

**Form 66**

**EMPLOYMENT CLAIMS TRIBUNALS**

\*Claim / Counterclaim No. | |

Between

(Name of Claimant).....Claimant

NRIC / Fin No. / UEN No.

And

(Name of Respondent).....Respondent

NRIC / Fin No. / UEN No.

**RESPONSE**

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

**Part A – Particulars of Respondent**

1. My particulars are as follows:

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

**Part B – Particulars of \*Response / Response to Counterclaim (\*delete as appropriate)**

- 1. A \*claim / counterclaim has been lodged against me in \*Claim / Counterclaim No. | | of 20 | |
- 2. I am opposing the \*claimant's / counterclaimant's claim for the following reasons (please provide detailed reasons for each incident which the claimant has stated in the claim): | |

3. I attach the following evidence in support of my response:

- Document(s) *(please specify what documents)*:  
|
- Photograph(s)
- Other evidence (including video recordings, audio recordings, electronic documents or other records) *(please specify what other evidence)*:  
|

**WARNING:** An adverse inference may be drawn against any employer which has —

- (a) failed to make and keep employee records, failed to give a written record of key employment terms to its employees or failed to give payslips to its employees;
- (b) reduced the basic monthly salary or fixed monthly allowances of its foreign workers to an amount less than that declared in the work pass application submitted to the Controller, or increased the amount of fixed monthly deductions to more than that declared in the work pass application submitted to the Controller; and/or
- (c) failed to pay the salary of its S-pass employees via GIRO or by such other means as may be approved by the Controller in writing,

or fails to produce evidence of its compliance with the above obligations.

4. There \*is a / is no report issued by the Ministry of Manpower (MOM) or the Tripartite Alliance for Dispute Management (TADM) in relation to this claim.

**Part C – Confirmation of Contents**

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

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

[Signature of respondent]

[Name of respondent]

(\*delete as appropriate)

## EXPLANATORY NOTE TO THE RESPONDENT

**IMPORTANT: Please fill in all the fields in the form. An incomplete form and / or incomplete supporting evidence will delay the processing of your submission.**

1. A Claim lodged against a respondent in the Employment Claims Tribunals must be supported by a claim referral certificate issued in respect of every specified employment dispute for which the claim is lodged.
2. A respondent who wishes to contest the Claim must file a Response in this form and include all supporting evidence (including documents, photographs, video recordings, audio recordings, electronic evidence etc.) to prove the matters which are stated. If you are submitting video or audio recordings, you must provide them in CD-ROM or DVD-ROM and also provide relevant transcripts. Any evidence that is not in English must be translated into English by a certified translator before submission.
3. The fee for filing a Response is **\$30.00** for claims not more than \$10,000, or **\$60.00** for claims more than \$10,000.
4. A respondent may lodge a Counterclaim against the claimant if the respondent wishes to bring his or her (or its) own claim against the claimant.

### BRIEF PROCEDURE FOR FILING A RESPONSE

5. You have 7 days after the date on which you are served the Claim to file a Response to contest the Claim against you and serve it on the claimant.
6. You must file a Declaration of Service within 4 weeks after the date of filing your Response and, in any event, before the next Case Management Conference. The date, time and place of the Case Management Conference will be provided to you.
7. You must attend the Case Management Conference on the date, time and place which will be given to you. If you fail to attend the Case Management Conference, the Registrar or tribunal may proceed with the Case Management Conference in your absence and may make such orders as the Registrar or tribunal thinks fit, including making an order against you.

### FURTHER INFORMATION

Ministry of Manpower website: [www.mom.gov.sg](http://www.mom.gov.sg)

State Courts website: [www.statecourts.gov.sg](http://www.statecourts.gov.sg)