

Small Claims Tribunal

Requirements for lodgment of Claims and standard checklist for documents

- Claimant is to fully complete Claim Form (1) as per the requirements stated in the form. In the case of a company, the registered name, registered office address and telephone contact. Check with the Registrar of Companies for the correct name of the legal owner(s) in case of any doubt
- Fill the Claim Form with a dark ballpoint pen, have page 1 certified by a Justice of the Peace or Commissioner for Oaths first and then make 3 copies before filing with the Tribunal Registry
- The Particulars of Claim page must be completed, detailing what the Claim is about and the transaction(s) that gave rise to the Claim being filed, according to date(s), specifying the breakdown of how the total amount was calculated and the basis for such claim.
- Lodgment fee of \$5.75 cannot be claimed
- To avoid unnecessary adjournments, photocopies of any supporting documents, if available, must be attached to all copies of the Claim and where possible, these are to be correctly certified by a Commissioner for Oaths or Justice of the Peace. If all are not available, the Claim will still be accepted and received
- The Registry Clerk will circle the relevant box number below for the Claimant to provide copies of those documents and the subject, describing the nature of the Claim, to be stated on the file
- For the purpose of a direct bank deposit of payments, if awarded by the Tribunal, the Claimant is to provide the correct name of the bank account, name of the bank, account number and Tax Identification Number (TIN)

<p>1. <u>Motor Vehicle Accidents</u></p> <p>(a) Police Report concerning the accident (b) 3 Quotations for repairs/Invoices/Receipts (c) Photographs if any, of damages (d) Magistrate's Court Order if the driver at fault was prosecuted (e) Confirmation of vehicle ownership from the LTA (f) Insurance cover and/or Assessor's report (g) Written undertaking by the Respondent to pay for the cost of repairs, if any</p>	<p>2. <u>Arrears of Rent</u></p> <p>(a) Tenancy Agreement, if any (b) Receipts for payments of rent, if any (c) Letter of Notice to vacate (d) List for inspections carried out at the time of occupancy and/or vacation (e) Photographs of any structural or furniture/fittings damages, if any (f) Quotations for repairs/invoices (g) Copies of outstanding FEA/WAF/TFL statements, if applicable</p>
<p>3. <u>Building or Renovation Works</u> – incomplete or defective</p> <p>(a) Contract/Agreement if any, detailing scope of works (b) Approved building plan (c) Quotation(s) (d) Certificate of completion from the local authority (e) Reports/Photographs, if any (f) Receipts for payments</p>	<p>4. <u>Outstanding Loans</u></p> <p>(a) Valid Money Lender's License - the year when loan was advanced (b) Contract/Agreement, if any (c) Record and receipts for payments (d) Any witnesses to the loan when given (e) Correct calculation of interest</p>
<p>5. <u>Consumer Claims</u></p> <p>(a) Contract/Agreement (b) Receipts for payments (c) Copies of demand letters/emails (d) Evidence of defects/damage, if any (e) Evidence of complaint(s) lodged, if any (f) Service reports (g) Repossession and revaluation documents (h) Report from the Consumer Council or Fiji Commerce Commission, if any</p>	<p>6. <u>Unpaid Account</u></p> <p>(a) Copies of Invoices/Statement/Delivery Notes (b) Copies of any dishonoured cheque(s) (c) Copies of demand letters/emails (d) Interest charged on overdue account</p> <hr/> <p>7. <u>Cane Cutting Contracts</u></p> <p>(a) Copy of MOGA (Agreement) (b) Report from FSC including tonnage cut (c) Report from Gang Sridaar (d) Evidence of payments</p>