

Form 68

EMPLOYMENT CLAIMS TRIBUNALS

*Claim / Counterclaim No. [] []

*Application No. [] []

Between

(*Name of Claimant / Counterclaimant*).....*Claimant / Counterclaimant*

NRIC / Fin No. / UEN No.

And

(*Name of Respondent*).....*Respondent*

NRIC / Fin No. / UEN No.

DECLARATION OF SERVICE

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

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.

I, [name], [NRIC No. / Fin No. / UEN No.], the [*claimant / respondent / counterclaimant / applicant] in these proceedings, declare that I did on the [] day of [month] [year] at [time] serve the [*claim / response / counterclaim / amended claim / application / (state other document)] on [name of party] by:

- delivering it to that person at his last known place of residence (*please specify address*):
[]
- sending it by registered post to the party's last known place of residence or business in an envelope addressed to the person (*please specify address*):
[]
- 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 (*please specify address*):
[]
- sending it by registered post addressed to the body of persons or body corporate at its registered office or principal place of business (*please specify address*):
[]
- any other manner as directed by the tribunal or Registrar (*please specify method*):
[]

Confirmation of Contents

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

Dated this [] day of [], 20[]

[Signature of *claimant / counterclaimant / respondent / applicant]

[Name of *claimant / counterclaimant / respondent / applicant]

(*delete as appropriate)