

Malaysian Communications and Multimedia Commission

*Guidelines for Dispute Resolution
Form 4 - Reply to Counter-claim
Claim No: Case Number / Year*

Between

.....
("the Claimant"

and

.....
("the Respondent")

Note for the Claimant:

The Respondent *has/has not made a counter-claim against you.

*If there is a counter-claim made, upon your receipt of the Statement of Reply (Form 3) from the Commission, you are to complete the Reply to Counter-claim (Form 4) enclosed herewith and file the same to the Commission 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 the department)**

within 14 days from together with the following documents :-

1. A copy of all related documents relied upon to prove your case; and
2. The duly sworn statements by witnesses, if any.

Malaysian Communications and Multimedia Commission

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1. Particulars of the Claimant

Name :
Company Registration No:
Registered address (where applicable):
Business address (if different from registered address):

2. Particulars of the Respondent

Name :
Company Registration No:
Registered address (where applicable):
Business address (if different from registered address):

3. Reply to Counter-claim

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4. Supporting documents (if any)

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

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Date

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

.....
Date of filing

.....
Acknowledgement

Reply to counter-claim (Form 4) - Instructions to the Claimant

1. If you admit the Respondent's counter-claim you shall state in column 3 provided for the reply to the counter-claim that you admit the Respondent's counter-claim.
2. If you dispute the counter-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.
4. You shall also submit sworn written statements by witnesses, if any, relied upon to prove your case together with this Form 4.
5. The Claimant shall sign this Form 4 personally or in the case of a corporate body, this Form 4 shall be signed by a director or an officer of the company who is duly authorised to do so.
6. Having completed this Form 4, the Claimant shall file the hardcopy this Form 4 (including all related documents supporting the case and sworn written statements, if any) at the Commission's office or deliver 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 the department).**
7. The Claimant is also required to submit the softcopy of this Form 4 (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 Claimant.
8. In the event that the Claimant is unable to submit the hardcopy of this Form 4 (including all related documents supporting the case and sworn written statements, if any), the Claimant 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 Claimant or in the case of a body corporate, its authorised representative, shall be present for any meetings or conferences conducted by the Commission.