

Malaysian Communications and Multimedia Commission

*Guidelines for Dispute Resolution
Form 4 - Reply to Counter-claim
Claim No:*

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 with the Commission this Reply to Counter-claim (Form 4) 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 :-

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

Guidelines for Dispute Resolution
Form 4 - Reply to Counter-claim
Claim No:

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

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Signature of Claimant
(To affix company chop where relevant)

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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. You shall also submit sworn written statements by witnesses, if any, relied upon to prove your case together with this Form.
5. The Claimant 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 Claimant 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 Claimant or in the case of a body corporate, its authorized representative, shall be present for any meeting or hearing called by the Commission.