Commence taxation (other than Government Department)

This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	Login user account	Organization User
	Either by Organization User ("OU") or Individual User ("IU") account holder [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Corrent Development Development Development Development Development Development D
		LOCIN Description of the information below. Fields marked with an asterisk (*) are mandatory. Account Type Individual User (*IU*) Organization Code* Login Name* Password* Description: Locin Register an Account Activation Reset Password

Item	Process	Relevant screenshots for reference
2.	Access e-Filing function	Welcome to Judiclary Web Portal! You can access the services of the Integrated Court Case Management System ("ICMS") in this portal.
		Home Message Box Screen ID: EXT-MSC-00001
	Select court level, e.g.	District Court All Read Unread C
	"District Court">	Send Document(s) • DATE/TIME FROM FILE Ø [] Inspection of Document + SUBJECT • DATE/TIME FROM FILE Ø
		Bailiff Related Services [DCCJ 57/2022 (Con.]] Document(s) Filed / Lodged 06/10/2022 Court Registry, District Court - Certification of
	Click "Electronic Filing" >	Certification of Court Registry, District Court 478KB Other Electronic Savices [DCC2 57/2022 [Con.]] New Electronic Submission Received 06/10/2022 Court Registry, District Court 478KB [DCEC 6/2022] New Electronic Submission Received 28/09/2022 Court Registry, District Court 478KB
	8	Make Electronic Payment * TRN-EI365000020] New Electronic Submission Received 27/09/2022 Court Registry, District Court 957KB TRN-EI365000020] New Electronic Submission Received 27/09/2022 Court Registry, District Court
	Select "Send	Update Your Profile [DCCJ 91/2022] Sealed Document(s) Issued 26/09/2022 Court Registry, District Court 272KB System Maintenance [DCPI 291/2022] Sealed Document(s) Issued 22/09/2022 Court Registry, District Court 258KB
		DCPI 238/2022] Sealed Document(s) Issued 22/09/2022 Court Registry, District Court 799KB
	Document(s)">	[DCEC 6/2022] New Electronic Submission Received 22/09/2022 Court Registry, District Court 479KB [Document(s) of DCP116/2022] Acknowledgement and Paymen22/09/2022 Court Registry, District Court 582KB
		[DCCJ 91/2022] Document(s) Filed / Lodged 22/09/2022 Court Registry, District Court -
		K < 1 2 3 4 5 6 7 8 9 10 ∑
3.	Select the required	Send Document(s) Screen ID: EFIL-CMC-00101
	function	Note to Sender
		Electronic transactions with the e-Courts
	Select "Send document(s) to	1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government
	× /	departments and litigants-in-person who have registered as users of integrated Court Case Management System ("iCMS") to send documents by electronic means and conduct other electronic transactions with the e-Courts.
	an existing case" >	Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may
		specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief
	Tick the checkbox "I	Justice currently in force.
	acknowledge that I have	 Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and
	read and understood the	Judicial Officers.
	Note to Sender above." >	
	Note to Sender above	
		<u>Others</u> 21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version
	Click "NEXT">	shall prevail.
		Send document(s) to an existing case
		☑ I acknowledge that I have read and understood the Note to Sender above.
		NEXT
4.	Enter case number	Step 1: Enter Case No.
	Input "Case No.*">	Send document(s) to an existing case Screen ID: EFIL-CMC-00110
	Select "Yes" in "Related to	
	taxation proceedings? *">	Enter Case No. Upload Document Confirmation and Acknowledgement
		Payment
	"Yes" is prefilled for "To	Notice - Field with (*) is required information
	commence taxation	Enter Case No.
	proceedings? *">	Case No. * 😨
	Click "NEXT">	Related to taxation proceedings? *
		BACK

Item	Process	Relevant screenshots for reference						
5.	Upload document	Step 2: Upload Document						
	 a. Notice Of Commencement Of Taxation 	To upload two types of documents as follows. a) Notice Of Commencement Of Taxation b) Bill of Costs <u>The 1st document to be uploaded – Notice Of Commencement Of</u> <u>Taxation</u> <u>Send document(s) to an existing case</u>						
	Select "Notice Of Commencement Of Taxation" in "Document Name*">							
	"For Filing" is prefilled for "PURPOSE *">	1 2 3 4 Enter Case No. Upload Document Confirmation and Acknowledgement Payment						
	Select language in "Document Language*" >	Notice - Field with (*) is required information Upload Document						
	Tick the checkboxes under "For*" /and "Against">	Case No. DCPI 42/2022 Bill Number Commence taxation proceedings						
	Click "Upload">	NO. DOCUMENT PURPOSE*						
	Click "BROWSE FILES" and select document> [Note: You may also use "Drag and drop file here" to upload document file.	1 Document Name * Notice Of Commencement Of Taxation ✓ Document Version ✓ Document Language * ✓ · Please Select · ✓ For * ? □ □ PI Chan Yan Yan ✓						
	Please refer to the step-by- step guide "Upload document using 'drag and drop' feature" for more information.]	 D1 Hong Kong Transportation Company Limited Against ? D1 Hong Kong Transportation Company Limited D1 Chan Yan Yan Upload File *? 						

Item	Process	Relevant screenshots for reference
		Drag and drop file here or BROWSE FILES
		Uploaded Documents Document Name Type No Document Uploaded. CLOSE OK
6.	Preview uploaded documentdocumentDocument name is displayed under "Uploaded Documents".Click "Preview" to view the image of the document>Click "OK" if the uploaded document is in order>Or, click "Delete" if the uploaded document is not in 	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Type Size (269.8 KB) Notice of Commencement of Taxation.pdf CLOSE

Item	Process	Relevant screenshots for reference
7.	Upload document(s)	The 2 nd document to be uploaded – Bill of Costs
	b. Bill of Costs	2 Document Name * Bill of Costs For Filing Document Version
	"Bill of Costs" in	Document Language *
	"Document Name*" is prefilled>	Please Select For * ⑦ Pl Chan Van Yan Dl Hong Kong Transportation Company Limited
	"For Filing" in "PURPOSE*" is prefilled>	Against ⑦ □ DI Hong Kong Transportation Company Limited □ PI Chan Yan Yan
	Select language in	Darty and party costs (HKD) *
	"Document Language*" >	Common fund costs (HKD)
	Tick the checkboxes under "For*" /and "Against">	Upload File * 🕤 Upload
	Input "Party and party costs (HKD)*" >	BACK NEXT
	Input "Common fund costs (HKD)" as appropriate	Drag and drop file here or
	Click "Upload">	BROWSE FILES
	Click "BROWSE FILES" and select document>	Uploaded Documents Document Name Type Size (0 B) No Document Uploaded.
	[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by- step guide "Upload document using 'drag and drop' feature" for more information.] To preview uploaded	CLOSE OK
	document, repeat steps in item 6.	
	Click "NEXT">	

Item	Process	Rele	vant screensho	ts for reference	e		
8.	Confirm details of the	Step 2	3: Confirm Deta	ails of the Filing	g		
	<u>filing</u>	Sen	d document(s) to	Screen ID: E	FIL-CMC-000112		
	If filing details are in order,						
	click "PAY">		0				
			Enter Case No.	Upload Document	Confirmation and	Acknow	edgement
					Payment		- agentent
		Con	firm Details of the	e Filing			
		Case N DCPI 4	2/2022				
		Bill Nu Comm	mber ence taxation proceedings				
		NO.	DOCUMENT	PURP	OSE*	PAYMENT ITEM(S)	FEE(HKD)
		1	Document Name Notice Of Commencement O	For Fili Df Taxation	ing		
			Document Version				
			Document Language English				
			For P1 Chan Yan Yan				
			Against				
			Upload File Notice of commencement of taxation.pdf(712.15KB)	f.			
		2	Document Name Bill of Costs	For Fil	ling	Taxing Fee - On the filing	2,083.00
			Document Version -			of a notice of commenceme nt of taxation under Order	•
			Document Language English			62, rule 21(1) of the RDC - Bill of Costs	
			For P1 Chan Yan Yan				
			Against -				
			Party and party costs (HKD) 520,840.00				
			Common fund costs (HKD) -				
			Upload File Bill of Costs.pdf(863.67KB)				
						Total amoun	t : HKD 2,083.00
					£		
				BACK	PAY		

Item	Process	Relevant screenshots for reference
	Click "OK" to "Proceed for payment?"> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data>	Popup of confirm to proceed Proceed for payment? CANCEL OK
9.	Settle payment	Online Payment Service Screen ID: EPY-SET-0001
	Select one "Payment Method" and the "PAY" will be activated> Click "PAY"> [Note: Payment is not applicable to party who is on legal aid.] [Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to Step 4 at item 10.]	Type of Service: He Judiciary Yerchant Name: The Judiciary Yershing Transaction Reference No: E130000493 Transaction Date: Yershing Transaction Reference No: Yershing Transaction Reference No: E130000493 Yershing Transaction Terms Yershing Transaction Terms Payment Method: Yershing Transaction reference number or PRINT the page for enquiry on the payment status when necessary. After pressing the pay button, please DO NOT leave this page util you are redirected to the acknowledgement page, otherwise your transaction may not be successful. Yershin Name: Yershin Name: Terms Transaction reference number or PRINT the page for enquiry on the payment status when necessary. After pressing the pay button, please DO NOT leave this page util you are redirected to the acknowledgement page, otherwise your transaction may not be successful. Yershin Name: Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment may any long perference such a problem, please wait a moment and retry. or change to use PPSB to settle the payment. We apologie for any inconvenience caused. Please contact your card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. How way have implemented different mechanisms to authenticate the ardholder's identity during online payment. How will normally be conducted either by way of cheque, bank draft or cash to the appropriate case aratry or legal
10.	Acknowledgement	Step 4: Acknowledgement
	Click "SAVE	Send document(s) to an existing case Screen ID: EFIL-CMC-000113
	ACKNOWLEDGEMENT" > Click "DOWNLOAD" in the nonun of "Confirm to	1 2 3 4 Enter Case No. Upload Document Confirmation and Payment Acknowledgement
	the popup of "Confirm to download file?"> Click "Open file" to retrieve	Notice If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.
	the Acknowledgement>	Acknowledgement
	Click "SAVE PAYMENT	Submitted By Organization Mr. Lau To Fu (265.E0843000020) Happy Company

Item	Process	Rele	vant sc	creenshots	for re	eference			
	Click "DOWNLOAD" in the popup of "Confirm to download file?"	04/02/ e-Payr PPSB	nent Transact 2022 17:27:42 nent Method action Summa	ion Date Time			nent Transaction Reference N 2045000867	ło.	
	Click "Open file" to retrieve	NO.	CASE NO.	CASE TYPE	PA	YMENT ITEM(S)			FEE(HKD)
	the Payment receipt>	1	DCPI 42/2022 Bill Number : Commence taxation proceedings				ng of a notice of commencen (1) of the RDC - Bill of Costs	nent of taxation	2,083.00
							Ţı	otal amount : HK	D 2,083.00
		The F	ollowing Doci	ument(s) Have Been	Uploaded				
			PURPOSE	DOCUMENT	DOCUME	NT NAME	UPLOAD FILE	DRN	
		1	For Filing	English	Notice Of C Taxation	commencement Of	Notice of commencement of taxation.pdf(712.15KB)	113090000854	
		2	For Filing	English	Bill of Costs		Bill of Costs.pdf(863.67KB)	113090000865	
		if neo	essary.	SAV	/E PAYMENT	RECEIPT SAVE	ACKNOWLEDGEMENT		
				Co	onfirm	n to dowi	nload file?		
				cı	LOSE		DOWNLOAD		
			Payment Open file	Receipt - ep	odf	DOC	cknowledgement Ipen file	pdf	

Item	Process	Relevant screenshots for reference							
11.	Acknowledgement	Message box with message header(s) appear	rs on the landing p	age				
	message sent to the								
	message box of OU/IU as	Message Box Screen ID: EXT-							
	appropriate	All Read Unread			0				
	appropriate	SUBJECT	▼ DATE/TIME	FROM	FILE Ø				
	Click "Home">	[TRN:E1130000491] New Electronic Submission Received	16:27	Court Registry, District Court	957KB				
	Click Hollie >	[TRN:E1130000020] 已收妥新電子提交	08:44	區域法院登記處	1065KB				
		[Cause Book of Personal Injuries Action - 11/2021] Acknowledge	31/01/2022	Court Registry, District Court	583KB				
	Access Message Box>	[Document(s) of DCPI 1597/2021] Acknowledgement and Paym	31/01/2022	Court Registry, District Court	582KB				
		[TRN:E1126000160] New Electronic Submission Received	31/01/2022	Court Registry, District Court	958KB				
	Click the message header to	[DCPI 42/2022] New Electronic Submission Received	31/01/2022	Court Registry, District Court	479KB				
	read the content	[DCPI 1111/2021] 已收妥新電子提交	28/01/2022	區域法院登記處	560KB				
	read the content	[DCPI 1111/2021] 已收妥新電子提交	28/01/2022	區域法院登記處	561KB				
		[DCPI 42/2022] Document(s) Filed / Lodged [DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing Is	28/01/2022 28/01/2022	Court Registry, District Court	- 488KB				
		[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing Is	28/01/2022	Court Registry, District Court	488KB				
		Message Details		Screen ID:	EXT-MSG-00002				
				Screen ID:	EXT-MSG-00002				
		< Back			EXT-MSG-00002				
		<back [TRN:E1130000491] New Electronic Su</back 	ıbmission		EXT-MSG-00002				
		< Back	ıbmission		EXT-MSG-00002				
		< <u>Back</u> [TRN:E1130000491] New Electronic Su Date/Time 04/02/2022 16:27	ıbmission		EXT-M5G-00002				
		CBack [TRN:E1130000491] New Electronic Su Date/Time 04/02/2022 16:27 From Court Registry, District Court To 265.E0843000020		Received					
		<back (time="" 02="" 04="" 16:27="" 16:27.="" 2022="" 265="" [trn:e1130000491]="" completion="" confirm="" court="" date="" district="" e084300020="" e1130000491)="" electronic="" expre<="" from="" icms="" is="" message="" new="" of="" on="" registry,="" serves="" submitted="" successful="" sur="" td="" the="" this="" time="" to="" via=""><td>bmission of the do</td><td>Received</td><td></td></back>	bmission of the do	Received					
		<back (time="" 02="" 04="" 202216:27="" 202216:27.="" 265="" [trn:e1130000491]="" acceptance="" completion="" confirm="" court="" date="" district="" document(s),="" e0843000020="" e130000491)="" electronic="" expre="" from="" icms="" is="" message="" new="" of="" on="" reco<="" registry,="" serves="" submission="" submitted="" successful="" sul="" sur="" th="" the="" this="" time="" to="" upon="" via="" will="" you=""><th>bmission of the do issed in 24-hour fo ceive a message co</th><th>Received</th><th></th></back>	bmission of the do issed in 24-hour fo ceive a message co	Received					
		<back (a<="" (time="" 02="" 04="" 202216:27="" 202216:27.="" 265="" [trn:e11300000491]="" acceptance="" acknowledgement="" attachment="" click="" completion="" confirm="" court="" date="" district="" document(s),="" e0843000020="" e130000491)="" electronic="" expre="" from="" icms="" is="" link="" message="" new="" obtain="" of="" on="" please="" rec="" registry,="" serves="" submission="" submitted="" successful="" sul="" sur="" th="" the="" this="" time="" to="" upon="" via="" will="" you=""><th>bmission of the do issed in 24-hour fo ceive a message co nd the payment re</th><th>Received</th><th></th></back>	bmission of the do issed in 24-hour fo ceive a message co nd the payment re	Received					
		<back (time="" 02="" 04="" 202216:27="" 202216:27.="" 265="" [trn:e1130000491]="" acceptance="" completion="" confirm="" court="" date="" district="" document(s),="" e0843000020="" e130000491)="" electronic="" expre="" from="" icms="" is="" message="" new="" of="" on="" reco<="" registry,="" serves="" submission="" submitted="" successful="" sul="" sur="" th="" the="" this="" time="" to="" upon="" via="" will="" you=""><th>bmission of the do ssed in 24-hour fo seive a message co nd the payment re 1</th><th>Received</th><th></th></back>	bmission of the do ssed in 24-hour fo seive a message co nd the payment re 1	Received					
		CBack [TRN:E11300000491] New Electronic Sur Date/Time 04/02/2022 16:27 From Court Registry, District Court To 265 E0843000020 This message serves to confirm the successful completion of the sul E130000491) submitted via iCMS on 04/02/2022 16:27. (Time is expression 04/02/2022 16:27. (Time is expression 04/02/2022 16:27. (Time is expression 04/02/2022 16:27.) Upon acceptance of the submission of the document(s), you will recomplete click the attachment link to obtain the acknowledgement (at Acknowledgement - e-Filing Transaction Reference No.:E113000049 Payment receipt - e-Payment Transaction Reference No.:C20220204 Notice	bmission of the dc ssed in 24-hour fo seive a message cc nd the payment re 1 \$5000867	Received bocument(s) (e-Filing Transaction Refer rmat.) bonfirming the same. aceipt, if any).	erence No.				
		CBack [TRN:E1130000491] New Electronic Sur Date/Time 04/02/2022 16:27 From Court Registry, District Court To 265 E0843000020 This message serves to confirm the successful completion of the sur E130000491) submitted via ICMS on 04/02/2022 16:27. (Time is expression of the document(s), you will record the submission of the	bmission of the do issed in 24-hour fo ceive a message co nd the payment re 1 5000867 en the Registry is 1 to the public; or (b	Received cournent(s) (e-Filing Transaction Refer rmat.) onfirming the same. aceipt, if any). not open, the receiving time of such	erence No.				
		CBack ITRN:E1130000491] New Electronic Sur Date/Time 04/02/2022 16:27 From Court Registry, District Court To 265 E0843000020 This message serves to confirm the successful completion of the sul E130000491) submitted via iCMS on 04/02/2022 16:27. (Time is expre Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (a Acknowledgement - e-Filing Transaction Reference No::E13000049 Payment receipt - e-Payment Transaction Reference No::E13000049 Pottice If the completion of the transmission of a document is at a time which taken to be (a) at the time when the Registry is next normally open the proceeding to which the document relates, whichever is earlier. Opening hours of the Registry	bmission of the do issed in 24-hour fo ceive a message co nd the payment re 1 5500867 en the Registry is to the public; or (b	Received cournent(s) (e-Filing Transaction Refer rmat.) onfirming the same. aceipt, if any). not open, the receiving time of such	erence No.				
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		CBack CTRN:E1130000491] New Electronic Sur Date/Time 04/02/20221627 From Court Registry, District Court To 265E0843000020 This message serves to confirm the successful completion of the su E130000491) submitted via iCMS on 04/02/20221627. (Time is expre Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (a Acknowledgement - e-Filing Transaction Reference No.:E113000049 Payment receipt - e-Payment Transaction Reference No.:E113000049 Motice If the completion of the transmission of a document is at a time wh the proceeding to which the document relates, whichever is earlier. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p Saturdays Sundays : Closed and Public Holdays 2 Attachment[s]	bmission of the do issed in 24-hour fo ceive a message co nd the payment re 1 5500867 en the Registry is to the public; or (b	Received cournent(s) (e-Filing Transaction Refer rmat.) onfirming the same. aceipt, if any). not open, the receiving time of such	erence No.				
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		CBack CTRN:E1130000491] New Electronic Sur Date/Time 04/02/20221627 From Court Registry, District Court To 265E0843000020 This message serves to confirm the successful completion of the su E130000491) submitted via iCMS on 04/02/20221627. (Time is expre Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (a Acknowledgement - e-Filing Transaction Reference No.:E113000049 Payment receipt - e-Payment Transaction Reference No.:E113000049 Motice If the completion of the transmission of a document is at a time wh the proceeding to which the document relates, whichever is earlier. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p Saturdays Sundays : Closed and Public Holdays 2 Attachment[s]	bmission of the do issed in 24-hour fo ceive a message co nd the payment re 1 5500867 en the Registry is to the public; or (b	Received cournent(s) (e-Filing Transaction Refer rmat.) onfirming the same. aceipt, if any). not open, the receiving time of such	erence No.				
		CBack CTRN:E1130000491] New Electronic Sur Date/Time 04/02/20221627 From Court Registry, District Court To 265E0843000020 This message serves to confirm the successful completion of the su E130000491) submitted via iCMS on 04/02/20221627. (Time is expre Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (a Acknowledgement - e-Filing Transaction Reference No.:E113000049 Payment receipt - e-Payment Transaction Reference No.:E113000049 Motice If the completion of the transmission of a document is at a time wh the proceeding to which the document relates, whichever is earlier. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p Saturdays Sundays : Closed and Public Holdays 2 Attachment[s]	bmission of the do issed in 24-hour fo ceive a message co nd the payment re 1 5500867 en the Registry is to the public; or (b	Received cournent(s) (e-Filing Transaction Refer rmat.) onfirming the same. aceipt, if any). not open, the receiving time of such	erence No.				
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12.	Internal process by	CBack CTRN:E1130000491] New Electronic Sur Date/Time 04/02/20221627 From Court Registry, District Court To 265E0843000020 This message serves to confirm the successful completion of the su E130000491) submitted via iCMS on 04/02/20221627. (Time is expre Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (a Acknowledgement - e-Filing Transaction Reference No.:E113000049 Payment receipt - e-Payment Transaction Reference No.:E113000049 Motice If the completion of the transmission of a document is at a time wh the proceeding to which the document relates, whichever is earlier. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p Saturdays Sundays : Closed and Public Holdays 2 Attachment[s]	bmission of the do issed in 24-hour fo reive a message co nd the payment re 1 5000867 en the Registry is to the public; or (b 2m.	Received	erence No. document is ext open for				
12.	Internal process by Judiciary	CBack DTRN:EI130000491] New Electronic Sur Date/Time 04/02/202216:27 From Court Registry, District Court To 265E0843000020 This message serves to confirm the successful completion of the sul E130000491) submitted via iCMS on 04/02/202216:27. (Time is expre Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (a Acknowledgement - e-Filing Transaction Reference No.:E113000049 Payment receipt - e-Payment Transaction Reference No.:E113000049 Payment receipt - e-Payment Transaction Reference No.:E113000049 Notice Motice Motage Mondays to Fridays: 845 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p Saturdays, Sundays: Closed and Public Holdays Acknowledg.pdf Entranvelle.pdf Entranvelle.pdf Acknowledg.pdf Entranvelle.pdf Ent	bmission of the do issed in 24-hour fo reive a message co nd the payment re 1 5000867 en the Registry is to the public; or (b 2m.	Received	erence No. document is ext open for				

Item	Process	Relevant screenshots for reference							
13.	Confirmation message sent	Message box with message header(s) appears on the landing page							
	to the message box of OU/ IU as appropriate	Message Box Screen ID:							
		All Read Unread		C					
	Login and access Message	SUBJECT	FROM	FILE Ø					
	Box>	[DCPI 42/2022-1] New Taxation Bill Created	17:27	Court Registry, District Court					
		[DCPI 1111/2021] Document(s) Filed/Lodged During Closure of t	09:44	Court Registry, District Court	-				
	Click the message header to	[DCPI 42/2022] New Electronic Submission Received	02/02/2022	Court Registry, District Court	480KB				
	read the content	[DCPI 42/2022] New Electronic Submission Received	02/02/2022	Court Registry, District Court	479KB				
	read the content	[DCPI 42/2022] New Electronic Submission Received	02/02/2022	Court Registry, District Court	957KB				
		[DCPI 42/2022] Sealed Document(s) Issued	02/02/2022	Court Registry, District Court	253KB				
		[DCPI 42/2022] New Electronic Submission Received	02/02/2022	Court Registry, District Court	479KB				
		[TRN:E1130000503] New Electronic Submission Received	02/02/2022	Court Registry, District Court	479KB				
		[TRN:E1130000491] New Electronic Submission Received	02/02/2022	Court Registry, District Court	957KB				
		[TRN:E1130000020] 已收妥新電子提交	02/02/2022	區域法院登記處	1065KB				
		Click the message header to read the Message Details KBack [DCPI 42/2022-1] New Taxation Bill Creat Date/Time 04/02/2022 16:27 From Court Registry, District Court	therein Screen ID: EXT-MSG-000	002					
		To 265.E0843000020 This message serves to confirm the acceptance of the submission of th submitted via iCMS on 04/02/00221627 . (Time is expressed in 24-hour f DCPI 42/2022-1 - Notice Of Commencement Of Taxation, 展開設遺辞定通 DCPI 42/2022-1 - Bill of Costs, 設遺單 - DRN:113090000865	format.)		00491)				

Internal process by Judiciary