

Form 96

EMPLOYMENT CLAIMS TRIBUNALS

*Claim / Counterclaim No. []

Between

{(Name of Claimant / Counterclaimant)}.....Claimant / Counterclaimant

NRIC / Fin No. / UEN No.

And

{(Name of Respondent)}.....Respondent

NRIC / Fin No. / UEN No.

REQUEST TO SEARCH / INSPECT / FOR COPIES OF DOCUMENTS

The Registrar,

Please allow me to Search / Inspect* the file.

Take a copy / certified copy* of the following document(s): _____

Reason for request

Signature of applicant : _____

Name of applicant : _____

Applicant's NRIC / Fin No. / UEN No. : _____

Address : _____

Telephone / HP : _____

Date : _____

*Please delete accordingly.

NOTES

- This form may be used to apply for any of the following requests, with the corresponding fee depending on the nature of your request:

Request Type	Cost
Request to take a certified copy of the record, excluding order of tribunal	\$8 per document plus \$5 per page
Request to search or inspect the record.	\$20
Request for a second or subsequent copy of an order of the tribunal	\$10
Request to search the register of settlement agreements	\$20
Request for a copy of a settlement agreement	\$10
Request for a second or subsequent copy of a settlement agreement	\$5 per doc plus 15 cents per page

- Court file inspection is limited to **30 minutes** only.
- Inspection hours are from **9 am – 12 pm** and **2.30 pm – 4.30 pm** from **Monday to Friday only**.

FOR INTERNAL USE ONLY

Decision on Request: **APPROVED / REJECTED**

Reason for Decision: *(Mandatory for Rejection)*

.....
Registrar

Employment Claims Tribunals