

Form 73

EMPLOYMENT CLAIMS TRIBUNALS

*Claim / Counterclaim No. []
Application No. []

Between

(Name of Applicant).....*Applicant*

NRIC / Fin No. / UEN No.

And

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

NRIC / Fin No. / UEN No.

APPLICATION FOR AN AUTHORISED REPRESENTATIVE

**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.**

Name of Applicant:	
NRIC / ID / UEN No.:	
Type of application: Tick (✓) where applicable	<input type="checkbox"/> For a member of the union (Ordinary Branch ¹) to be represented by the union. <input type="checkbox"/> For a party below the age of 18 years old to be represented by a parent or guardian. <input type="checkbox"/> For a person who is unable to present his own case by reason of illiteracy or infirmity of mind or body, to be represented by any other person who is authorised by him in writing.
Name of Proposed Representative:	
NRIC / FIN No. of Proposed Representative:	
<u>Declaration</u> I declare that the proposed representative is not an advocate and solicitor, or an agent whether paid or otherwise, and has sufficient knowledge of the case and is authorised to bind the represented party in the proceedings.	

¹ Ordinary Branch members can have their union represent them for wage negotiations and workplace issues.

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

[Signature of applicant]

[Name of applicant]

This form requires sealing by the Court and the signature of the Registrar / Tribunal.

(*delete as appropriate)

FOR OFFICIAL USE ONLY	
Received On:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

*Registrar / Tribunal
Employment Claims Tribunals*

EXPLANATORY NOTE TO THE APPLICANT

1. Please attach copies of supporting document(s) to support your application and copies of identification documents (e.g. NRIC, passport) of both the party and the proposed representative.
2. The original, signed application and the copies of the supporting document(s) must be handed in at the Case Management Conference or hearing that the intended representative is to attend. The outcome of the application will be decided at the said Case Management Conference and / or hearing.
3. The filing of an application is not an automatic confirmation that the proposed representative can proceed to represent the party. Where appropriate, or when ordered by the Registrar or the Tribunal, both the intended representative and the party (who is being represented) are to attend. If the party is unable to attend, full reasons must be provided, together with copies of any supporting document(s).
4. This application is to be made only if the party is UNABLE for the reason(s) stated, to present the case. An application should not be tendered simply because it is felt or thought that the representative is better at presenting the case, or knows the facts or situation better than the party.
5. The authorised representative cannot be an advocate or solicitor, or an agent whether paid or otherwise, and must have sufficient knowledge of the case and be authorised to bind the party by what he does or says at the proceedings.