

## Malaysian Communications and Multimedia Commission

*Guidelines for Dispute Resolution  
Form 3 - Statement of Reply  
Claim No: Case Number / Year*

*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 Commission, directed to the **Chairman, Malaysian Communications and Multimedia Commission** at the following address:

**MCMC Tower 1,  
Jalan Impact, Cyber 6,  
63000 Cyberjaya,  
Selangor Darul Ehsan.  
(Attention: Name of department)**

within 14 days from the date of receipt of notification in this letter. Enclosed herewith please find the following documents for your further action:-

- (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 intend to make a counter-claim, upon receiving this Statement of Reply (Form 3) from the Commission, please complete the designated counter-claim section in this Form 3 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  
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**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

.....  
Signature of Respondent  
(To affix company seal where relevant)

.....  
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 in 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" therein. Any separate sheet of paper used should be attached to this Form 3.
4. You shall also submit sworn written statements by witnesses, if any, relied upon to prove your case together with this Form 3.
5. The Respondent shall sign this Form 3 personally or in the case of a corporate body, this Form 3 shall be signed by a director or an officer of the company who is duly authorised to do so.
6. Having completed this Form 3, the Respondent shall file the hardcopy of this Form 3 (including all related documents supporting the case and sworn written statements, if any) at the Commission's office by hand or by A.R. Registered Post to **the Chairman, Malaysian Communications and Multimedia Commission** at the following address:  
  
**MCMC Tower 1, Jalan Impact,  
Cyber 6, 63000 Cyberjaya,  
Selangor Darul Ehsan.  
(Attention: Name of the department).**
7. The Respondent is also required to submit the softcopy of this Form 3 (including all related documents supporting the case and sworn written statements, if any) in the form and manner to be specified by the Commission. The submission of both the hardcopy, and softcopy should be provided to the Commission within 14 days from the date the Commission notifies the Respondent.
8. In the event that the Respondent is unable to submit the hardcopy of this Form 3 (including all related documents supporting the case and sworn written statements, if any) the Respondent shall submit the softcopy followed by the hardcopy. The timeframe for the submission of the hardcopy of the documents shall be determined by the Commission.
9. The Respondent or in the case of a body corporate, its authorised representative, shall be present for any meetings or conferences conducted by the Commission.