|  |  |  |  |
| --- | --- | --- | --- |
| APPLICATION NOTICE | | | |
| **FOR COURT USE ONLY** | | | |
| Case No. | Click here to enter text. |  | |
| Date Filed | Click here to enter text. |
| \*Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section. | | | |
| **SECTION 1 - DETAILS OF THE PARTIES** | | | |
| * Details of the party making the application (‘**The Applicant**’) | | | |
| **Full Name** | Click here to enter text. | **Case No. (if known)** | Click here to enter text. |
|  | | **Nationality** | Click here to enter text. |
| **Address** | Click here to enter text. | **ID No.** | Click here to enter text. |
| **ID Type** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Fax** | Click here to enter text. |
| **Email** | Click here to enter text. |
| * Details of any other party to whom the application relates (‘**The Respondent**’) | | | |
| **Full Name** | Click here to enter text. | **Nationality** | Click here to enter text. |
|  | | **ID No.** | Click here to enter text. |
| **Address** | Click here to enter text. | **ID Type** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Fax** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **SECTION 2 - BRIEF DETAILS OF THE APPLICATION** | | | |
| **Please identify below the nature of the application you are making, setting out, as briefly as possible, any facts relied upon and attach to this Application Notice any documents that are of particular importance. Please also identify the legal basis for your application identifying, in particular, any provision of the QFC Law or QFC Regulations upon which you rely.** | | | |
| Click here to enter text. | | | |

|  |
| --- |
| **SECTION 3 - STAGE OF PROCEEDINGS** |
| **At what stage have the proceedings in the case reached?** |
| |  |  |  | | --- | --- | --- | |  | Proceedings have not yet commenced | | |  | A Claim Form has been issued but not served | | |  | A Claim Form has been issued and served | | |  | A Defence and/or Counterclaim has been served | | |  | A hearing date has been fixed | | |  | Others (please specify) | Click here to enter text. | |
| **If proceedings have not yet commenced, please explain why you are making an application to the Court. If proceedings have commenced and a hearing date has been fixed, please provide the date and nature of the hearing.** |
| Click here to enter text. |
| **SECTION 4 - SUPPORTING DOCUMENTATION** |
| **Are you submitting any additional documentation along with this Application Notice? If so, please list the documents below and, if you have not already done so in Section 2, briefly explain why you are relying upon them.** |
| Click here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 5 - LEGAL REPRESENTATION** | | | | | | |
| **Are you legally represented?** |  | Yes | |  | | No |
| * Please provide the following further information (if applicable): | | | | | | |
| **Solicitor’s Name** | Click here to enter text. | | | | | |
| **Solicitor’s Address** | Click here to enter text. | | **Telephone** | | Click here to enter text. | |
| **Fax** | | Click here to enter text. | |
| **Email** | | Click here to enter text. | |
| **Reference No.**  **(if applicable)** | | Click here to enter text. | |
| **Counsel/Advocate’s name (if known and if different from the above)** | Click here to enter text. | | | | | |
| **Counsel/ Advocate’s Address** | Click here to enter text. | | **Telephone** | | Click here to enter text. | |
| **Fax** | | Click here to enter text. | |
| **Email** | | Click here to enter text. | |
| **Reference No. (if applicable)** | | Click here to enter text. | |
| **SECTION 6 - LANGUAGE** | | | | | | |
| **Proceedings before the Court will usually be conducted in English; however parties before the Court shall be entitled to conduct proceedings in Arabic if they wish to do so. Please state below whether you wish to have your case conducted in English or in Arabic (tick appropriate box).** | | | | | | |
|  | English | |  | | Arabic | |
| **SECTION 7 - SERVICE OF APPLICATION NOTICE** | | | | | | |
| **Have you served a copy of this application notice on the other party? (tick appropriate box)** | | | | | | |
|  | Yes | |  | | No | |
| If **Yes**; please provide details of who you served it on, when you served it and by what method. | | | | | | |
| If **No**; please explain why you have not served this application on the other party and state when you plan to do so. | | | | | | |
| Click here to enter text. | | | | | | |

|  |  |  |
| --- | --- | --- |
| **SECTION 8 - ACKNOWLEDGEMENTS AND STATEMENT OF TRUTH** | | |
| I acknowledge that:   1. It is not the responsibility of the Court to serve an Application Notice on any other party. That responsibility lies with the Applicant; 2. To constitute valid service, an Application Notice (and any documents relied upon as part of the application), must be served in accordance with Article 18.3 of the Court’s Regulations and Procedural Rules; and 3. Upon the determination of any application and/or claim, the Court has the power to make such orders as it thinks fit in relation to the issue of costs but that the general rule shall be that the unsuccessful party pays the costs of the successful party. 4. I have read and understood the corresponding Notes for Guidance prior to completing this form. | | |
| **STATEMENT OF TRUTH** | | |
|  | I believe that the facts stated in this Application Notice are true and I acknowledge and understand the points listed above. | |
|  | The Applicant believes that the facts stated in this Application Notice are true and the Applicant acknowledges and understands the points listed above. I am duly authorised on behalf of the Applicant to sign this form. | |
| **Full Name** | Click here to enter text. | |
| **Name Of Applicant’s Solicitor’s Firm (If Applicable)** | Click here to enter text. | |
| **Signed** | | **Position or Office Held** |
|  | | Click here to enter text. |
| \*(Applicant/Applicant's Solicitor) | | \*(if signing on behalf of a firm or company) |
| **Date:** Click here to enter a date. | |  |