



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). Registered users of “iAM Smart” may use the auto form-filling function of “iAM Smart” to provide relevant personal data when making online appointment.
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 must attend the High Court Registry personally at the specified time and date of the appointment.
5. If the applicant wishes to receive an e-Appointment confirmation/amendment email for a successful appointment/amendment, he/she has to provide a valid email address. An e-Appointment confirmation/amendment email will be sent to his/her email address automatically after a successful appointment/amendment. The applicant may also choose to receive an appointment reminder, an email reminder will then be sent to his/her email address 3 working days before the appointment date. The applicant should ensure that there is no email blocking policy where emails generated by the e-Appointment System would be blocked or misplaced and that the email account has not reached the storage limit.
6. If the applicant is unable to attend the scheduled appointment or no longer requires such appointment, he/she should reschedule or cancel the appointment through the e-Appointment System as appropriate at least 2 hours in advance so that the vacated appointment can be made available to other applicants.
7. 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.
8. 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/She 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.

9. 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.
10. Applicants who have repeated records of being absent from scheduled appointments may be restricted from making further on-line bookings for a certain period of time.
11. 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.

Personal Information Collection Statement

1. The personal information provided will only be used for the processing of the appointment application in e-Appointment System and other related purposes. If the applicant does not provide sufficient information, it will not be possible to process the booking.
2. Personal data in the booking will not be disclosed or transferred to other parties unless relevant and necessary for the purposes as stated in note 1 of this Statement.
3. According to the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”), applicant for e-Appointment has the right to request access to and correction of personal data provided in the appointment booking. The Judiciary Administration has designated Senior Judiciary Executive (Complaints), Access to Information Officer to handle requests for access to or correction of personal data under the PD(P)O. The contact address is High Court Building, 38 Queensway, Hong Kong.

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