



High Court Registry
Guidance Notes for e-Appointment System for
unrepresented self-bankruptcy petition

1. This e-Appointment System is for unrepresented litigants to make appointments for attending the High Court Registry to file petitions for their own bankruptcy (self-bankruptcy petition). If the litigant is an “iAM Smart” registered user, he/she may use the auto form-filling function to provide relevant personal data for making on-line booking of the appointments.
2. A walk-in unrepresented applicant intending to file a petition without an advanced booking will not be provided service instantly. The applicant has to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
3. One time slot is for one application only.
4. The applicant who makes an appointment via the e-Appointment System should be the same person who attends the High Court Registry to go through the formalities on the appointment day.
5. If the applicant chooses to receive an appointment reminder for a successful appointment, he/she has to provide his/her email address. A reminder will then be sent to his/her email address three working days before the appointment date. If the applicant is unable to attend the scheduled appointment, he/she should keep the High Court Registry posted as early as possible through online cancellation. This will allow us to offer the vacated appointment to another applicant.
6. If the applicant is late for the appointment for 15 minutes or more, he/she will be regarded as “absent”. The applicant has to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.

7. When the applicant with an advanced booking arrives at LG1, High Court Building at the specified time and date, he/she has to report to the staff at a designated counter first for obtaining a “By Appointment” ticket. He should bring along all duly completed documents as well as the application forms (i.e. the Petition, the Statement of Affairs and the deposit receipt issued by the Official Receiver’s Office) and go to the designated “By Appointment” counter to obtain service.
8. If the documents required are not in order and/or the application forms have not been properly filled out, the counter staff will not be able to process the application.
9. For those applicants who have repeated “absent” records, their further on-line booking may be blocked for a certain period of time.

Note: The High Court Registry reserves the right to revise the arrangements as set out above and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of the system.

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