

**Acknowledgement of Service of Notification of Arbitration**

**仲裁通知書送達認收書**

*Directions for Acknowledgment of Service 關於送達認收書的指示*

1. The accompanying form of ACKNOWLEDGMENT OF SERVICE should be detached and completed by the Defendant or the person acting on behalf of the Defendant. After completion it must be delivered to the Secretariat of the Arbitration Committee within 2 days of the receipt thereof.

隨附的送達認收書表格應由被告人或被告人代表撕下及填寫。表格填妥後必須於送達 2 日內交付仲委會秘書處。

2. Where the Complainee agrees the representation(s) stated in the Application of Arbitration and accepts the Complainant's claims, the Complainee shall register the Notification of Arbitration with the Secretariat of the Arbitration Committee within 3 days of the receipt thereof. Upon receipt of the registration, the Secretariat will notify the Complainant and will not issue any order or decision.

若被投訴人同意仲裁申請書的申述並接納投訴人的要求，被投訴人需於收到仲裁通知書 3 日內到本會秘書處交回登記，秘書處收到有關登記後，便會通知投訴人，而本會將不會發出任何命令或裁決。

3. Where the Complainee agrees the representation(s) stated in the Application of Arbitration but do not accept the Complainant's claims, the Complainee shall lodge with the Secretariat of the Arbitration Committee his or her alternative suggestion(s). The Arbitration Committee shall discuss the suggestion(s) raised in the meeting of the Committee.

若被投訴人同意仲裁申請書的申述，但不接納投訴人的要求，被投訴人需於收到仲裁通知書 3 日內到本會秘書處提交反建議，本會將在仲裁會議處理有關建議。

4. Where the Complainee disagrees with the representation(s) stated in the Application of Arbitration he/she shall within three days of the receipt thereof submit to the Secretariat of the Arbitration Committee his or her defence(s) and relevant documents. The Complainee could apply for leave from the Secretariat to extend period of submitting the aforementioned documents. The Secretariat shall notify the Chief Arbitrator and handle the matter in accordance with the Rule of the Arbitration Committee where the Complainee fails to lodge his or her response within the stipulated period.

若被投訴人不同意仲裁申請書的申述，本投訴人需於收到仲裁通知書 3 日內到仲委會秘書處提交辯辭及有關文件。被投訴人亦可向秘書處提出延期提交辯辭及有關文件之申請，但需經秘書處批准。如被投訴人未在限期內答覆，秘書處需通知首席仲裁員並依仲裁守則繼續處理。

5. Where the Complainee ignores the Notification of Arbitration and absences from the first hearing, if the evidence discharges the standard of proof and the Notification of Arbitration had been delivered to the Complainee, the Complainant is entitled to apply for the summoning of meeting of arbitration despite the Complainee's absence.

如投訴人不理會該仲裁案件，並缺席首次聆訊，只要證據齊備並已把仲裁通知書送達被投訴人，投訴人便可以申請在被投訴人缺席之情況下單方面召開仲裁會議。

6. The Complainant has the right to request from the Secretariat of the Arbitration Committee the defences of the Complainee and the copy of connected documents.

投訴人有權向秘書處索取被投訴人的辯辭及附帶文件之影印本。

**IN THE ARBITRATION COMMITTEE**  
**CITY UNIVERSITY OF HONG KONG STUDENTS' UNION**  
**香港城市大學學生會仲裁委員會**

\* ARBI NORMAL / ELECTION CASE NO. \_\_\_\_\_ OF 20 \_\_\_\_

\* 仲委普通 / 選舉案件 20 \_\_\_\_ 年第\_\_\_\_號

Between

Complainant

投訴人

SID

- AND 及 -

Complainee

被投訴人

SID

**ACKNOWLEDGEMENT OF SERVICE OF NOTIFICATION OF ARBITRATION**  
**仲裁通知書送達認收書**

- 
1. State the full name and the SID of the Complainee by whom or on whose behalf the service of the Notification of Arbitration is being acknowledged.

述明對仲裁通知書作認收送達或由他人代為對仲裁通知書作認收送達的被投訴人的全名及 SID。

- 
2. State whether the Complainee agrees with the representation(s) stated in the Application of Arbitration (tick appropriate box).

述明被投訴人是否同意仲裁申請書的申述。(在適用的方格內加上“✓”號)

☐ yes 是

☐ no 否

- 
3. State whether the Complainee accepts the Complainant's claims (tick appropriate box).

述明被投訴人是否願意接納投訴人的要求。(在適用的方格內加上“✓”號)

☐ yes 是

☐ no 否

---

Service of Notification of Arbitration is acknowledged accordingly.

本人據此對仲裁通知書作認收送達。

( )

[Signature of complainee / Seal of student organisation]

[被投訴人簽署/學生組織印鑑]

Date日期: