

USER GUIDE TO UPLOAD NOTICE OF APPLICATION THROUGH E-FILING

1. Key in the ID and password to login into the e-Filing system.
2. Click the **'Search Case'** button and select case number that you require to apply for **'Hearing of Application'**, then click **'SELECT'** option on far right column.

Case Number	First Party	Opposite Party	
3(7)/4-1679/19	Loh Choon See @ Johnson Loh	Kong Long Huat Chemicals Sdn. Berhad	SELECT
16/2-375/19	Paper And Paper Products Manufacturing Employees' Union	SNC Industrial Laminates Sdn. Bhd.	SELECT
20/4-91/19	Ros Azaman Bin Othman	Tokheim Guardian Venture Sdn. Bhd.	SELECT
11(14)/4-1725/19	Siti Nur Hidayah Binti Shamsudin	Marina Putrajaya Sdn. Bhd.	SELECT
4/4-1793/21	Lu Yeow Hong	Tai Thong Group Sdn. Bhd.	SELECT

3. Click **'Notice Of Application'**.

Document	Date of Filing/Issuance	Filed/Issued By	Status	
Affidavit in Support of Application	27-8-2021 2:50 PM	Jamalia Binti Sirun	Verified	testnoa_1630047351260.pdf
Form A	27-8-2021 2:43 PM	Jamalia Binti Sirun	Verified	formA_1630046586882.pdf

4. Select **'Application Type'** and **'Document Type'**. Add remark if you choose **'Other Application'**. Then click **'Submit'** button.

Application Type: **Amendments to Statement Of Case**

Document Type: **Affidavit in Support of Application**

Remark: _____

Submit

Request for Hearing Of Application is successfully submitted.

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5. Interpreter will review to approve or reject the application. Upon approval/rejection by the interpreter, the User will see “Pending on User” status in the document list. Click on “**Pending on User**” and followed by ‘**Show Comment**’ option to see and read the comment/remarks.

Case Registered : 19
Notice Board
Manage Personal
Search Case
Request Access Case

Case No : 4/4-1793/21
Court : 4
Case Code : 4
First Party : Lu Yeow Hong

Case Stage : Pending mention/Case management
Status : Active
Application Date : 11-05-2021
Opposite Party : Tai Thong Group Sdn. Bhd.

List Documents Upload Documents Notice Of Application

Document	Date of Filing/Issuance	Filed/Issued By	Status	
Affidavit in Support of Application	30-8-2021 9:19 PM	Jamalia Binti Sirun	Pending on User	
Affidavit in Support of Application Form A	27-8-2021 2:50 PM	Jamalia Binti Sirun	Verified	0047351260.pdf
	27-8-2021 2:43 PM	Jamalia Binti Sirun	Verified	046586882.pdf

FIRST | PREV | Page 1 of 1 | NEXT | LAST

All Record 3
Record per Page 15

Document Verification Remarks

User's Remarks : nil
1)Tarikh HOA ditetapkan pd20/9/2021jam7am.(Mohon masukkan tarikh HOA di dlm Notis Permohonan tersebut dan selepas itu memuatnaik ke dlm e-filing)

Interpreter's Remarks : 2)Tarikh pemfialan Affidavit Jawapan pd atau sbim 20/9/2021
3)Tarikh pemfialan Affidavit Tambahan 'lanjutan', jika ada, pd atau seblm20/9/2021
4)Tarikh pemfialan Hujahan Ringkas 'Rangka' pd atau sebelum 20/9/2021 @30-08-2021 21:58:22

Assistant Registrar's Remarks : nil
Chairman's Remarks : nil

6. Click ‘**Upload Document**’ to upload your document. Before upload, please read and follow the instructions given. Click “**Download Template**” and make it as the last page of the document to be uploaded.

Select ‘**Choose File**’, select document to be uploaded and click ‘**Submit**’.

Case Registered : 19
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List Documents Upload Documents Notice Of Application

Notice Of Application—
Please follow the instructions below before user upload the document:
1.Download the Template
2.Fill in the Template
3.Attachment the template on the last page of the document

File : PX19170327.pdf

Case Registered : 19
Notice Board
Manage Personal
Search Case
Request Access Case

Case No : 4/4-1793/21
Court : 4
Case Code : 4
First Party : Lu Yeow Hong

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List Documents Upload Documents Notice Of Application

Document is successfully uploaded.

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7. Upon approval, the status of the filed document will change from **‘Pending Verification’** to **‘Verified’** in the **“List Documents”**.

Case Registered : 19	Case No : 4/4-1793/21 Court : 4 Case Code : 4 First Party : Lu Yeow Hong	Case Stage : Pending mention/Case management Status : Active Application Date : 11-05-2021 Opposite Party : Tai Thong Group Sdn. Bhd.																
Notice Board	List Documents Upload Documents Notice Of Application																	
Manage Personal	Documents																	
Search Case	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Document</th> <th style="text-align: left;">Date of Filing/Issuance</th> <th style="text-align: left;">Filed/Issued By</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>Affidavit in Support of Application</td> <td>30-8-2021 9:19 PM</td> <td>Jamalia Binti Sirun</td> <td>Pending Verification</td> </tr> <tr> <td>Affidavit in Support of Application</td> <td>27-8-2021 2:50 PM</td> <td>Jamalia Binti Sirun</td> <td>Verified</td> </tr> <tr> <td>Form A</td> <td>27-8-2021 2:43 PM</td> <td>Jamalia Binti Sirun</td> <td>Verified</td> </tr> </tbody> </table>		Document	Date of Filing/Issuance	Filed/Issued By	Status	Affidavit in Support of Application	30-8-2021 9:19 PM	Jamalia Binti Sirun	Pending Verification	Affidavit in Support of Application	27-8-2021 2:50 PM	Jamalia Binti Sirun	Verified	Form A	27-8-2021 2:43 PM	Jamalia Binti Sirun	Verified
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Request Access Case	<p>FIRST PREV Page <input type="text" value="1"/> of 1 NEXT LAST</p> <p style="text-align: right;">All Record 3 Record per Page 15</p>																	

INDUSTRIAL COURT ANNOUNCEMENT