

	<b>RESOURCE LIBRARY – ACCOUNTING Legal Action</b>	<i>CODE:</i> 05.01.026
		<i>EDITION:</i> 1
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**PURPOSE 目的**

Legal action can be considered after the Hotel has tried to collect a debt itself and has also used the services of a debt collection agency and still failed to obtain payment on the account. Legal action cannot be undertaken without the written approval of the District/Regional Controller. The Regional Controller should liaise with the Legal Department of the group before commencing any legal proceedings.

法律诉讼一般在酒店试图收回账目，同时也雇佣收账公司进行收账但仍然收不回时使用。法律诉讼必须得到区域总监的书面批准后方可执行。区域总监应在采取任何法律行动前与集团法律部联系

**POLICY程序**

- After the Hotel is committed to legal action, all direct contact and communication with the defendant shall be discontinued, and directed through the legal representative.  
在酒店决定运用法律手段后，所有与被告的直接联系和沟通应终止，且直接通过律师代表。
- Original account documents may be submitted to the legal representative. First, however, photocopies must be made and retained in the City Ledger file.  
原始的账务文件可能会呈送律师代表。首先，无论如何，复印件必须保存于总账文件袋中。
- If an out-of-court settlement is proposed for less than the full amount due:  
如果庭外和解的提议金额少于应还的账目的总额：
  - Do not make any commitment without the necessary approval(s).  
在未获得必要的批准时不要做出任何承诺。
  - Notify the District/Regional Controller immediately.  
立即告知区域总监。