

Form 71

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.

NOTICE OF CASE MANAGEMENT CONFERENCE

To the *Claimant / Counterclaimant and the Respondent:

Take notice that you are required to attend before the *Registrar / tribunal for a Case Management Conference for the above claim(s) on [[date]] at [[place]] at [[time]].

And take notice that if you do not appear at the Case Management Conference, the *Registrar / tribunal may proceed with the Case Management Conference in your absence and may make such orders as the *Registrar / tribunal thinks fit, including dismissing the claim or entering judgment on the claim.

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

*Registrar
Employment Claims Tribunals*

*(*delete as appropriate)*