

# Malaysian Communications and Multimedia Commission

*Guidelines for Dispute Resolution*

*Form 3 - Statement of Reply*

*Claim No:.....*

*Between*

.....  
*("the Claimant")*

*and*

.....  
*("the Respondent")*

Note for the Respondent:

You are required to file with the Commission this Statement of Reply (Form 3) by delivering the same by hand or by A.R. Registered Post to **The Chairman, Malaysian Communications and Multimedia Commission, Level 11, Menara Dato' Onn, PWTC, Jalan Tun Ismail, 50480 Kuala Lumpur. Attention: Consumer Protection Department** within 14 days from ..... together with the following documents :-

- (a) A copy of all related documents relied upon to prove your case; and
- (b) The duly sworn statements by witnesses, if any.

\*Counter-claim (\*only relevant if the Respondent has grounds for a counter-claim) :

If you wish to make a counter claim, upon your receipt of this Statement of Reply (Form 3) from the Commission, you are to fill in the space specified for counter-claim in this Form and enclose all related documents and the duly sworn written statements by witnesses, if any, in support of your counter-claim.

# Malaysian Communications and Multimedia Commission

*Guidelines for Dispute Resolution*

*Form 3 - Statement of Reply*

*Claim No:.....*

**1. Particulars of the Respondent**

Name :

Company Registration No:

Registered address (where applicable):

Business address (if different from registered address):

**2. Particulars of the Claimant**

Name :

Company Registration No:

Registered address (where applicable):

Business address (if different from registered address):

**3. Reply to Statement of Case**

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**4. \*Counter-claim (if any)**

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**5. Supporting documents (if any)**

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**6. Supporting written statements (if any)**

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Date

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Signature of Respondent  
(To affix company chop where relevant)

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Date of filing

.....  
Acknowledgement

### Statement of Reply (Form 3) - Instructions to the Respondent

1. If you agree with the Claimant's claim, you may state so in column 3 above for reply to the Statement of Case.
2. If you dispute the claim, you shall state your reply and submit to the Commission all relevant letters, contracts, agreements or documents out of or in relation to the dispute supporting your case.
3. If the column space provided is insufficient, please continue on a separate sheet of paper and write "see overleaf". Any separate sheet of paper used should be attached to this Form.
4. You shall also submit sworn written statements by witnesses, if any, relied upon to prove your case together with this Form.
5. The Respondent shall sign this Form personally or in the case of a corporate body, this Form shall be signed by a director or an officer of the company who is duly authorised to do so.
6. Having completed this Form, the Respondent shall file this Form at the Commission's office or deliver by A.R. Registered Post to **The Chairman, Malaysian Communications and Multimedia Commission, Level 11, Menara Dato' Onn, PWTC, Jalan Tun Ismail, 50480 Kuala Lumpur. Attention: Consumer Protection Department.**
7. The Respondent or in the case of a body corporate, its authorized representative, shall be present for any meeting or hearing called by the Commission.