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**IN THE MATTER OF CASE NUMBER [INSERT CASE NUMBER ….] IN THE NAME OF [NAME OF APPLICANT/RESPONDENT….]**

**IN THE MATTER OF APPLICATION/REFERENCE/DISPUTE [INSERT TYPES OF APPLICATION]**

 **BETWEEN**

**NAME [INSERT NAME] ……APPLICANT**

* **NOTE: INSERT NRIC NUMBER**

 **AND**

**NAME [INSERT NAME] ………RESPONDENT**

* **NOTE: FOR COMPANY PLEASE INSERT COMPANY REGISTRATION NUMBER**

**APPLICANT’S/RESPONDENT’S WRITTEN SUBMISSION**

**1. INTRODUCTION**

* **THE INTRODUCTION MAY INCLUDE A BRIEF OVERVIEW OF THE MATTER AT HAND, KEY ISSUES TO BE ADDRESSED, AND THE PURPOSE OF THE DOCUMENT OR APPLICATION.**

**2. FACTUAL BACKGROUND**

* **THE FACTUAL BACKGROUND MAY INCLUDE A DETAILED DESCRIPTION OF THE RELEVANT FACTS, CHRONOLOGY OF EVENTS, PARTIES INVOLVED, AND ANY PERTINENT CIRCUMSTANCES LEADING TO THE CURRENT DISPUTE OR ISSUE.**

**3. SUBMISSION: LEGAL AUTHORITIES SUPPORTING APPLICATION/REFERENCE/DISPUTE (1) AND (2)**

* **THE SUBMISSION MAY INCLUDE A COMPREHENSIVE REVIEW OF LEGAL PRINCIPLES, STATUTORY REFERENCES, CASE LAW, OR ANY OTHER AUTHORITIES THAT SUPPORT THE APPLICATION, REFERENCE, OR DISPUTE BEING PRESENTED.**

**4. CONCLUSION**

* **THE CONCLUSION MAY INCLUDE A SUMMARY OF THE KEY ARGUMENTS PRESENTED, FINAL POSITION OR PRAYER FOR RELIEF, AND ANY OTHER REQUESTED ORDERS OR DIRECTIONS DESIRED FROM THE TRIBUNA**

**5. PREPARED BY**

* **NAME OF REPRESENTATIVE OR IF NOT REPRESENTED NAME OF APPLICANT OR RESPONDENT INCLUDE, DATED OF DOCUMENT, AND SIGNATURE**