 500 / 500

#### Supporting Documents (if any)

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

- Enter the Claim No.
- From the 'Details to be amended' list, tick the box against the item you want to change
- Enter Reason for Amendment
- Upload any Supporting Documents to substantiate the amendment requested
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and system will display the confirmation page if no errors are found

## APPLICATION FOR AMENDMENTS - EMPLOYMENT CLAIMS TRIBUNALS

### General Information and Instructions:

1. The amendment application form allows a party to request for amendments to be made to the claim form.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. ( \* ) denotes mandatory fields.
11. ( i ) provides more details on the fields.
12. Please refer to the [CJTS step-by-step Guide](#) for more information on amendments.

### Application Details

#### Claim No.\*

eg: ECT/1234/2017

#### Details to be amended\*

Select the details to be amended

- Claimant's Name ( i )
- Claimant Status
- Claimant's ID Type / ID
- Claimant's Contact Details (Phone/Email)
- Claimant's Address ( i )
- Respondent's Name
- Respondent Status
- Respondent's ID Type / ID
- Respondent's Contact Details (Phone/Email)
- Respondent's Address
- Particulars of Claim
- Brief Summary of the Claim
- Employment details
- Money Order Requested

#### Reason for Amendments\*

remaining 500 / 500

#### Supporting Documents (if any)

Choose File

No file chosen

Document description

 Upload

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

Submit

Save As Draft

Cancel

- Review the information contained in the form
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page

## ACKNOWLEDGEMENT

- Your application for Amend Claim Form for Case No. [ECT/80258/2019](#) has been submitted successfully on 22/04/2019 03:16 PM.
- Your application no. is [ECT/APPL/30268/2019](#).
- If the application is approved, please amend the claim form accordingly.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back the Home page.

You can view the status of your application submitted under Application List.

## APPLICATION LIST

**Search**

Application No / Case No:  Form Type:

Date Range (Submission Date):

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	Status
1	<a href="#">ECT/APPL/30268/2019</a>	ECT/80258/2019	Amend Claim Form	22/04/2019	Pending Processing

Once the application has been processed and approved in the list of Active Case(s) the remarks column against the case no for which the application was made will show Amend Claim

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	Status
1	<a href="#">ECT/APPL/30268/2019</a>	ECT/80258/2019	Amend Claim Form	22/04/2019	Approved <a href="#">Click here to Amend</a>

Click on **<Click here to amend>** to make changes for the items applied for.

## 20. Request for Change of Court Date

You may request for a Change of Court Date for Case Management Conference / hearing that has been fixed.

- The request for Change of Court Date is subject to approval of the ECT

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms click on **<REQUEST FOR CHANGE OF COURT DATE>**.

System will display the form below.

### REQUEST FOR CHANGE OF COURT DATE - EMPLOYMENT CLAIMS TRIBUNALS

**General Information and Instructions:**

1. The change of Court date application form allows a party to request for change of Court hearing date.
2. You will need the consent of the other party and your supporting documents.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund of filing fees.
7. You will be notified of the outcome of the application within 7 days.
8. Only documents in PDF are allowed for uploading.
9. (\*) denotes mandatory fields.
10. You can click on ⓘ for more information on the field.

**Case Details\***

Claim No. \*  
ECT/80120/2018  
eg: ECT/1234/2017

**Details\***

Existing Court Date\*  
23/01/2019

Unavailable From\*  
05/01/2019

Unavailable Till\*  
25/01/2019

Preferred Court Date\*  
28/01/2019


Preferred Time\*  
09:30 AM

**Reason for Application\***

Reason for Application

remaining 478 / 500

Have you obtained the consent and availability of all parties to this proposed date and time?  Yes  No

Supporting Documents (if any)  
[Udaykumar\\_Vishwanadula.pdf](#) 

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.

- Enter the Case Number
- System will display the existing Court Date
- Enter "Unavailable From" Date
- Enter "Unavailable Till" Date
- Based on the unavailability period, system will display list of dates to select the new preferred Court date and Time
- Select the preferred Court Date and Time
- Enter Reason for Application
- Upload the supporting document to substantiate the reason stated
- Tick the declaration box if consent has been obtained from all parties to the proposed date and time
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page

## ACKNOWLEDGEMENT

- Your application for Change of Court Date for CaseNo. [ECT/80120/2018](#) has been submitted successfully on 03/01/2019 04:24 PM.
- Your application no. is [ECT/APPL/30142/2018](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home Page.

In the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the Applications & Appeals tab of the Case File.

- Once the application is processed and approved by the ECT, an email notification will be sent to the Claimant and Respondent of the case
- If the application is **rejected, only the applicant** will receive the email notification



## 21. Withdrawal Request Form

Withdrawal of a Claim at any stage is possible by Claimant or their Representative provided an order **has not** been issued on the main Claim.

The application for Withdrawal Request is subject to the ECT's approval.

From the left panel of the Home Page, click on <**Online Applications**>.

From the list of the application forms, click on <**WITHDRAWAL REQUEST FORM**>.

The System will display the form as below.

## WITHDRAWAL REQUEST FORM - EMPLOYMENT CLAIMS TRIBUNALS

### General Information and Instructions:

1. The withdrawal application form allows the Plaintiff to request to withdraw the Claim.
2. This form will take you about 10 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. You will be notified of the outcome of the application within 7 days.
5. If the application is still pending before the next Court date, it will be dealt with at that hearing.
6. Only documents in PDF are allowed for uploading.
7. ( \* ) denotes mandatory fields.
8. You can click on ⓘ for more information on the field.
6. Please refer to the [CJTS step-by-step Guide](#) for more information on withdrawal of Claims.

### Case Details\*

Claim No. / Counter Claim No. / Application No.\*

ECT/80498/2020

Retrieve

eg: ECT/1234/2017 OR ECT/CC/1234/2018 OR ECTDJ/12345/2019

- I am withdrawing an entire claim / application
- I am withdrawing a specified employment dispute

### Reason for Withdrawal Request\*

- The claimant / respondent has paid the amount claimed / negotiated.
- I have made a private settlement agreement with the claimant / respondent.
- I do not wish to pursue the matter further.
- Other reasons

The other party consents to the withdrawal ?  Yes  No

Supporting Documents (if any)

Choose File No file chosen

Document description

Upload

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim No. / Application No.
- Select option to withdraw entire claim or specified employment dispute.
- Enter Reason for Withdrawal Request
- Upload the supporting document to substantiate the reason stated
- Click on **<Save as Draft>** to proceed with the application later
- Click on **<Submit>** and the system will display the confirmation page if no errors are found.

- Review the information on the confirmation page
- Click on **<Amend>** to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page

## ACKNOWLEDGEMENT

- Your application for Withdrawal Request for CaseNo. [ECT/80120/2018](#) has been submitted successfully on 03/01/2019 04:28 PM.
- Your application no. is [ECT/APPL/30143/2018](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home page.

In the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the Applications & Appeals tab of the Case Details page.

- Once the application is processed and approved by the ECT, an email notification will be sent to the Claimant and Respondent of the case
- If the application is **rejected, only the applicant** will receive an email notification

## 22. Summons To Witness Form

This form is to be also submitted if you wish to summon witness(es) to give evidence at the hearing.

- Can be submitted only if the case been fixed for Hearing before the Judge and the date has been fixed
- Can only be submitted at least 3 days before the Hearing date
- Can be submitted only once by any party
- The application for Summon to Witness is subject to approval by the Tribunals Registry

From the left panel of the Home Page click on **<Online Applications>**.

From the grid view of the application forms click on the **<SUMMONS TO WITNESS>** Form.

System will display the form.

### SUMMONS TO WITNESS - EMPLOYMENT CLAIMS TRIBUNALS

#### General Information and Instructions:

1. This application is only applicable when your claim is fixed for Hearing before the Referee.
2. The Summons to Witness form allows you to apply for the summons to require the attendance of the witness.
3. You will need the Claim number and witness particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. You are required to bear all expenses for the issuance and service of the summons, and the expenses incurred by the witness (if any).
8. You are required to accompany the process server to identify the witness at the time of personal service.
9. You must provide transportation for the process server to serve the summons and return to the Tribunals.
10. ( \* ) denotes mandatory fields.
10. ⓘ provides more details on the fields.

#### Case Details\*

##### Claim No\*

Enter Case Number

eg: ECT/1234/2017\*

- Enter the Claim No.
- Enter the Counter Claim No. (If any)

**Step1:** Enter the particulars of the witness

**Witness Details\***

Witness 1 :

**Name\***

Enter name as per NRIC / FIN / UEN / Passport No.

**ID**

Type ▼ Enter Witness NRIC / FIN / UEN / Passport No.

**Contact No 1**

Select ▼ + 65 Enter Phone Number

**Contact No 2**

Select ▼ + 65 Enter Phone Number

**Email**

Enter Email Name @ Enter Email Domain

eg: xxx@abc.com

**Language**

Select Language. ▼

**Premises Type\***

Select Premises Type. ▼

**Postal Code\***

Enter Postal Code Retrieve Address

**Block / House No.\***

Enter Block / House No.

eg: 692A

**Street Name\***

Enter Street

**Floor-Unit**

Enter Floor No. - Enter No.

eg: 19-14

**Building Name**

Enter Building Name

**Country\***

SINGAPORE ▼

Add Witness

- Enter the Witness Details
- Court proceedings are conducted in English. If the Witness does not understand and speak English, please select the language that the Witness prefers to converse in order for the Tribunals to arrange an interpreter. If the desired language is not reflected in the list, kindly make your own arrangements for a certified interpreter to be present on the date of the hearing
- Click **<Add Witness>** to add more witnesses

**Reason for request\***

Reason for request\*

Enter Reason

remaining 500 / 500

I/We\*, confirm that upon approval I will undertake and comply with the following requirements:  
 [i] bear all expenses for the issue and service of the summons, and the expenses incurred by the witness (if any); and  
 [ii] at the scheduled timing by the Tribunals, accompany the process server to identify the witness at the time of personal service; and  
 [iii] provide at my/our own cost the transport (whether by car or taxi) for the service of summons at every destination and the return of the process server to the Tribunals

Submit Save As Draft Cancel

- Enter Reasons for request
- Read the declaration statement and agree to comply with the requirements to proceed
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page

### ACKNOWLEDGEMENT

- Your application for Summons to Witness for Case No. [ECT/80205/2019](#) has been submitted successfully on 12/02/2019 04:07 PM.
- Your application no. is [ECT/APPL/30220/2019](#).
- Click [here](#) to save this acknowledgement.

Go to Home

- Once the application is processed by the Tribunals Registry, the outcome will be communicated to the applicant via email
- The Registry will generate summons based on details provided to applicant to serve to the witness

Click on **<Go to Home>** to go back to the Home page.

You can view the status of your application submitted under Application List.

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	Status
1	<a href="#">ECT/APPL/30220/2019</a>	ECT/80205/2019	Summons to Witness	12/02/2019	Pending Processing

## 23. Submit Supporting Documents

Any document that was not submitted or omitted when filing the Claim / Application(s) or during the proceedings can be now submitted using this application. The application is subject to the approval of the Tribunal or Registrar.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms click on **<SUBMIT SUPPORTING DOCUMENTS>**.

System will display the form as below.

### SUBMIT SUPPORTING DOCUMENTS - EMPLOYMENT CLAIMS TRIBUNALS

**General Information and Instructions:**

1. The Supporting Documents form allows you to submit additional documents.
2. You will need the Claim No./Application No. and the Supporting Documents to complete the form.
3. This form contains two pages.
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. Once a document is submitted, it cannot be deleted or removed from the system.
8. ( \* ) denotes mandatory fields.
9. Please refer to the Tribunal Guide for more information on Supporting Documents.

**Case Details\***

**Claim No. / Application No.\***

  
eg: ECT/1234/2017



**Reason for Submission\***

  
remaining 479 / 500

**Supporting Documents\***

<a href="#">Udaykumar_Vishwanadula.pdf</a>	<input type="text" value="Document Desc"/>	<input type="text" value="22"/>
--	--	---------------------------------

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.

- Enter the Claim No. / Application No. to tag the documents uploaded
- Enter Reason for Application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that all the information provided above is true and correct"
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page

### SUBMIT SUPPORTING DOCUMENTS - FOR VERIFICATION

**Case Details\***

---

**Claim No. / Application No.\***  
ECT/80120/2018

**Reason for Submission\***  
Reason for Submission

**Supporting Documents\***

Document Name	Document Desc	Size
<a href="#">Udaykumar_Vishwanadula.pdf</a>	Document Desc	22

I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

---

Amend
Confirm and Proceed



## ACKNOWLEDGEMENT

- Your document(s) for CaseNo. [ECT/80120/2018](#) have been submitted successfully on 03/01/2019 04:33 PM.
- Your application no. is [ECT/APPL/30144/2018](#).
- Click [here](#) to save this acknowledgement.

---

[Go to Home](#)

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Click on **<Go to Home>** to go back to the Home Page.

In the Active Case(s) section, click on **<Case Number>** to view the uploaded documents in the Documents tab.

## 24. Set Aside Application

This application can be made only under the following circumstances.

- Where a default Order is made by the Registrar or the Tribunal Magistrate in the absence of any one party, the party that was not present may file an application to Set Aside the default Order giving grounds or reasons for absence
- A date will be fixed for hearing and a notification will be sent to the Applicant and the other party
- Attendance is compulsory on the hearing date
- The application must be made within 7 working days after the date of the default Order made
- Applications submitted more than 7 working days of the date of the default Order is subject to the Tribunals' approval

From the left panel of the Home page, click on **<Online Applications>**.

From the list of application forms, click on **<SET ASIDE APPLICATION>**.

The System will display the form as below.

**APPLICATION FOR SET ASIDE - EMPLOYMENT CLAIMS TRIBUNALS**

**General Information and Instructions:**

1. This form allows you to apply to set aside an Order of Tribunal made by the Registrar or the Referee.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. An application is considered filed when payment is made(if required) and an application number is issued.
5. There will be no refund of filing fees.
6. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
7. Only documents in PDF are allowed for uploading.
8. ( \* ) denotes mandatory fields.
9. Please refer to the Tribunal Guide for more information on set Aside.

**Application Details**

<b>Claim No.*</b> <input type="text" value="ECT/80025/2018"/> <small>eg: ECT/1234/2017</small>	<b>Order No. / Order Date(DD/MM/YYYY)*</b> <input type="text" value="ECT/ORC/100003/2018"/> <small>eg: ECT/ORC/123456/2017</small>
--	--

**Reason for Set Aside Application\***

remaining 468 / 500

**Supporting Documents (if any)**



[1546513858030\\_Udaykumar\\_Vishwanadula.pdf](#)

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.

## APPLICATION FOR SET ASIDE - FOR VERIFICATION

Application Details	
Claim No.* ECT/80025/2018	Order No. / Order Date(DD/MM/YYYY)* ECT/ORC/100003/2018
Reason for Set Aside Application* Reason for Set Aside Application	
Supporting Documents (if any)	
<a href="#">1546513858030_Udaykumar_Vishwanadula.pdf</a>	Document Desc

I declare that all the information provided above is true and correct

- Enter the Claim No. / Application No.
- Enter Reason for Application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page
- Click on **<Pay Now by Credit Card>** button if you are paying by Credit Card
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document

## ACKNOWLEDGEMENT

- Your application for Set Aside for CaseNo. [ECT/80025/2018](#) has been submitted successfully on 03/01/2019 04:48 PM.
- Your application no. is [ECT/APPL/30145/2018](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home page.

On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Applications & Appeals tab of Case Details page.

You will receive an email notification once the set aside application has been processed. The notice of the application will be made available in your documents tab. You are to attend the hearing accordingly. Failure to attend may result in your set aside application being dismissed.

## 25. General Application

This application is to be used only for applications that do not have a specific eService form.

From the left panel of the Home Page click on **<Online Applications>**.

From the list of application forms click on **<GENERAL APPLICATION>**.

System will display the form as below.

**GENERAL APPLICATION - EMPLOYMENT CLAIMS TRIBUNALS**

**General Information and Instructions:**  
1. This form will take you about 15 minutes to complete.  
2. You can click on ⓘ for more information on the field.  
3. Only documents in PDF are allowed for uploading.  
4. Please refer to the Tribunal Guide for more information on representatives.


**Case Details\***

Claim No. / Application No.  
ECT/80025/2018  
eg: ECT/1234/2017



State Your Application/Reply with Reasons \*

Test Application.

remaining 483 / 500

Supporting Documents (if any)  
Udaykumar\_Vishwanadula.pdf  Document Desc

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.*

- Enter the Claim No. /Application No.
- Enter Reason for Application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that all the information provided above is true and correct"
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page

## GENERAL APPLICATION - FOR VERIFICATION

**Case Details\***

Claim No. / Application No.  
ECT/80025/2018

State Your Application/Reply with Reasons \*  
Test Application.

Supporting Documents (if any)

<a href="#">Udaykumar_Vishwanadula.pdf</a>	Document Desc
--	---------------

I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

[Amend](#) [Confirm and Proceed](#)

## ACKNOWLEDGEMENT

- Your application for General Application for CaseNo. [ECT/80025/2018](#) has been submitted successfully on 03/01/2019 04:50 PM.
- Your application no. is [ECT/APPL/30146/2018](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home page.  
On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Applications & Appeals tab of the Case Details page.

## 26. Appeal Against Order of Registrar

This form is to be used only when a judgment, order or direction of the Registrar has been given.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms click on **<APPEAL AGAINST ORDER OF REGISTRAR>**.

System will display the form as follows.

### APPEAL AGAINST ORDER OF REGISTRAR - EMPLOYMENT CLAIMS TRIBUNALS

#### General Information and Instructions:

1. This form allows you to file an appeal against the Order of Registrar.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. Application is considered filed when filing fees are paid.
5. There will be no refund of filing fees.
6. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
7. Only documents in PDF are allowed for uploading.
8. ( \* ) denotes mandatory fields.
9. Please refer to the Tribunal Guide for more information on Appeal against Order of Registrar.

#### Application Details\*

##### Claim No.\*

eg: ECT/1234/2017

##### Order No.\*


eg: ECT/ORC/123456/2017

#### Details\*

##### Grounds of Appeal\*

remaining 483 / 500

##### Supporting Documents (if any)

[Udaykumar\\_Vishwanadula.pdf](#) 



*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.*

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim No.
- Enter the order no. as found in the order
- Enter the Grounds of appeal
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Enter the Page number of the document that you are referring to
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to go to the Payment page
- Click on **<Pay Now by Credit Card>** button if you are paying by Credit Card
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document

## ACKNOWLEDGEMENT

- Your application for Appeal against Order of Registrar for Case No. [ECT/80025/2018](#) has been submitted successfully on 03/01/2019 05:15 PM.
- Your appeal no. is [ECTRA/106/2018](#)
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home Page.

In the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the Applications & Appeals tab of Case Details page.



## 27. Application for Leave to Appeal

An Application for Leave to Appeal has to be filed before an Appeal is filed to the High Court.

The Application for Leave to Appeal must be filed within 7 working days from the date of Order being appealed against.

From the left panel of the Home page, click on **<Online Applications>**.

From the list of application forms, click on **<APPLICATION FOR LEAVE TO APPEAL>**.

System will display the form as follows.

**APPLICATION FOR LEAVE TO APPEAL - EMPLOYMENT CLAIMS TRIBUNALS**

**General Information and Instructions:**

1. This form allows you to seek leave to file an appeal.
2. You will need the Claim Number, Tribunal's Order Number and your grounds for appeal to complete the form.

**Case Details\***

<b>Claim No.*</b> ECT/80025/2018 <small>eg: ECT/1234/2017</small>	<b>Order No.*</b> ECT/ORD/100003/2018 <small>eg: ECT/ORD/123456/2017</small>
---	--

**Grounds of appeal\***

Question of law

Claim was outside the jurisdiction of the Tribunal


Note:

**Details\***



Details

remaining 1993 / 2000

**Supporting Documents (if any)**

[Udaykumar\\_Vishwanadula.pdf](#) 

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.*

- Enter the Claim No.
- Enter the order no. as found in the order
- Tick the appropriate Grounds of appeal
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to go to the Payment page
- Click on **<Pay Now by Credit Card>** button if you are paying by Credit Card
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document

## ACKNOWLEDGEMENT

- Your application for Leave to Appeal for Case No. [ECT/80025/2018](#) has been submitted successfully on 03/01/2019 05:21 PM..
- Your appeal no. is [ECTDJ/200/2018](#)
- Please note that the date and time for the hearing will be scheduled if your application is accepted.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home page.

On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Applications & Appeals tab of Case Details page.

## 28. Response to Leave to Appeal

This application allows Party to file a Response to the LTA application


From the left panel of the Home Page click on **<Online Applications>**.

From the list of application forms click on **<RESPONSE TO LEAVE TO APPEAL>**.

System will display the form as below.

### RESPONSE TO LEAVE TO APPEAL - EMPLOYMENT CLAIMS TRIBUNALS

**General Information and Instructions:**

1. The Response form allows you to respond to leave to appeal.
2. This form will take you about 15 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. Only documents in PDF are allowed for uploading.
5. ( \* ) denotes mandatory fields.
6. You can click on  for more information on the field.
7. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed with filing your response.

**Case Details\***


**Leave to Appeal No.\***

eg: ECTDJ/200/2019



**Response to Leave to Appeal\***

remaining 2000 / 2000

**Supporting Documents (if any)**

<b>Choose File</b>	No file chosen	Document description	 <b>Upload</b>
--------------------	----------------	----------------------	---

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

- Enter the Leave to Appeal No.
- Enter the Response to Leave to Appeal.
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that all the information provided above is true and correct"
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page

## ACKNOWLEDGEMENT

- Your application for Response to Leave to Appeal for Case No. / Reference No. [ECTDJ/247/2020](#) has been submitted successfully on 12/06/2020 04:01 PM.
- Your application no. is [ECT/APPL/30617/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the Home page.  
 On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Applications & Appeals tab of the Case Details page.

## 29. Application for Stay of Execution

This form is used when you wish to file an application to stay the execution of an Order of the Tribunal.

From the left panel of the Home Page, click on **<Online Applications>**.

From the grid view of the application forms click on the **<APPLICATION FOR STAY OF EXECUTION>**.


System will display the form as follows.

### APPLICATION FOR STAY OF EXECUTION - EMPLOYMENT CLAIMS TRIBUNALS

**Instructions:**


1. This form allows you to apply for a stay of execution.
2. You will need the Claim Number and Order Number to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. ( \* ) denotes mandatory fields.
7. Please refer to the CJTS step-by-step Guide for more information on stay of execution.

**Stay of Execution\***

<b>Claim No.*</b> Enter Claim No. <small>eg: ECT/1234/2017</small>	<b>Order Date*</b>  Enter Order Date.
--	---

**Reason for application\***  
Enter Reason for application



**Supporting Documents (if any)**

<b>Choose File</b> No file chosen	Document description	 <b>Upload</b>
-----------------------------------	----------------------	---

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.

**Add another Document**

**Submit** **Save As Draft** **Cancel**

- Enter the Claim No.
- Enter the order date
- Enter Reason for application
- Select the attachment to be uploaded using the **<Browse>** button
- Enter the document description
- Enter the Page number of the document that you are referring to
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick on the box against "I declare that all the information...."
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page
- Click on the **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to go to Acknowledgement Page

## ACKNOWLEDGEMENT

- Your application for Application for Stay of Execution for Case No. [ECT/80204/2019](#) has been submitted successfully on 12/02/2019 04:16 PM.
- Your application no. is [ECT/APPL/30221/2019](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the Home page.

You can view the status of your application submitted under Application List.

## 30. Request for Documents

This application is to be used to search or inspect documents.

From the left panel of the Home Page click on **<Online Applications>**.

From the list of application forms click on **<REQUEST FOR DOCUMENTS>**.

System will display the form as below.

### REQUEST FOR DOCUMENTS

#### General Information and Instructions:

1. The Request for Documents form allows you to submit request for document(s) or submit request to search/inspect the record(s).
2. You will need the Claim No. and the Supporting Documents to complete the form.
3. This form contains two pages.
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. Once a document is submitted, it cannot be deleted or removed from the system.
8. ( \* ) denotes mandatory fields.
9. Please refer to the [CJTS step-by-step Guide](#) for more information on Supporting Documents.

#### Case Details\*

Claim No. / Settlement Agreement No. \*

Claim No. / Settlement Agreement No.

eg: ECT/1234/2017 or ECTD.J/ESA/6047/2018

Request Type

- Request to take a certified copy of the record, excluding order of tribunal
- Request to search or inspect the record
- Request to search the register of settlement agreements
- Request for a copy of a settlement agreement

Reason for Request\*

Enter Reason for Request


remaining 500 / 500

Supporting Documents

Choose File No file chosen

Document description

Page No.

 Upload



*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim No. /Settlement Agreement No.
- Select the Request Type.
- Enter Reason for Request
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that all the information provided above is true and correct"
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page

## ACKNOWLEDGEMENT

- Your application for Request for Documents (Request to take a certified copy of the record, excluding order of tribunal) for Case No. / Reference No. [ECT/80498/2020](#) has been submitted successfully on 12/06/2020 03:43 PM.
- Your application no. is [ECT/APPL/30616/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the Home page.  
 On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Applications & Appeals tab of the Case Details page.  
 Registry will notify you to make the payment (if applicable) upon approval of the application.



## 31. Hearing Bundle

This tool allows parties to create a consolidated PDF Bundle from existing documents in the Case folder. You can choose documents submitted by you, documents submitted by other parties and documents generated by the system (notices etc).

The consolidated PDF (or Hearing Bundle) will be generated with an index page that lists all the documents included in the bundle with document references and page numbers.

To create the Hearing Bundle, open the Case Details screen by clicking on Case number and navigate to “Documents” tab. System will display all the existing documents in the Case folder.

- Click on **“Create Hearing Bundle”** button to create the Hearing Bundle.

### CASE DETAILS - ECT/80480/2020

Case Summary	Case History	Documents	Payment Details	Correspondence	
<b>Filing No</b>	<b>Filing Type</b>	<b>Document Description</b>	<b>Source</b>	<b>Date &amp; Time</b>	<b>Ref</b>
ECT/80480/2020	Claim				
	Supporting Document (Employment Contract)	Employment Contract (2 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C01
	Supporting Document (TimeSheets)	Time Sheets (107 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C02
	Supporting Document (Pay Slips)	Pay Slips (62 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C03
	Supporting Document (Bank Statements)	Bank Statements (63 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C04
	Supporting Document (Claim Referral Certificate)	CRC (2 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C05
	Supporting Document (Company's ACRA profile)	ACRA (3 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C06
	Supporting Document (Documents)	Appointment Letter (2 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C07
	Notice	Notice of CMC to Claimant (75 KB)	System	14/05/2020 03:54 PM	T01
	Notice	Notice of CMC to Respondent (75 KB)	System	14/05/2020 03:54 PM	T02
	Supporting Document	Original Contract (107 KB) (pg: 1)	ABB	15/05/2020 08:28 AM	R01
	Supporting Document	Allowance (2 KB) (pg: 1)	ABB	15/05/2020 08:28 AM	R02
ECT/RSPS/10107/2020	Response Form			15/05/2020 08:44 AM	
	Supporting Document	Response-Supporting Doc (63 KB)	ABB	15/05/2020 08:44 AM	R04
	Response Notice	Response (3 KB)	ABB	15/05/2020 08:44 AM	R05

Create Hearing Bundle

- Select the documents to be included in the bundle by clicking on the checkbox next to each document list.

- Upon selecting the documents to be included in the bundle, click on “Next” button to proceed

### HEARING BUNDLE

**General Information and Instructions:**  
1. Please select the documents.

Filing No	Filing Type	Document Description	Source	Date & Time	Ref	Select
ECT/80480/2020	Claim					
	Supporting Document (Employment Contract)	Employment Contract (2 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C01	<input type="checkbox"/>
	Supporting Document (TimeSheets)	Time Sheets (107 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C02	<input type="checkbox"/>
	Supporting Document (Pay Slips)	Pay Slips (62 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C03	<input type="checkbox"/>
	Supporting Document (Bank Statements)	Bank Statements (63 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C04	<input type="checkbox"/>
	Supporting Document (Claim Referral Certificate)	CRC (2 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C05	<input checked="" type="checkbox"/>
	Supporting Document (Company's ACRA profile)	ACRA (3 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C06	<input type="checkbox"/>
	Supporting Document (Documents)	Appointment Letter (2 KB)	CLAIMANT-ECT	14/05/2020 03:52 PM	C07	<input type="checkbox"/>
	Notice	Notice of CMC to Claimant (75 KB)	System	14/05/2020 03:54 PM	T01	<input checked="" type="checkbox"/>
	Notice	Notice of CMC to Respondent (75 KB)	System	14/05/2020 03:54 PM	T02	<input type="checkbox"/>
	Supporting Document	Original Contract (pg: 1) (107 KB)	ABB	15/05/2020 08:28 AM	R01	<input type="checkbox"/>
	Supporting Document	Allowance (2 KB) (pg: 1)	ABB	15/05/2020 08:28 AM	R02	<input type="checkbox"/>
ECT/RSPS/10107/2020	Response Form			15/05/2020 08:44 AM		<input type="checkbox"/>
	Supporting Document	Response-Supporting Doc (63 KB)	ABB	15/05/2020 08:44 AM	R04	<input type="checkbox"/>
	Response Notice	Response (3 KB)	ABB	15/05/2020 08:44 AM	R05	<input type="checkbox"/>

**Next** Cancel

- Click on the up arrow (^) or down arrow (v) icons provided for each document to change the order of priority.
- Click on “**Add/Remove Documents**” button to add or remove previously selected documents to be included in the bundle. System will redirect back to the document selection screen.

ECT/80480/2020	Claim (Supporting Document (TimeSheets))	Time Sheets	CLAIMANT-ECT	14/05/2020 03:52 PM	C02	^ v
ECT/80480/2020	Claim (Supporting Document (Pay Slips))	Pay Slips	CLAIMANT-ECT	14/05/2020 03:52 PM	C03	^ v
ECT/80480/2020	Claim (Supporting Document (Company's ACRA profile))	ACRA	CLAIMANT-ECT	14/05/2020 03:52 PM	C06	^

**Add / Remove Documents**

**Confirm and Proceed**

• Click on **<Confirm To Proceed>** to view the Acknowledgement page

**ACKNOWLEDGEMENT**

- Your hearing bundle has been successfully generated and saved into the case folder.
- Please click [here](#) to save hearing bundle document.
- Please download the hearing bundle and bring a copy for the hearing.

**Go to Home**

Click on **<Go to Home>** to go back to the Home page.  
Click on the “here” link to open and save the hearing bundle.

CASE NO: ECT/80480/2020

**BETWEEN**

CLAIMANT-ECT

.... Claimant

ABB PTE LTD

.... Respondent

**CLAIMANT'S HEARING BUNDLE**

**Table of Contents**

S.No.	Description	Document Reference No.	PageNo
1	Notice - Notice of CMC to Claimant	T01	1-4
2	Employment Contract - Employment Contract	C01	5
3	Claim Referral Certificate - CRC	C05	6
4	Time Sheets - Time Sheets	C02	7-12
5	Pay Slips - Pay Slips	C03	13-15
6	Company's ACRA profile - ACRA	C06	16-17

The Hearing bundles generated can be accessed from Case Details screen under the "Hearing Bundle" tab.

Parties can access Hearing Bundles generated by other parties.

**CASE DETAILS - ECT/80480/2020**

Case Summary	Case History	Documents	Payment Details	Correspondence	Hearing Bundle
S.NO	Created Date & Time	Created By	Download		
1	15/05/2020 09:33 AM	CLAIMANT-ECT			
2	18/05/2020 10:49 AM	RESPONDENT-N.			

Create Hearing Bundle


You can generate new Hearing bundle by clicking on the "Create Hearing Bundle" button. The existing Hearing bundle will be replaced with the new Hearing bundle (i.e. only the latest Hearing bundle is shown).

## 32. eNegotiation

eNegotiation is a process by which the parties can negotiate between themselves to settle the dispute amicably without having to come to the court.

- eNegotiation has to be initiated by the Respondent and must be completed within 14 days from the date of filing of the claim or before the court attendance
- System allows only THREE rounds of eNegotiation
- A Round is deemed complete when started by Respondent and replied to by the Claimant

On the Home Page in the Active Cases section, cases for which eNegotiation can be done will have “eNegotiation” under the status column.

ACTIVE CASE(S) <span style="float: right;">28</span>					
S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	<a href="#">ECT/80206/2019</a>	CLAIMANT V ABB PTE LTD	08/03/2019	eNegotiation	<a href="#">Response</a> <a href="#">eNegotiate</a> 

When initiating the **eNegotiation** process for the **first time** click on the hyper link **<eNegotiate>** against the case no to start the process.

System will display the confirmation page displaying the claimant details, brief summary and what the claimant is asking for pertaining to the case.

### eNEGOTIATION - CONFIRMATION

#### General Information and Instructions:

1. The eNegotiation process allows parties to settle their dispute on their own without proceeding to a Court hearing.
2. The eNegotiation is conducted without prejudice. After parties have reached an agreement, they may apply for a consent Order of Tribunal or withdraw the Claim.
3. The parties are encouraged to save the settlement agreement for their own reference or to enforce the settlement agreement.
4. Please note that only 3 rounds of eNegotiation is allowed.

#### Party Details

**Claimant Name\***

CLAIMANT

**Claimant Email\*****Respondent Name\***

ABB PTE LTD

**Respondent Email**[Start eNegotiation](#)

Click on **<Start eNegotiation>** to go to eNegotiation page.

## eNEGOTIATION

	<b>CLAIMANT</b>	VS	<b>ABB PTE LTD</b>
	<b>Brief Summary of Claim :</b> NOT PAID FOR ALLOWANCE FOR 6 MONTHS		
	<b>Case No:</b>	ECT/80206/2019	



### Negotiation Items:



- Not Responded
- Responded
- Resolved

### Negotiation Details:\*

<b>1</b> +	<b>CLAIMANT</b> Pay SGD 3,000.00	12/02/2019 04:25 PM
<b>Action:*</b>		
Select Action		

### Message

remaining 300 / 300

The ROUND column shows the current round number of the eNegotiation.

After the end of round THREE, you may view eNegotiation summary of the eNegotiation in the document tab of the case folder.

## CASE DETAILS - ECT/80206/2019

Case Summary	Case History	Documents	Payment Details	Correspondence	
Filing No	Filing Type	Document Description	Source	Date & Time	Ref
ECT/80206/2019	Claim				
	Supporting Document (Company's ACRA profile)	ACRA	CLAIMANT	12/02/2019 04:25 PM	C01
	Notice	Notice of CMC to Claimant	System	12/02/2019 04:25 PM	T01
	Notice	Notice of CMC to Respondent	System	12/02/2019 04:25 PM	T02
	Supporting Document	eNegotiation Summary	ABB	12/02/2019 05:32 PM	

The figure



displays the current round number of the eNegotiation.

The caption "Negotiation Items:" contains colour coded number boxes matching the number of items claimed in the case.

### Negotiation Items:



- Not Responded
- Responded
- Resolved

- Numbers shown in Grey box means not yet responded
- Numbers shown in Blue box means responded
- Numbers shown in Green box means the claim has been resolved mutually

To enter your response click on down arrow button against **<Select Action>**.

**Negotiation Details:\***

The screenshot shows a negotiation card for Round 1. The card header includes a plus sign, the role 'CLAIMANT', the amount 'Pay SGD 3,000.00', and the timestamp '12/02/2019 04:25 PM'. Below the header is a blue bar with the label 'Action:\*. Below this is a dropdown menu with 'Select Action' selected and a downward arrow.

**Message**

The screenshot shows a large, empty text input field for entering a message.

remaining 300 / 300

Cancel **Confirm and Proceed**

Three options will be displayed

The screenshot shows the dropdown menu expanded, displaying three options: 'I agree', 'I would like to propose another amount / date', and 'I do not agree'. The 'I do not agree' option is highlighted in blue.

- I Agree
- I would like to propose another amount/date
- I do not agree

System will display additional messages / guidance text depending on the action selected, round number and your login status as Claimant / Respondent.

**Scenario 1.**

<b>Action</b>	<b>"I Agree "</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Respondent</b>



System will display

The screenshot shows a form with a light blue header. Below the header, there is a dropdown menu labeled "Action:" with "I agree" selected. Below this, there are three columns: "Reason / Proposal Details" with "I agree to pay", "Amount\*" with "SGD 3000.00", and "Payment Date / Completion Date\*" with a calendar icon and "Payment Date / Completion Date". A "Done / Preview" button is located at the bottom right of the form.

- Note the amount is not editable once you agree to the claim
- Select the Payment Date

Upon selecting the date click on **<Done>**.

The screenshot shows a claim summary card with a light blue header. The header contains a "1 +" icon, the text "CLAIMANT Pay SGD 3,000.00", and a timestamp "12/02/2019 04:25 PM". Below the header, there is a dropdown menu labeled "Action:" with "I agree" selected. Below this, there is a text field containing "I agree to pay SGD 3,000.00 by 11/03/2019". An "Edit" button is located at the bottom right of the card.

**<Edit>** allows to change the date selected or the Action itself.

Click on **<Confirm and Proceed>**.

System will display the acknowledgement page

#### **ACKNOWLEDGEMENT**

1. Your response has been sent to other party.
2. You have 2 more rounds to eNegotiate.

**Close**

Click on **<Close>** at the bottom of the page to go to eNegotiation page.

Since "I Agree" option was chosen notice the document icon next to the case.

eNEGOTIATION NO ▲▼	CASE NO	PARTIES	CREATED ON	LAST UPDATED ON	EXPIRY ON	ROUND	SUMMARY
EN/30204/2019	ECT/80206/2019	CLAIMANT V ABB PTE LTD	12/02/2019	12/02/2019	07/03/2019	1	

What the claimant will see.

<b>Action</b>	<b>"I Agree "</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Claimant</b>

When you login as the claimant and go to the eNegotiation page and select the hyper link to view the details, the system will display the following:

### eNEGOTIATION

CLAIMANT
VS
ABB PTE LTD

---

**Brief Summary of Claim :**  
NOT PAID FOR ALLOWANCE FOR 6 MONTHS

---

**Case No:** ECT/80206/2019

Round  
1  
 out of  
3

#### Negotiation Items:

1

- Not Responded
- Responded
- Resolved

#### Negotiation Details:\*

1 +

Pay SGD 3,000.00 12/02/2019 04:25 PM

**ABB PTE LTD**  
I agree to pay SGD 3,000.00 by 11/03/2019 12/02/2019 05:32 PM



Save eNegotiation Summary
Apply for Order of Tribunal
Request for Withdrawal
Cancel

97

Notice the item number is shown in Green box meaning resolved.

- The message "You have completed your 3 rounds/cycles of negotiation for this claim. You may proceed to settle with each other or attend at the Tribunals."
- The action taken by the respondent and the message posted will be displayed
- **<Save eNegotiation Summary>** button does what the caption suggests
- Click on **<Apply for the Order of Tribunal>** if you wish to obtain a court order

Click on **<Apply for the Order of Tribunal>** to view the confirmation page.

 **Confirm to Proceed** 



We note that you have successfully reached a settlement and would like to apply for an Order of Tribunal.

Please note that ECT reserves the right to record an Order of Tribunal. ECT will not be able to record an Order where:-

- (a) The settlement terms cannot be put into an Order of Tribunal; or
- (b) The settlement terms may not be enforceable; or
- (c) The settlement terms and/or claim is not within the Tribunal's jurisdiction.

In such cases, the Tribunal may require parties to attend the Case Management Conference and make submissions to the Registrar.

Click on **<Confirm>** to view the acknowledgement page.

 **Success** 

Your application will be processed. Please contact Tribunals [by email/telephone] if you do not have a response within 7 days of Application. If you do not get the order by the Case Management Conference date, please attend the Case Management Conference.

## Scenario 2.

<b>Action By Respondent</b>	<b>"I would like to propose another amount / date "</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Respondent</b>

**Action:\***

I would like to propose another amount / date

**Reason / Proposal Details**

I would like to pay

**Amount\***

SGD 750

50.00% of claim amount

**Payment Date / Completion Date\***

Payment Date / Completion Date

**Done / Preview**

Changing the amount will display the %-age of original claim amount being proposed now.

- Select the Payment Date / Completion Date
- Click on **<Done>** button
- Enter reasons for your proposal in the message box
- Click on **<Confirm and Proceed>**

Acknowledgment page will be displayed.

### ACKNOWLEDGEMENT

1. Your response has been sent to other party.

2. You have 2 more rounds to eNegotiate.

**Close**

## Scenario 2 (continued)

<b>Last Action By Respondent</b>	<b>“I would like to propose another amount / date”</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Claimant</b>

When you log in as Claimant and go to the eNegotiation page and select the hyper link to view the details, the system will display the following:

**eNEGOTIATION**

**CLAIMANT** VS **B & B PTE LTD**

---

**Brief Summary of Claim :**  
NOT PAID FOR ALLOWANCE

---

**Case No:** ECT/80205/2019

Round

1

out of

3

**Negotiation Items:**

1

■ Not Responded

■ Responded

■ Resolved

**Negotiation Details:\***

1 +

Pay SGD 1,500.00

12/02/2019 01:09 PM

**B & B PTE LTD**

I would like to pay SGD 750.00 by 28/02/2019

12/02/2019 05:39 PM

**Action:\***

Select Action

Selecting “I would like to propose another amount / date” or “I do not agree” system will display how such claims were settled in the past indicating the percentage.

<b>Action By Claimant</b>	<b>“I would like to propose another amount / date”</b>
---------------------------	--

Claimant chooses "I would like to propose another amount / date" enter the details

The screenshot shows a web form with a light blue header and background. At the top, under the label "Action:\*", there is a dropdown menu with the selected option "I would like to propose another amount / date". Below this, the form is divided into three sections: "Reason / Proposal Details" with a text input containing "Pay"; "Amount\*" with a currency selector set to "SGD" and a numerical input field containing "1000", with a note below it stating "66.67% of claim amount"; and "Payment Date / Completion Date\*" with a calendar icon and a date input field containing "28/02/2019". A "Done / Preview" button is located at the bottom right of the form.

Enter additional message to the respondent and clicks on **<Confirm and Proceed>**. Acknowledgment Page will be displayed.

### Scenario 2 (continued)

<b>Last Action By Claimant</b>	<b>"I would like to propose another amount / date "</b>
<b>Round Number</b>	<b>2</b>
<b>Login Status</b>	<b>Respondent</b>

When the Respondent logs-in and continues the eNegotiation process the system will display

eNEGOTIATION

**CLAIMANT** vs **B & B PTE LTD**

**Brief Summary of Claim :**  
NOT PAID FOR ALLOWANCE

**Case No:** ECT/80205/2019

Round **2**  
out of **3**

Negotiation Items:

1

Not Responded  
Responded  
Resolved

Negotiation Details:

1 +

**CLAIMANT**  
Pay SGD 1,500.00 12/02/2019 01:09 PM

**CLAIMANT**  
Pay SGD 1,000.00 by 28/02/2019 12/02/2019 05:42 PM

Action:\*  
Select Action

**Additional Messages:**

Pay atleast S\$1,000.00

Message

remaining 300 / 300

Confirm To Proceed Cancel

The Additional message box shows the message by the claimant.  
Click on the <+> icon to view the response given earlier.

1 -

**CLAIMANT**  
Pay SGD 1,500.00 12/02/2019 01:09 PM

I would like to pay SGD 750.00 by 28/02/2019 12/02/2019 05:39 PM

**CLAIMANT**  
Pay SGD 1,000.00 by 28/02/2019 12/02/2019 05:42 PM

Click on the <-> icon to hide the response.

When users login as the claimant and go to the eNegotiations page and select the hyper link to view the details. System will display additional box.

Scenario 3.

Action By Respondent	"I do not agree"
----------------------	------------------

<b>Round Number</b>	<b>2</b>
<b>Login Status</b>	<b>Respondent</b>

System will display

**Negotiation Details:**\*

1
+

**CLAIMANT**

Pay SGD 1,500.00 12/02/2019 01:08 PM

**CLAIMANT**

Pay SGD 1,000.00 by 28/02/2019 12/02/2019 05:42 PM

**Action:**\*

I do not agree
▼

**Reason for Disagreement:**\*

Reason for disagreement

Done / Preview

- Enter the Reasons for disagreement
- Click on the **<Done>** button
- Enter additional information you wish to convey in the message box
- Click on **<Confirm and Proceed>** to view the Acknowledgment Page

**Scenario 3 (continued)**

<b>Last Action By Respondent</b>	<b>"I do not agree"</b>
<b>Round Number</b>	<b>3</b>
<b>Login Status</b>	<b>Claimant</b>



Action:\*

I do not agree ▼

**Think Win - Win**  
The difference between the latest proposals is SGD 250.00.  
Would you like to settle at the median amount of SGD 875.00 ?

Reason for Disagreement\*

Reason for disagreement

Done / Preview

When you login as the claimant and go to the eNegotiations page and select the hyper link to view the details, the system will display additional box:

Select the action you propose as a claimant.

- Enter additional information you wish to convey in the message box
- Click on **<Confirm and Proceed>** to view the Acknowledgment Page

### Scenario 3 (continued)

<b>Last Action By Claimant</b>	<b>"I would like to propose another amount / date"</b>
<b>Round Number</b>	<b>3</b>
<b>Login Status</b>	<b>Respondent</b>

System will display

#### eNEGOTIATION

CLAIMANT
VS
B & B PTE LTD

---

**Brief Summary of Claim :**  
NOT PAID FOR ALLOWANCE

---

**Case No:** ECT/80205/2019

**Negotiation Items:**

1

- Not Responded
- Responded
- Resolved

Round  
**3**

out of  
**3**

**Negotiation Details:\***

1 +

CLAIMANT  
Pay SGD 1,500.00 12/02/2019 01:09 PM

CLAIMANT  
I do not agree. I wont accept for \$800.00 12/02/2019 05:54 PM

**Action:\***

Select Action
▼

**Additional Messages:**

Pay atleast S\$1,000.00

Select the action you propose as a Respondent.

**Action:\***

I would like to propose another amount / date

---

**Think Win - Win**  
 The difference between the latest proposals is SGD 250.00.  
 Would you like to settle at the median amount of SGD 875.00 ?

**Reason / Proposal Details**      **Amount\***      **Payment Date / Completion Date\***

I would like to pay      SGD 850.00      28/02/2019

56.67% of claim amount

[Done / Preview](#)

- Enter additional information you wish to convey in the message box
- Click on **<Confirm and Proceed>** to view the Acknowledgment Page

The acknowledgement page will be different in the Round 3.

**Scenario 3 (continued)**

<b>Last Action By Respondent</b>	<b>"I would like to propose another amount / date"</b>
<b>Round Number</b>	<b>3</b>
<b>Login Status</b>	<b>Claimant</b>

System will display additional message as to what the % of the last negotiated amount by the claimant has been agreed to by the respondent.

**Negotiation Details:\***

**1 +**

Pay SGD 1,500.00      12/02/2019 01:09 PM

**B & B PTE LTD**  
 I would like to pay SGD 850.00 by 28/02/2019      12/02/2019 05:55 PM

**Action:\***

Select Action

- I agree
- I do not agree

As the eNegotiation is now in the Round 3 and login status is as Claimant, only two options will be available

- I Agree
- I do not Agree

If Claimant chooses **<I Agree>** system will guide the user the steps mentioned earlier.

If Claimant chooses **<I do not Agree>** system will guide the user the steps mentioned earlier.

- Enter additional information you wish to convey in the message box
- Click on **<Confirm and Proceed>** to view the Acknowledgment Page

After Round 3 is completed by both the parties, the eNegotiation document will still be available in the system for the parties to view the exchange of information.

When the eNegotiation document is selected system will display

**eNEGOTIATION**

	CLAIMANT	VS	B & B PTE LTD
	Brief Summary of Claim : NOT PAID FOR ALLOWANCE		
	Case No:	ECT/80205/2019	

Round **3**  
out of **3**

**Negotiation Items:**

1

- Not Responded
- Responded
- Resolved

You have completed your 3 rounds / cycles of negotiation for this claim. You may proceed to settle with each other or attend at the Tribunals.

**Negotiation Details:\***

1 -

Pay SGD 1,500.00	12/02/2019 01:09 PM
<b>B &amp; B PTE LTD</b> I would like to pay SGD 750.00 by 28/02/2019	12/02/2019 05:39 PM
Pay SGD 1,000.00 by 28/02/2019	12/02/2019 05:42 PM
<b>B &amp; B PTE LTD</b> I do not agree. I can only pay \$800.00	12/02/2019 05:51 PM
I do not agree. I wont accept for \$800.00	12/02/2019 05:54 PM
<b>B &amp; B PTE LTD</b> I would like to pay SGD 850.00 by 28/02/2019	12/02/2019 05:55 PM
I do not agree. I donot agree	12/02/2019 05:57 PM

**Additional Messages:**

Pay atleast S\$1,000.00

**Save eNegotiation Summary** Cancel

Click on **<Save eNegotiation Summary>** to save the same.

### 33. General Appointment

This form is to be used if you wish to seek an appointment for enquiry or submission of physical evidence over the counter.

From the left panel of the Home Page click on **<Online Applications>**.

From the list of application forms click on the **<GENERAL APPOINTMENT>**.

System will display the form as below.

#### GENERAL APPOINTMENT - EMPLOYMENT CLAIMS TRIBUNALS

**General Information and Instructions:**

1. This form will take about 5 minutes to complete.
2. ( \* ) denotes mandatory fields.

**Appointment Details\***

<b>Date*</b>	<b>Time*</b>
<input type="text" value="04/01/2019"/>	<input type="text" value="11:00 AM"/>

**Reason for Appointment\***

remaining 478 / 500

- Select the Date and Time for the appointment
- Enter Reason for Appointment
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm To Proceed>** to view the Acknowledgement page

## GENERAL APPOINTMENT - FOR VERIFICATION

### Appointment Details\*

Date*	Time*
04/01/2019	11:00 AM

### Reason for Appointment\*

Reason for Appointment

Amend

Confirm and Proceed

## ACKNOWLEDGEMENT

- Your application no. is [ECT/APPL/30147/2018](#).
- You are required to appear at the Tribunals on **04/01/2019 11:00 AM**.
- Click [here](#) to save this acknowledgement.

Go to Home

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home page.

## 34. Registration of Settlement Agreement

Parties can register a Settlement Agreement signed by both parties at the TADM. A registered settlement agreement is enforceable as a District Court Order.

Either of the parties can register settlement agreement as an Application. The Application to be made within 4 weeks after the parties sign the Settlement Agreement.

Please have in hand a copy of your Settlement Agreement with you. When filling in the particulars of the "Applicant" or "Respondent" in the online Application, please key in the exact full name and particulars of the "Party A" or "Party B" in the 1<sup>st</sup> page of the Settlement Agreement. If the name or particulars submitted is different from that in the Settlement Agreement, the application may be rejected.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms click on **<REGISTRATION OF SETTLEMENT AGREEMENT>**.

System will display the form as below.



## REGISTRATION OF SETTLEMENT AGREEMENT

### General information and instructions:

1. This form allows you to apply to Registration of Settlement Agreement.
2. This form will take you about 10 minutes to complete.
3. An application is considered filed when payment is made(if required) and an application number is issued.
4. There will be no refund of filing fees.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. (\*) denotes mandatory fields.

### A. Particulars of Applicant

<b>Individual / Company Name*</b> HALLEY	<b>ID*</b> PASSPORT <input type="text" value="S8794561C"/>
<b>Contact No 1*</b> MOBILE <input type="text" value="+ 65 82004787"/>	<b>Contact No 2</b> Select <input type="text" value="+ 65 82004787"/>
<b>Email*</b> TESTCMS99 @ GMAIL.COM <small>eg: myid@abc.com</small>	
<b>Individual / Company Address</b>	
<b>Premises Type*</b> APARTMENT/FLAT/CONDO	<b>Postal Code*</b> 670539 <input type="button" value="Retrieve Address"/>
<b>Block / House*</b> 539 <small>eg: 422A</small>	<b>Street Name*</b> BEDOK NORTH ROAD
<b>Floor Unit*</b> 05 - 150 <small>eg: 03-14</small>	<b>Building Name</b> Building Name 1
<b>Country*</b> SINGAPORE	

### B. Particulars of Respondent

<b>Individual / Company Name*</b> TCV	<b>ID*</b> NRC <input type="text" value="08RR1A0552"/>
<b>Contact No 1</b> MOBILE <input type="text" value="+ 65 9966101463"/>	<b>Contact No 2</b> OFFICE <input type="text" value="+ 65 9966101463"/>
<b>Email</b> UDAYKUMAR.EXTARC @ GMAIL.COM <small>eg: myid@abc.com</small>	
<b>Individual / Company Address</b>	
<b>Premises Type*</b> APARTMENT/FLAT/CONDO	<b>Postal Code*</b> 508001 <input type="button" value="Retrieve Address"/>
<b>Block / House*</b> M-BLK <small>eg: 115A</small>	<b>Street Name*</b> CHO CHU KANG
<b>Floor Unit*</b> 19 - 54 <small>eg: 03-14</small>	<b>Building Name</b> BUILDING NAME
<b>Country*</b> SINGAPORE	



### C. TADM Details

<b>TADM Reference Number of Settlement Agreement*</b> 201808RR1A0552 <small>eg: 2018xxxxxI-00x</small>	<b>Date signed on Settlement Agreement*</b> <input type="text" value="02/01/2019"/>
--	--

### D. Supporting Documents\*

Udaykumar\_Vishwanadula.pdf

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.

- Enter the Respondent Details, TADM Reference Number and Date signed on Settlement Agreement
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description. Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page
- Click on **<Pay Now by Credit Card>** button if you are paying by Credit Card
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document

Following acknowledgement page will be displayed after the payment is made.

#### **ACKNOWLEDGEMENT**

- Your application for Settlement Agreement has been submitted successfully on 03/01/2019 06:22 PM.
- Your application no. is [ECTDJ/ESA/6082/2018](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

## 35. Set Aside Settlement Agreement

Respondent can file an application to Set Aside the registration of a Settlement Agreement within seven (7) days from the date of registration of the Settlement Agreement.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms click on **<SET ASIDE SETTLEMENT AGREEMENT>**.

System will display the form as below.

## SET ASIDE REGISTRATION OF SETTLEMENT AGREEMENT - EMPLOYMENT CLAIMS TRIBUNALS

### General Information and instructions:

1. The Set Aside Registration of Settlement Agreement form contains the Set Aside Registration of Settlement Agreement details.
2. This form will take you about 15 minutes to complete.
3. (\*) denotes mandatory fields.
4. You can click on ⓘ for more information on the field.
5. Only documents in PDF are allowed for uploading.
6. Please refer to the CJTS step-by-step Guide for more information on Claims.

### Registration of Settlement Agreement Number\*

eg: ECTDJ/ESA/xxxx/2018

### A. Particulars of Applicant

<b>Individual / Company Name</b> MAHENDRASUV	<b>ID</b> PASSPORT-S8794561C
<b>Contact No 1</b> MOBILE +65 82004787	<b>Contact No 2</b> +65 82004787
<b>Email*</b> TESTCMS99@GMAIL.COM	
<b>Your Registered Address</b>	
<b>Premises Type *</b> APARTMENT	<b>Postal Code*</b> 670539
<b>Block / House</b> 539	<b>Street Name</b> BEDOK NORTH ROAD
<b>Floor-Unit</b> 05-150	<b>Building Name</b>
<b>Country*</b> SINGAPORE	

### B. Particulars of Respondent

<b>Individual / Company Name</b> CAROLINE	<b>ID</b> PASSPORT-S78787970
<b>Contact No 1</b> MOBILE +65 82004787	<b>Contact No 2</b> +65 82004787
<b>Email</b> TESTCMS99@GMAIL.COM	
<b>Respondent (Registered) Address</b>	
<b>Premises Type</b> APARTMENT	<b>Postal Code*</b> 668672
<b>Block / House</b> 88	<b>Street Name</b> HILLVIEW AVENUE
<b>Floor-Unit</b> 02-05	<b>Building Name</b> HILL BROOKS

### C. Grounds for Set Aside\*

- The settlement agreement is void or voidable because of incapacity, fraud, misrepresentation, duress, coercion, mistake or any other ground for invalidating a contract.
- The settlement agreement includes subject matter that does not relate to a specified employment dispute.
- Any term of the settlement agreement is not capable of enforcement as an order made by a District Court.
- The registration of the settlement agreement is contrary to public policy.



### D. Reason for Set Aside\*

remaining 480 / 500

### E. Supporting Documents

 No file selected.

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please enter the description of the document that you are uploading.

- Enter the Grounds for Set Aside and Reasons for Set Aside
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description. Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page
- Click on **<Pay Now by Credit Card>** button if you are paying by Credit Card
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document

Following acknowledgement page will be displayed after the payment is made.

#### **ACKNOWLEDGEMENT**

- Your application for Set Aside Registration of Settlement Agreement for Registration of Settlement Agreement No. [ECTDJ/ESA/6084/2018](#) has been submitted successfully on 03/01/2019 07:05 PM.
- Your application no. is [ECTDJ/ESA/APPL/307/2018](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)