

SMALL CLAIMS TRIBUNALS  
Section 23(2) (h) and (i)  
Small Claims Tribunals Act (Cap 308)

**APPLICATION BY AN INDIVIDUAL TO BE AN AUTHORISED REPRESENTATIVE TO PRESENT CASE**

Date : \_\_\_\_\_

CLAIM NO. \_\_\_\_\_  
*(State Claim/Counterclaim No.)*

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1. The \*Claimant/\*Respondent \_\_\_\_\_  
*(State name)*

unable to present case at the \*Consultation/\*Hearing by reason of: - Tick (✓) where applicable

Not being resident in Singapore and unable to remain in Singapore.

OLD AGE. \*Claimant/\*Respondent is \_\_\_\_\_ years old.

ILLITERACY. Educational level: \_\_\_\_\_  
Language proficiency: \_\_\_\_\_

INFIRMITY OF MIND OR BODY. Details: \_\_\_\_\_  
*[A copy of the medical report is to be attached].*

2. Mr/\*Mdm/\*Miss \_\_\_\_\_ of  
*(State name of representative)*

\_\_\_\_\_  
*(State address of representative)*

Is not an advocate and solicitor, or an agent whether paid or otherwise, applies to be a representative to present the case on behalf of the \*Claimant/\*Respondent.

\_\_\_\_\_  
Signature of \*Claimant/\*Respondent

\_\_\_\_\_  
Signature of Representative

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**FOR OFFICE USE**

(a) The appointed representative is \*duly Authorised/\*not duly Authorised by \*Claimant/\*Respondent.

(b) The above application is \*APPROVED/\*NOT APPROVED

Remarks (if any):

Signature : \_\_\_\_\_

Name of Officer: \_\_\_\_\_

Date : \_\_\_\_\_

*\*Delete where inapplicable*