



Notes for guidance on completing the Application Notice



The following notes are a step by step guide to completing the Application Notice. They tell you what information is needed for each of the numbered sections in the form.

Section 1- Details of the parties

This section requires you to give the full name, address, telephone number, fax number and email address of the person making the application (the Applicant) and the person to whom the application is made against (the Respondent). It is important that you provide as many details as possible so that the Court knows how to contact you and the other party/parties to the proceedings.

Section 2- Brief details of the application

In this section, you must identify the nature of the application. This requires you to clearly and concisely set out the facts you rely upon when seeking to make your application. You must also identify why you say it is that the Court has the jurisdiction (the legal authority) to hear your application. You are also required to point to any relevant law (such as QFC Law or QFC Regulations) which you believe assists you in making your application. You should aim to provide no more than 8 typed pages of submissions in support of your application.

Section 3- Stage of proceedings

You must indicate, by ticking the appropriate box, at what stage the proceedings in your particular case have reached. If a hearing date has been set by the Court, you must provide the details of the date and nature of the hearing.

If you are making an application in circumstances where there are currently no related proceedings before the Court you must explain why you feel it is necessary to make an application before submitting a Claim Form. If the application is urgent, you are advised to contact the Court in the first instance.

Section 4- Supporting documentation

If you are submitting extra documents along with your Application Notice (such as a contract or other business document) you should list the documents in this section and identify why they are important. The Court does not, at this stage, need to see every single document which you believe relates to your application. You should provide only those documents which you believe are essential in helping you make your application.

Section 5- Legal representation

In this section you should tell the Court whether or not you are legally represented. If you are making the application yourself (and do not have a lawyer) then you should tick the 'no' box. If you are legally represented then your lawyer should be completing the form for you. If you are legally represented but are completing the form yourself, then you should provide your lawyer's contact details so the Court knows how to get in touch with them.

Section 6- Language

Proceedings before the Court will usually be conducted in English and all documents submitted to the Court (including the Application Notice) must be completed in English (although you may, if you wish, submit duplicate copies in Arabic). If you are content for the Court proceedings to be conducted in English, then you should tick the 'English' box. If, however, you wish to have your case conducted in Arabic, you should tick the 'Arabic' box. Remember that if you wish to have the proceedings conducted in Arabic, you must still provide the Court with a copy of the Application Notice (and any documents relied upon) in English.

Section 7- Service of application notice

You must inform the Court as to whether or not you have served a copy of the Application Notice on the other party. This will be the normal practice in most cases. Providing you have done so, you must provide the details of the name of the person or company you served the Application Notice on, the date on which you served it, and by what method (e.g. personal delivery or fax).

If there is a good reason as to why you have not served the Application Notice on the other party, you must explain what that good reason is. You must also provide details of when you plan to serve the Application Notice on the other party.

Section 8- Acknowledgements and statement of truth

This section must be completed and signed by you or by your lawyer on your behalf. Where you are completing the Application Notice on behalf of a registered company or corporation, the Application Notice must be signed by either a director, treasurer, secretary, chief executive, manager or other officer of the company or, in the case of a corporation, the mayor, chairman, president or town clerk.

Proceedings for contempt of court may be brought against any person who signs a statement of truth without an honest belief in its truth.