

To: Bailiff Office

Action No. \_\_\_\_\_

Would you please proceed with execution in the manner indicated as follows:

- \* ☐ (a) Seize the defendant's / Respondent's goods and chattels with security guards.
- \* ☐ (b) Execute the Writ of Fi Fa / Warrant of Distress in accordance with the Waiver System under which security guards will be deployed to the location of successful seizure by Bailiff. I / We disclaim all legal liabilities against the Bailiff on my request for this arrangement.
- \* ☐ (c) Execute the Writ of Possession / Writ of Possession & Fi. Fa. Combined and I / We shall acknowledge receipt and keep safe custody of the goods and chattels found on the premises, if there are any.
- \* ☐ (d) Seize the defendant's / Respondent's goods and chattels at the following address(es):  
\_\_\_\_\_

- \* ☐ (e) I / We wish to accompany the Bailiff when he or she proceeds to execution.

Please contact Mr / Miss / Madam \_\_\_\_\_ at telephone No. \_\_\_\_\_ for appointment of execution.

I / We wish to make an appointment by facsimile machine. Please fix an appointment date and inform me / us at Fax No. \_\_\_\_\_. I / We understand that the date is confirmed if I / we raise no objection.

- \* ☐ (f) I / We decline to exercise our right to accompany the Bailiff when he or she proceeds to execution, and I / we understand that should there be disagreement on the Bailiff's appraisal of the value of the defendant's / Respondent's goods and chattels, I / we would lose the opportunity to give on the spot instructions to the Bailiffs.
- \* ☐ (g) I / we undertake to pay the necessary costs involved in effecting a seizure when the execution costs cannot be defrayed from the proceeds of sale realised from the defendant's / Respondent's goods and chattels.

In the event that the goods and chattels cannot be sold at the reserve price, Mr / Miss / Madam \_\_\_\_\_ is available at telephone No. \_\_\_\_\_ for urgent contact and instruction.

I / We understand that the Bailiff Office will postpone the Sale if they are unable to contact me/us for instruction in the course of auction. I / We also understand that I / we have to pay the cost incurred in connection with the postponement of the auction if I / we cannot be contacted through the aforesaid telephone number to give urgent instructions.

\* Applicant / Claimant / Plaintiff (his representative or Solicitor)

Date:

\* Please tick wherever appropriate

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Appointment of Execution

Please call at Bailiff Office (WCT / KTLCB/ WKLCB / STLCB)/ the address given at \_\_\_\_\_ hours on \_\_\_\_\_

\_\_\_\_\_  
Senior Bailiff (WCT / KTLCB/ WKLCB / STLCB)

Date: :

致: 執達主任辦事處

案件編號: \_\_\_\_\_

請以所示方式執行上述令狀:

- \* ☐ (a) 帶同護衛員前往扣押被告人 / 答辯人的財物和實產。
- \* ☐ (b) 依照豁免制度執行財物扣押令 / 扣押手令, 在該制度下, 執達主任調配護衛員到成功執行扣押的地點。對於我要求這項安排所引致的一切法律責任, 我 / 我們放棄向執達主任追究的權利。
- \* ☐ (c) 前往執行收回管有令狀 (收樓令) / 收回管有及扣押財物綜合令狀。我 / 我們會簽收並妥為保管遺留在該處所的財物和實產 (如有的話)。
- \* ☐ (d) 往下面地址扣押被告人 / 答辯人的財物和實產:

- \* ☐ (e) 我 / 我們想陪同執達主任執行令狀。

請致電\_\_\_\_\_聯絡\_\_\_\_\_先生 / 小姐 / 女士預約執行的時間。

我 / 我們想用傳真機預約時間。請定下執行日期, 並以傳真號碼\_\_\_\_\_通知我 / 我們。我 / 我們明白如果我 / 我們不提出反對, 該日期即為確定日期。

- \* ☐ (f) 我 / 我們拒絕行使陪同執達主任執行令狀的權利。我 / 我們明白倘若執達主任對被告人 / 答辯人的財物和實產的估價受到爭議, 我 / 我們會失去當場給予執達主任指示的機會。
- \* ☐ (g) 當執行費用不能以出售被告人 / 答辯人的財物和實產的收益支付時, 我 / 我們承諾會支付執行扣押所涉及的必須費用。

假如有關財物和實產於底價亦未能出售, 請致電\_\_\_\_\_與\_\_\_\_\_先生 / 小姐 / 女士作緊急聯絡和聽取指示。我 / 我們明白如果執達主任辦事處在拍賣期間未能和我們聯絡以聽取指示, 便會延期售賣財物。我 / 我們亦明白如果透過上述電話號碼未能和我 / 我們取得聯絡以聽取緊急指示, 我 / 我們須支付任何因延期拍賣而引致的費用。

\_\_\_\_\_  
\* 申請人 / 申索人 / 原告人 (其代表 或 律師)

日期:

\* 請在適當地方加上✓ 號

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預約執行的時間

請於\_\_\_\_\_日\_\_\_\_\_時到執達主任辦事處(灣仔政府大樓 / 觀塘法院大樓 / 西九龍法院大樓 / 沙田法院大樓)。

(\_\_\_\_\_)  
高級執達主任 (灣仔政府大樓 / 觀塘法院大樓 / 西九龍法院大樓 / 沙田法院大樓)

日期: