

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: :