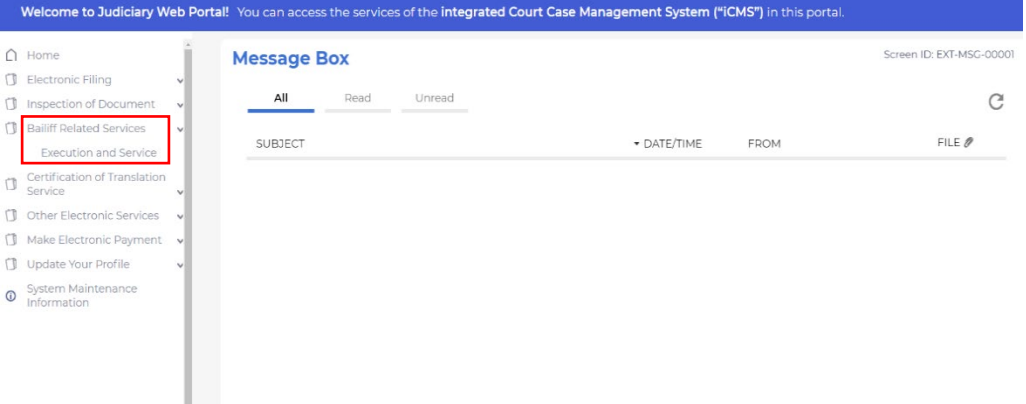
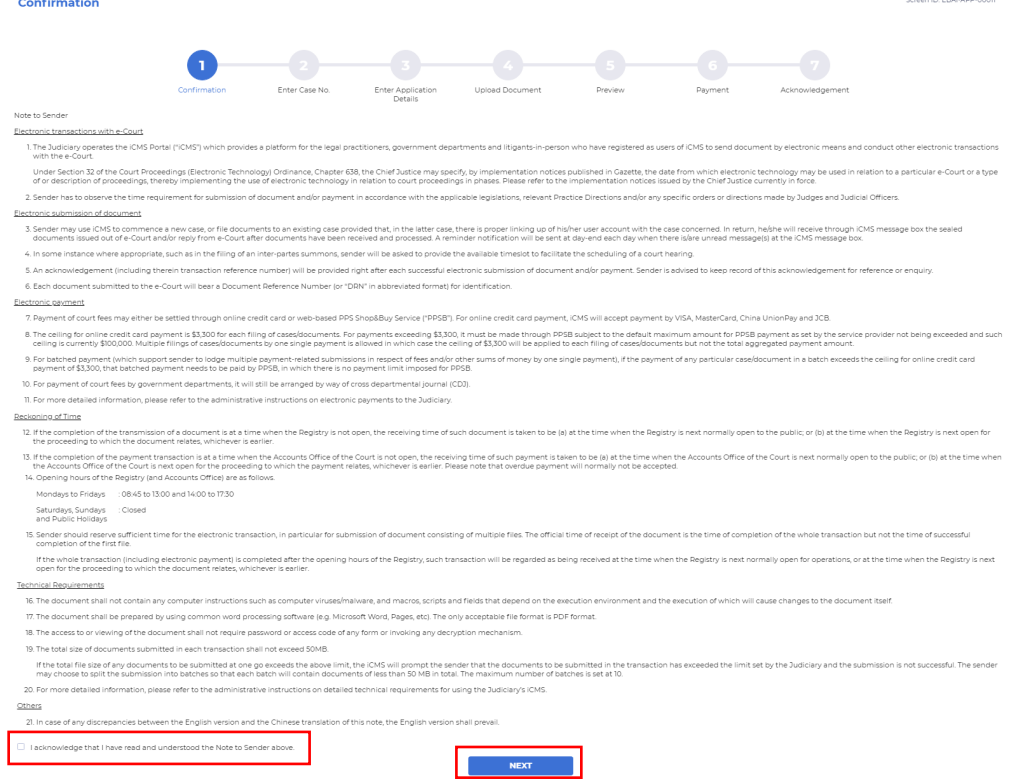
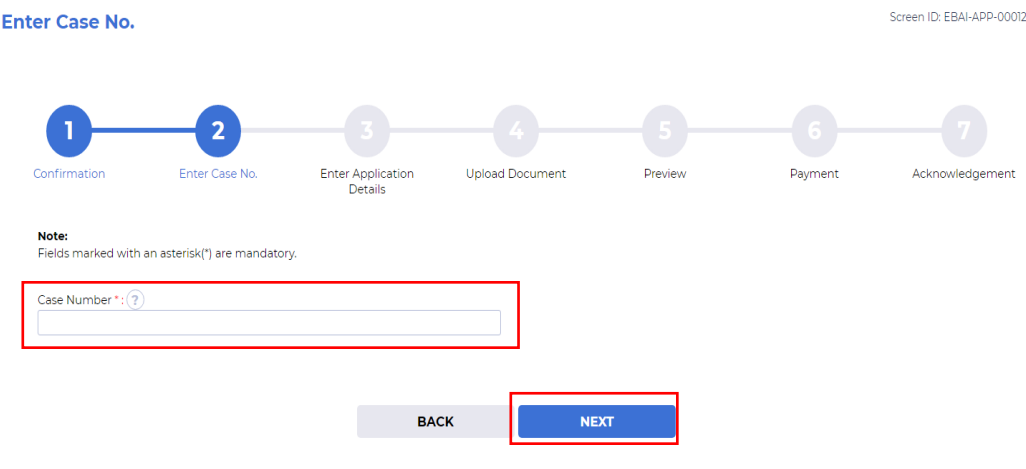


## Submit Application for Execution

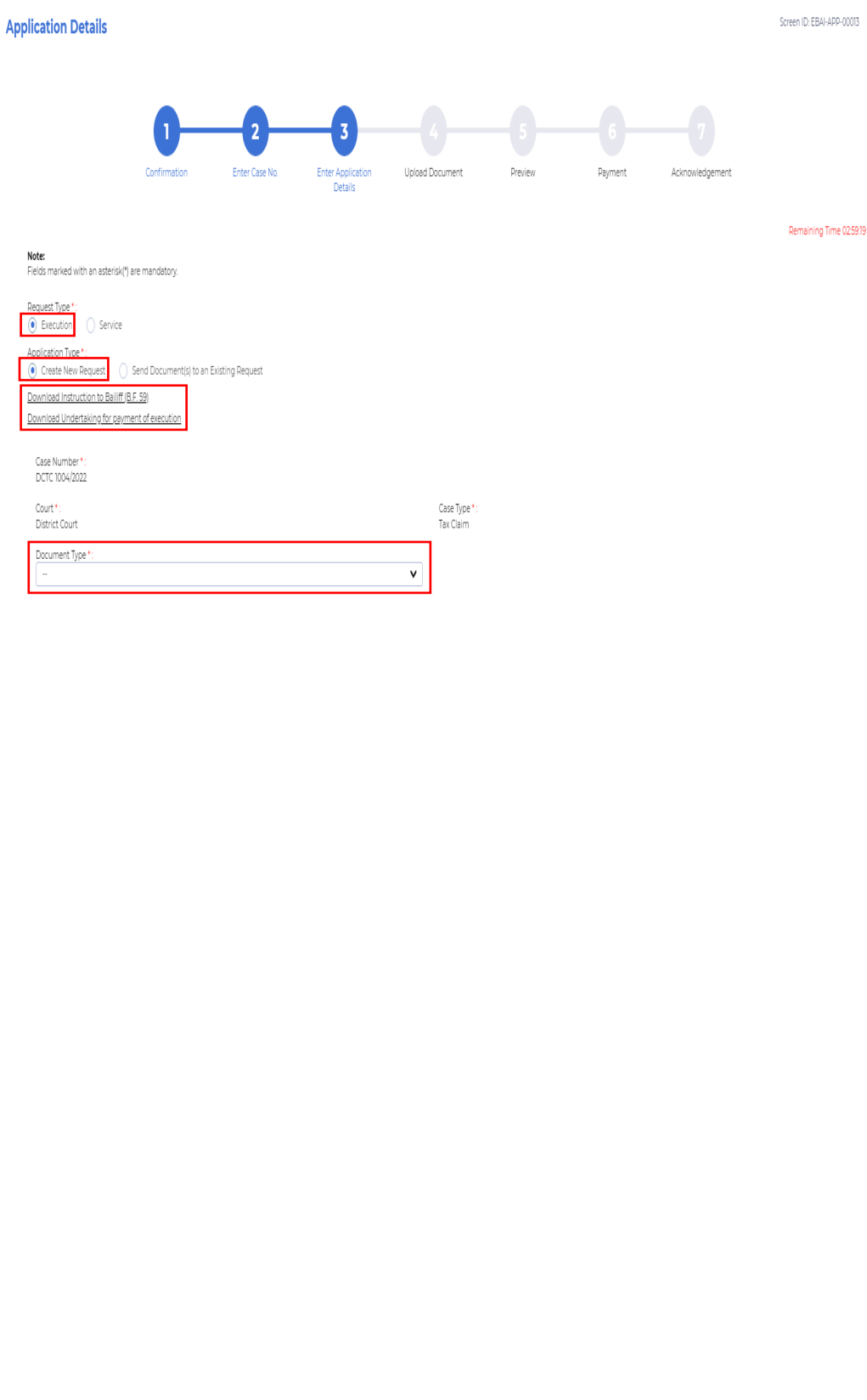
This step-by-step guide outlines the general process required to submit application for execution using integrated Court Case Management System (“iCMS”). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) of Government Department.</p> <p><i>[Note: Please refer to the relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holders, they need to be duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to the relevant step-by-step guides under the subject of “Assign default OU Account(s) and court case(s)” for more information if necessary.]</i></p>	<p><b>Organization User</b></p> <p style="text-align: right;">Screen ID: AUTH-LGN-0001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><small>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</small></p> <p>Account Type  <input type="text" value="Organization"/></p> <p>Organization Code * <input type="text"/>      Login Name * <input type="text"/></p> <p>Password * <input type="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> <p><b>Individual User</b></p> <p style="text-align: right;">Screen ID: AUTH-LGN-0001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><small>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</small></p> <p>Account Type  <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code * <input type="text"/>      Login Name * <input type="text"/></p> <p>Password * <input type="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p>

Step-by-step guide – “Submit Application for Execution (Government Department)”


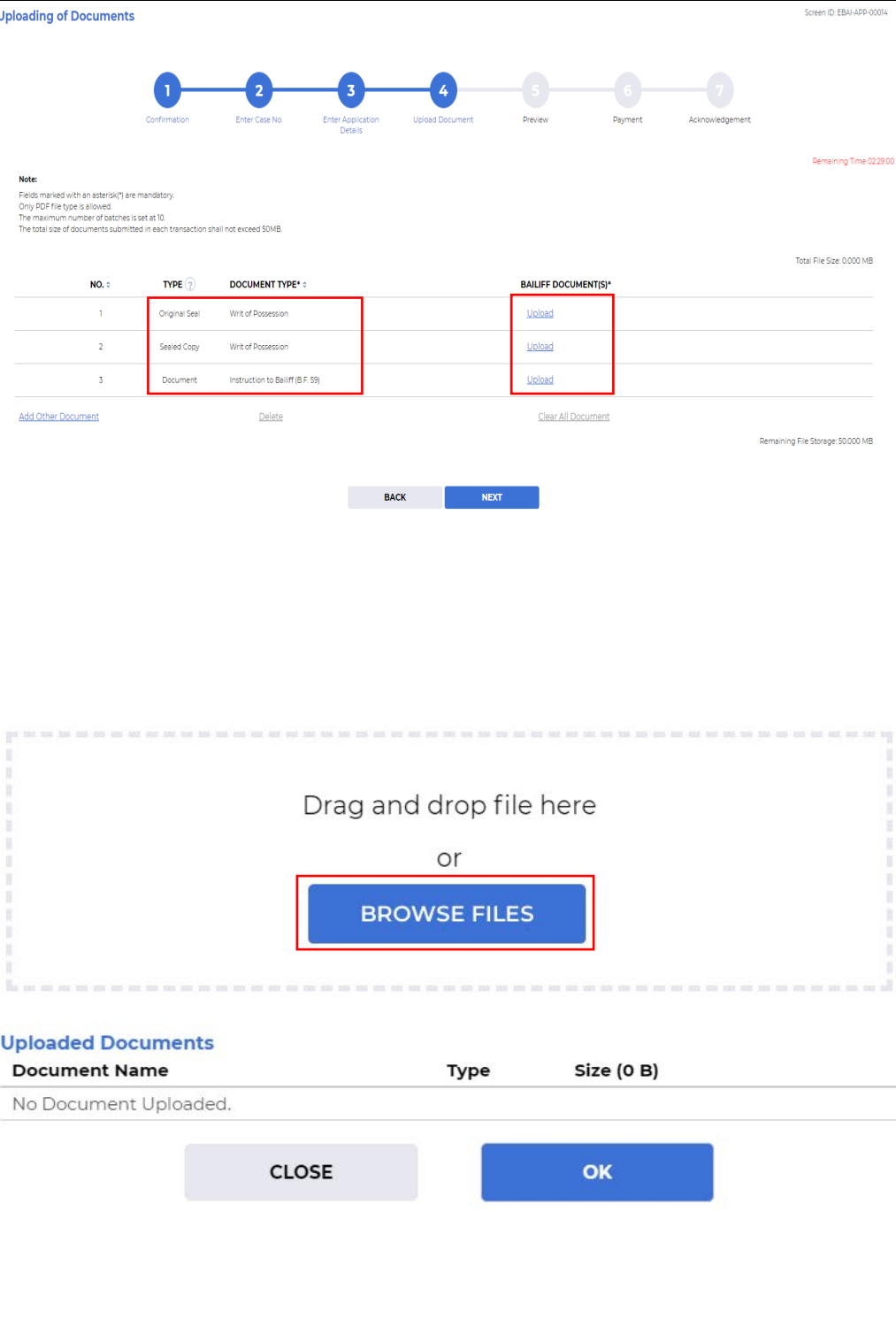
Item	Process	Relevant screenshots for reference
	<p><b><u>Access “Execution and Service” function</u></b></p> <p>Click “Bailiff Related Services”&gt;</p> <p>Click “Execution and Service”&gt;</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home</p> <ul style="list-style-type: none"> <li>Electronic Filing</li> <li>Inspection of Document</li> <li><b>Bailiff Related Services</b> <ul style="list-style-type: none"> <li><b>Execution and Service</b></li> </ul> </li> <li>Certification of Translation Service</li> <li>Other Electronic Services</li> <li>Make Electronic Payment</li> <li>Update Your Profile</li> <li>System Maintenance Information</li> </ul> <p>Message Box</p> <p>Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <p>SUBJECT DATE/TIME FROM FILE</p>
	<p><b><u>Confirmation</u></b></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”&gt;</p> <p>Click “NEXT” and move on to Item 2&gt;</p>	 <p>Confirmation</p> <p>Screen ID: EBAl-APP-0001</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p>Note to Sender</p> <p><u>Electronic transactions with e-Court</u></p> <p>1. The Judiciary operates the ICMS Portal (“ICMS”) which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of ICMS to send document by electronic means and conduct other electronic transactions with the e-Court.</p> <p>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 general, please refer to the implementation notices issued by the Chief Justice currently in force.</p> <p>2. 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 Judicial Officers.</p> <p><u>Electronic submission of document</u></p> <p>3. Sender may use ICMS to commence a new case, or file documents to an existing case provided that, in the latter case, there is proper linking up of his/her user account with the case concerned. In return, he/she will receive through ICMS message box the sealed documents issued out of e-Court and/or reply from e-Court after documents have been received and processed. A reminder notification will be sent at day-end each day when there is/are unread message(s) at the ICMS message box.</p> <p>4. In some instance where appropriate, such as in the filing of an inter-partes summons, sender will be asked to provide the available timeslot to facilitate the scheduling of a court hearing.</p> <p>5. An acknowledgement (including therein transaction reference number) will be provided right after each successful electronic submission of document and/or payment. Sender is advised to keep record of this acknowledgement for reference or enquiry.</p> <p>6. Each document submitted to the e-Court will bear a Document Reference Number (or “DRN” in abbreviated format) for identification.</p> <p><u>Electronic payment</u></p> <p>7. Payment of court fees may either be settled through online credit card or web-based PPS Shop&amp;Buy Service (“PPSB”). For online credit card payment, ICMS will accept payment by VISA, MasterCard, China UnionPay and JCB.</p> <p>8. The ceiling for online credit card payment is \$3,300 for each filing of cases/documents. For payments exceeding \$3,300, it must be made through PPSB subject to the default maximum amount for PPSB payment as set by the service provider not being exceeded and such ceiling is currently \$100,000. Multiple filings of cases/documents by one single payment is allowed in which case the ceiling of \$3,300 will be applied to each filing of cases/documents but not the total aggregated payment amount.</p> <p>9. For batched payment (which support sender to lodge multiple payment-related submissions in respect of fees and/or other sums of money by one single payment), if the payment of any particular case/document in a batch exceeds the ceiling for online credit card payment of \$3,300, that batched payment needs to be paid by PPSB, in which there is no payment limit imposed for PPSB.</p> <p>10. For payment of court fees by government departments, it will still be arranged by way of cross departmental journal (CDJ).</p> <p>11. For more detailed information, please refer to the administrative instructions on electronic payments to the Judiciary.</p> <p><u>Reasoning of Time</u></p> <p>12. 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.</p> <p>13. If the completion of the payment transaction is at a time when the Accounts Office of the Court is not open, the receiving time of such payment is taken to be (a) at the time when the Accounts Office of the Court is next normally open to the public; or (b) at the time when the Accounts Office of the Court is next open for the proceeding to which the payment relates, whichever is earlier. Please note that overdue payment will normally not be accepted.</p> <p>14. Opening hours of the Registry (and Accounts Office) are as follows:</p> <p>Mondays to Fridays : 08:45 to 13:00 and 14:00 to 17:30</p> <p>Saturdays, Sundays and Public Holidays : Closed</p> <p>15. Sender should reserve sufficient time for the electronic transaction, in particular for submission of document consisting of multiple files. The official time of receipt of the document is the time of completion of the whole transaction but not the time of successful completion of the first file.</p> <p>If the whole transaction (including electronic payment) is completed after the opening hours of the Registry, such transaction will be regarded as being received at the time when the Registry is next normally open for operations, or at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p><u>Technical Requirements</u></p> <p>16. The document shall not contain any computer instructions such as computer viruses/malware, and macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the document itself.</p> <p>17. The document shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc). The only acceptable file format is PDF format.</p> <p>18. The access to or viewing of the document shall not require password or access code of any form or invoking any decryption mechanism.</p> <p>19. The total size of documents submitted in each transaction shall not exceed 50MB.</p> <p>If the total file size of any documents to be submitted at one go exceeds the above limit, the ICMS will prompt the sender that the documents to be submitted in the transaction has exceeded the limit set by the Judiciary and the submission is not successful. The sender may choose to split the submission into batches so that each batch will contain documents of less than 50 MB in total. The maximum number of batches is set at 20.</p> <p>20. For more detailed information, please refer to the administrative instructions on detailed technical requirements for using the Judiciary’s ICMS.</p> <p><u>Others</u></p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p><input type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p><b>NEXT</b></p>
2.	<p><b><u>Enter case number</u></b></p> <p>Input the case number under “Case Number*”&gt;</p> <p>Click “NEXT” and move on to Item 3&gt;</p>	 <p>Enter Case No.</p> <p>Screen ID: EBAl-APP-00012</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p> <p>Case Number *: ?</p> <p><b>BACK</b> <b>NEXT</b></p>

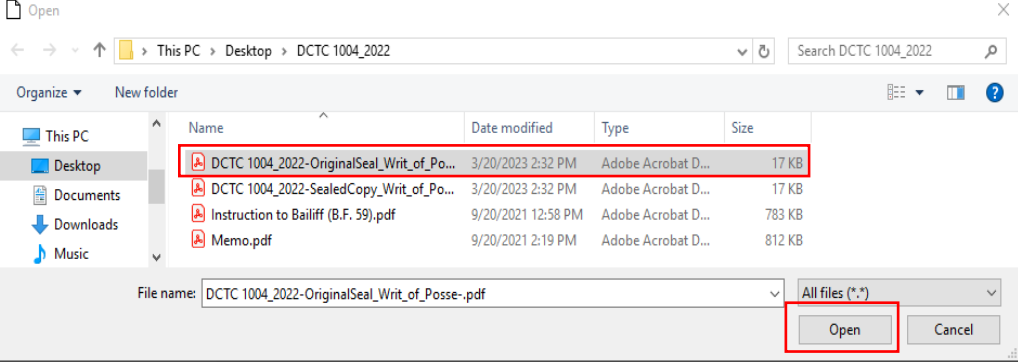

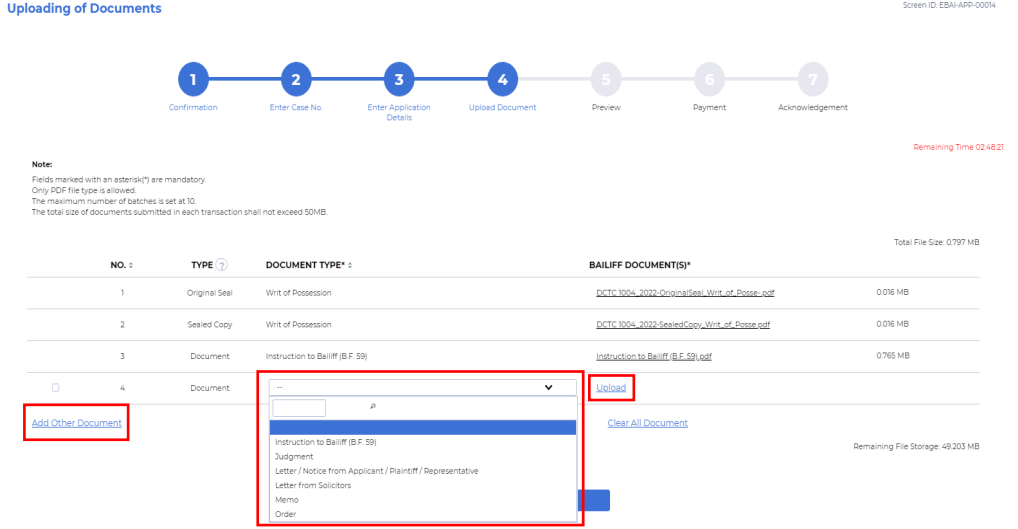
Step-by-step guide – “Submit Application for Execution (Government Department)”

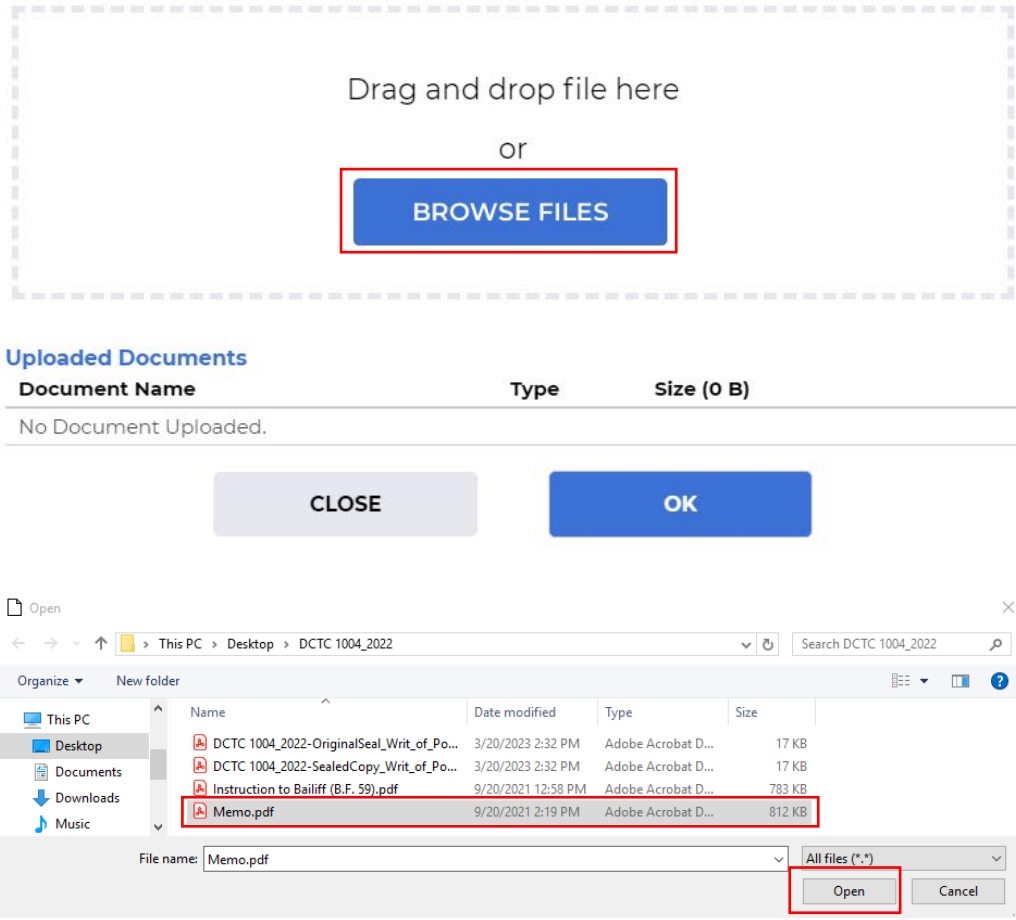
Item	Process	Relevant screenshots for reference
3.	<p><b><u>Select type of request</u></b></p> <p>Under “Request Type*”, click the radio button “Execution”&gt;</p> <p>Under “Application Type*”, click the radio button “Create New Request” to submit a new application for execution&gt;</p> <p><b><u>Download document(s)</u></b></p> <p>Click the link to download and fill in the form of “Instruction to Bailiff (B.F.59)”</p> <p>Click the link to download and fill in the form of “Undertaking for payment of execution” if the execution type requires security guard service</p> <p><b><u>Select the type of document for execution</u></b></p> <p>Select the type of document to be executed from the pull-down menu of “Document Type*”&gt;</p>	 <p>Application Details <span style="float: right;">Screen ID: EBAI-APP-0003</span></p> <p>1 Confirmation — 2 Enter Case No. — 3 Enter Application Details — 4 Upload Document — 5 Preview — 6 Payment — 7 Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type*  <input checked="" type="radio"/> Execution <input type="radio"/> Service</p> <p>Application Type*  <input checked="" type="radio"/> Create New Request <input type="radio"/> Send Document(s) to an Existing Request</p> <p><a href="#">Download Instruction to Bailiff (B.F. 59)</a>  <a href="#">Download Undertaking for payment of execution</a></p> <p>Case Number*: DCTC 1004/2022</p> <p>Court*: District Court</p> <p>Case Type*: Tax Claim</p> <p>Document Type*: --</p> <p style="text-align: right;">Remaining Time 02:59:19</p>

Item	Process	Relevant screenshots for reference												
	<p><b><u>Input contact information</u></b></p> <p>Input information in the mandatory fields below</p> <ul style="list-style-type: none"> <li>“1<sup>st</sup> Contact Person (Appointment)*”</li> <li>“Phone No. (Appointment)*”</li> </ul> <p>Remarks: May input up to three contact persons, if necessary.</p> <p><b><u>Input address where execution is to be carried out</u></b></p> <p>Click “Add Action Address”&gt;</p> <p>Input the “Action Address(Eng.)” or “Action Address(Chi.)”&gt;</p> <p>Select the region from the pull-down menu of “HK Region*”&gt;</p> <p>Select the district from the pull-down menu of “HK District*”&gt;</p> <p>Remarks: For addresses in Demarcation District format (D.D. Lot), tick the checkbox “D.D. Lot” and input the “D.D. Lot Address*”</p>	<p><b>Contact Information *</b></p> <p>1st Contact Person (Appointment) * : Phone No. (Appointment) * : Fax No. (Appointment) :</p> <p>2nd Contact Person (Appointment) : Phone No. (Appointment) : Fax No. (Appointment) :</p> <p>3rd Contact Person (Appointment) : Phone No. (Appointment) : Fax No. (Appointment) :</p> <p><b>Action Address * :</b></p> <table border="1"> <thead> <tr> <th>NO.</th> <th>PRIMARY ADDRESS</th> <th>ACTION ADDRESS(ENG.)</th> <th>ACTION ADDRESS(CHI.)</th> <th>EDIT</th> <th>DELETE</th> </tr> </thead> <tbody> <tr> <td colspan="6">No records found.</td> </tr> </tbody> </table> <p><a href="#">Add Action Address</a></p> <p><input type="checkbox"/> D.D. Lot</p> <p><b>Action Address(Eng.) :</b></p> <p><b>Action Address(Chi.) :</b></p> <p><b>HK Region * :</b></p> <p>--</p> <p><b>HK District * :</b></p> <p>--</p> <p><input checked="" type="checkbox"/> <b>D.D. Lot</b></p> <p><b>D.D. Lot Address * :</b></p>	NO.	PRIMARY ADDRESS	ACTION ADDRESS(ENG.)	ACTION ADDRESS(CHI.)	EDIT	DELETE	No records found.					
NO.	PRIMARY ADDRESS	ACTION ADDRESS(ENG.)	ACTION ADDRESS(CHI.)	EDIT	DELETE									
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Step-by-step guide – “Submit Application for Execution (Government Department)”

Item	Process	Relevant screenshots for reference																						
	Click “NEXT” and move on to Item 4>																							
4.	<p><b><u>Upload documents required for the application for execution</u></b></p> <p>Click “Upload” for uploading the documents required for the application for execution &gt;</p> <ul style="list-style-type: none"> <li>• Original Seal of Writ</li> <li>• Sealed Copy of Writ</li> <li>• Instruction to Bailiff (B.F.59)</li> <li>• Undertaking Letter for Security Guard (if necessary)</li> </ul> <p>Click “BROWSE FILES” and select the document&gt;</p>	 <p>Uploading of Documents <span style="float: right;">Screen ID: EBAI-APP-0004</span></p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory. Only PDF file type is allowed. The maximum number of batches is set at 10. The total size of documents submitted in each transaction shall not exceed 50MB.</p> <p>Remaining Time 02:29:00</p> <p>Total File Size: 0.000 MB</p> <table border="1"> <thead> <tr> <th>NO. :</th> <th>TYPE :</th> <th>DOCUMENT TYPE* :</th> <th>BAILIFF DOCUMENT(S)*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Original Seal</td> <td>Writ of Possession</td> <td><a href="#">Upload</a></td> </tr> <tr> <td>2</td> <td>Sealed Copy</td> <td>Writ of Possession</td> <td><a href="#">Upload</a></td> </tr> <tr> <td>3</td> <td>Document</td> <td>Instruction to Bailiff (B.F. 59)</td> <td><a href="#">Upload</a></td> </tr> </tbody> </table> <p><a href="#">Add Other Document</a> <a href="#">Delete</a> <a href="#">Clear All Document</a></p> <p>Remaining File Storage: 50.000 MB</p> <p>BACK NEXT</p> <p>Drag and drop file here</p> <p>OR</p> <p><a href="#">BROWSE FILES</a></p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p>	NO. :	TYPE :	DOCUMENT TYPE* :	BAILIFF DOCUMENT(S)*	1	Original Seal	Writ of Possession	<a href="#">Upload</a>	2	Sealed Copy	Writ of Possession	<a href="#">Upload</a>	3	Document	Instruction to Bailiff (B.F. 59)	<a href="#">Upload</a>	Document Name	Type	Size (0 B)	No Document Uploaded.		
NO. :	TYPE :	DOCUMENT TYPE* :	BAILIFF DOCUMENT(S)*																					
1	Original Seal	Writ of Possession	<a href="#">Upload</a>																					
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No Document Uploaded.																								

Item	Process	Relevant screenshots for reference																																			
	<p>Select the file to be uploaded and click “Open”&gt;</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Document name is displayed under “Uploaded Documents”&gt;</p> <p>Click “Delete” if the uploaded document is not correct&gt;</p> <p>Or click “OK” if the uploaded document is in order&gt;</p> <p>Click “Add Other Document” for any additional documents</p> <p>Select the document type from the pull-down menu of “Document Type”&gt;</p> <p>Click “Upload” for the additional document&gt;</p>	 <p>The screenshot shows a Windows File Explorer window titled 'Open' with the path 'This PC &gt; Desktop &gt; DCTC 1004_2022'. A table of files is displayed with columns for Name, Date modified, Type, and Size. The file 'DCTC 1004_2022-OriginalSeal_Writ_of_Po...' is highlighted with a red box. The 'File name' field contains 'DCTC 1004_2022-OriginalSeal_Writ_of_Posse-.pdf' and the file type is set to 'All files (*.*)'. The 'Open' button is also highlighted with a red box.</p>  <p>The screenshot shows the 'Uploaded Documents' section with a table of document details:</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (16.8 KB)</th> <th>Preview</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>DCTC 1004_2022-OriginalSeal_Writ_of_Posse-.pdf</td> <td>pdf</td> <td>16.8 KB</td> <td><a href="#">Preview</a></td> <td><a href="#">Delete</a></td> </tr> </tbody> </table> <p>Below the table are 'CLOSE' and 'OK' buttons, with the 'OK' button highlighted by a red box.</p>  <p>The screenshot shows the 'Uploading of Documents' progress bar with steps 1-7: Confirmation, Enter Case No., Enter Application Details, Upload Document, Preview, Payment, Acknowledgement. Below the progress bar is a table of documents:</p> <table border="1"> <thead> <tr> <th>NO. :</th> <th>TYPE :</th> <th>DOCUMENT TYPE* :</th> <th>BAILIFF DOCUMENT(S)*</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Original Seal</td> <td>Writ of Possession</td> <td>DCTC 1004_2022-OriginalSeal_Writ_of_Posse-.pdf</td> <td>0.016 MB</td> </tr> <tr> <td>2</td> <td>Sealed Copy</td> <td>Writ of Possession</td> <td>DCTC 1004_2022-SealedCopy_Writ_of_Posse-.pdf</td> <td>0.016 MB</td> </tr> <tr> <td>3</td> <td>Document</td> <td>Instruction to Bailiff (B.F. 59)</td> <td>Instruction to Bailiff (B.F. 59).pdf</td> <td>0.765 MB</td> </tr> <tr> <td>4</td> <td>Document</td> <td>--</td> <td><a href="#">Upload</a></td> <td></td> </tr> </tbody> </table> <p>Below the table is an 'Add Other Document' button (highlighted with a red box) and a dropdown menu with options: Instruction to Bailiff (B.F. 59), Judgment, Letter / Notice from Applicant / Plaintiff / Representative, Letter from Solicitors, Memo, Order. The 'Upload' button is also highlighted with a red box.</p>	Document Name	Type	Size (16.8 KB)	Preview	Delete	DCTC 1004_2022-OriginalSeal_Writ_of_Posse-.pdf	pdf	16.8 KB	<a href="#">Preview</a>	<a href="#">Delete</a>	NO. :	TYPE :	DOCUMENT TYPE* :	BAILIFF DOCUMENT(S)*	Size	1	Original Seal	Writ of Possession	DCTC 1004_2022-OriginalSeal_Writ_of_Posse-.pdf	0.016 MB	2	Sealed Copy	Writ of Possession	DCTC 1004_2022-SealedCopy_Writ_of_Posse-.pdf	0.016 MB	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	0.765 MB	4	Document	--	<a href="#">Upload</a>	
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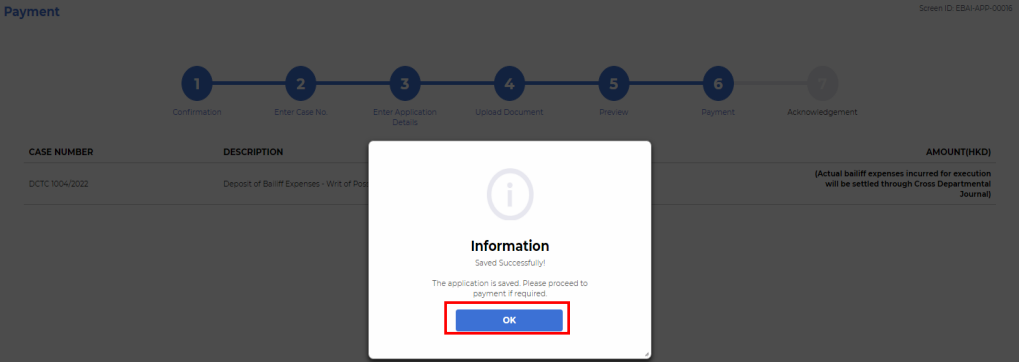
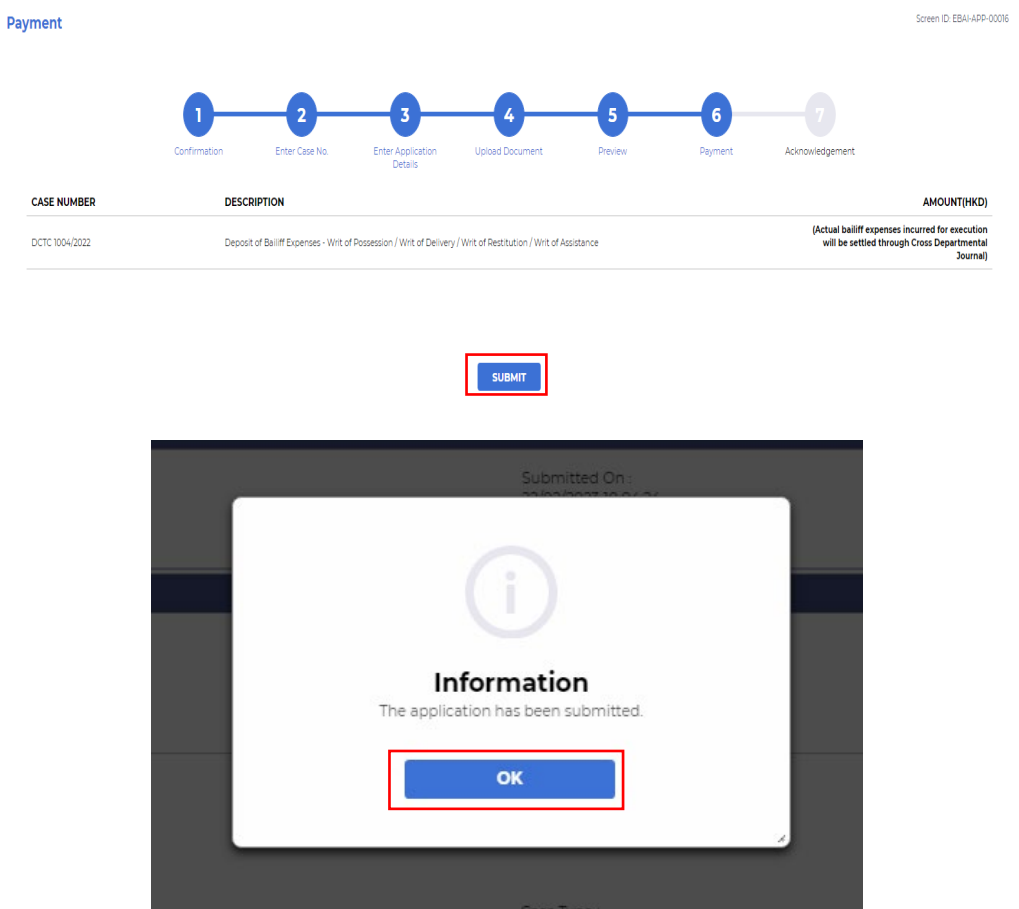
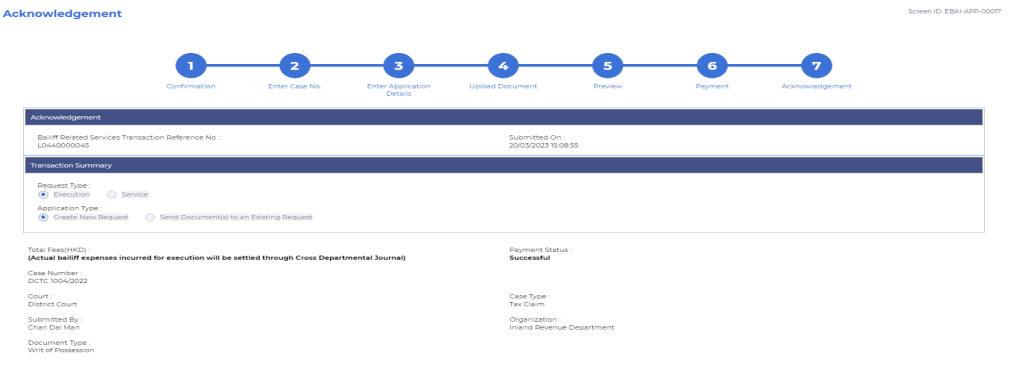
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	<p>Click “BROWSE FILES” and select the document&gt;</p> <p>Select the file to be uploaded and click “Open”&gt;</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not correct&gt;</p> <p>Or click “OK” if the uploaded document is in order&gt;</p>	 <p>Drag and drop file here</p> <p>OR</p> <p>BROWSE FILES</p> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p> <p>Open</p> <p>This PC &gt; Desktop &gt; DCTC 1004_2022</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>DCTC 1004_2022-OriginalSeal_Writ_of_Po...</td> <td>3/20/2023 2:32 PM</td> <td>Adobe Acrobat D...</td> <td>17 KB</td> </tr> <tr> <td>DCTC 1004_2022-SealedCopy_Writ_of_Po...</td> <td>3/20/2023 2:32 PM</td> <td>Adobe Acrobat D...</td> <td>17 KB</td> </tr> <tr> <td>Instruction to Bailiff (B.F. 59).pdf</td> <td>9/20/2021 12:58 PM</td> <td>Adobe Acrobat D...</td> <td>783 KB</td> </tr> <tr> <td>Memo.pdf</td> <td>9/20/2021 2:19 PM</td> <td>Adobe Acrobat D...</td> <td>812 KB</td> </tr> </tbody> </table> <p>File name: Memo.pdf All files (*.*)</p> <p>Open Cancel</p> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (811.9 KB)</th> </tr> </thead> <tbody> <tr> <td>Memo.pdf</td> <td>pdf</td> <td>811.9 KB</td> </tr> </tbody> </table> <p>CLOSE OK</p> <p>Preview Delete</p>	Document Name	Type	Size (0 B)	No Document Uploaded.			Name	Date modified	Type	Size	DCTC 1004_2022-OriginalSeal_Writ_of_Po...	3/20/2023 2:32 PM	Adobe Acrobat D...	17 KB	DCTC 1004_2022-SealedCopy_Writ_of_Po...	3/20/2023 2:32 PM	Adobe Acrobat D...	17 KB	Instruction to Bailiff (B.F. 59).pdf	9/20/2021 12:58 PM	Adobe Acrobat D...	783 KB	Memo.pdf	9/20/2021 2:19 PM	Adobe Acrobat D...	812 KB	Document Name	Type	Size (811.9 KB)	Memo.pdf	pdf	811.9 KB
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Step-by-step guide – “Submit Application for Execution (Government Department)”

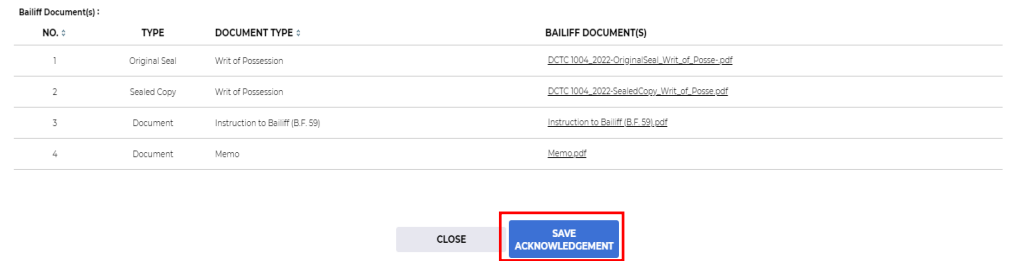
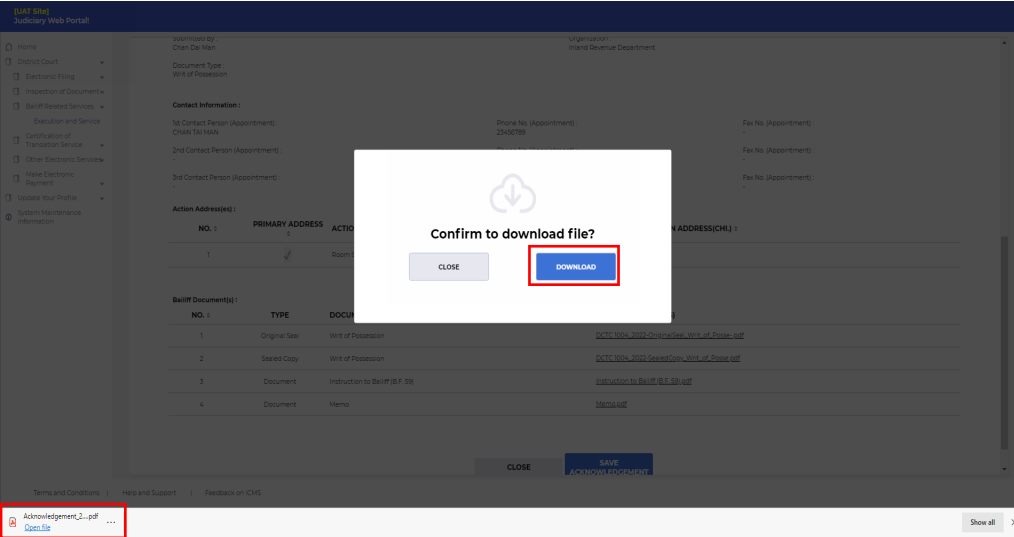

Item	Process	Relevant screenshots for reference																												
	<p>Click “NEXT” and move on to Item 5&gt;</p>	<p><b>Uploading of Documents</b> <span style="float: right;">Screen ID: EBAI-APP-0004</span></p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p><b>Note:</b> Fields marked with an asterisk(*) are mandatory. Only PDF file type is allowed. The maximum number of batches is set at 10. The total size of documents submitted in each transaction shall not exceed 50MB.</p> <p style="text-align: right;">Remaining Time 02:35:54</p> <p style="text-align: right;">Total File Size: 1.590 MB</p> <table border="1"> <thead> <tr> <th>NO. :</th> <th>TYPE :</th> <th>DOCUMENT TYPE :</th> <th>BAILIFF DOCUMENT(S)*</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Original Seal</td> <td>Writ of Possession</td> <td>D\TC 1004_2022-OriginalSeal_Writ_of_Posse_.pdf</td> <td>0.016 MB</td> </tr> <tr> <td>2</td> <td>Sealed Copy</td> <td>Writ of Possession</td> <td>D\TC 1004_2022-SealedCopy_Writ_of_Posse_.pdf</td> <td>0.016 MB</td> </tr> <tr> <td>3</td> <td>Document</td> <td>Instruction to Bailiff (B.F. 59)</td> <td>Instruction to Bailiff (B.F. 59).pdf</td> <td>0.765 MB</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Document</td> <td>Memo</td> <td>Memo.pdf</td> <td>0.733 MB</td> </tr> </tbody> </table> <p><a href="#">Add Other Document</a> <a href="#">Delete</a> <a href="#">Clear All Document</a></p> <p style="text-align: right;">Remaining File Storage: 48.400 MB</p> <p style="text-align: center;"> <span>BACK</span> <span style="border: 2px solid red; padding: 2px;">NEXT</span> </p>	NO. :	TYPE :	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)*		1	Original Seal	Writ of Possession	D\TC 1004_2022-OriginalSeal_Writ_of_Posse_.pdf	0.016 MB	2	Sealed Copy	Writ of Possession	D\TC 1004_2022-SealedCopy_Writ_of_Posse_.pdf	0.016 MB	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	0.765 MB	<input type="checkbox"/>	Document	Memo	Memo.pdf	0.733 MB			
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<p>5.</p> <p><b>Confirm after previewing application details</b></p> <p>Click “SAVE AND NEXT” &gt;</p> <p>Or, click “BACK” to return to the previous steps to rectify any of the input data&gt;</p>		<p><b>Preview Application Details</b> <span style="float: right;">Screen ID: EBAI-APP-0005</span></p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type: <input checked="" type="radio"/> Execution <input type="radio"/> Service</p> <p>Application Type: <input checked="" type="radio"/> Create New Request <input type="radio"/> Send Document(s) to an existing Request</p> <p>Total Fee(s): (Actual bailiff expenses incurred for execution will be settled through Cross Departmental Journal)</p> <p>Case Number*: DCTC 1004/2022</p> <p>Court*: District Court Case Type*: No Claim</p> <p>Document Type*: Writ of Possession</p> <p><b>Contact Information:</b></p> <p>1st Contact Person (Appointment)*: CHAN TAI MAN Phone No. (Appointment)*: 2348789 Fax No. (Appointment): -</p> <p>2nd Contact Person (Appointment): - Phone No. (Appointment): - Fax No. (Appointment): -</p> <p>3rd Contact Person (Appointment): - Phone No. (Appointment): - Fax No. (Appointment): -</p> <p><b>Action Address(es)*:</b></p> <table border="1"> <thead> <tr> <th>NO. :</th> <th>PRIMARY ADDRESS :</th> <th>ACTION ADDRESS(EN) :</th> <th>ACTION ADDRESS(CH) :</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Room 302, 8/F, Hebeo House, Tuen Nui, NT, TUN NUI N'N' New Territories</td> <td>-</td> </tr> </tbody> </table> <p><b>Bailiff Document(s) :</b></p> <table border="1"> <thead> <tr> <th>NO. :</th> <th>TYPE :</th> <th>DOCUMENT TYPE :</th> <th>BAILIFF DOCUMENT(S)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Original Seal</td> <td>Writ of Possession</td> <td>D\TC 1004_2022-OriginalSeal_Writ_of_Posse_.pdf</td> </tr> <tr> <td>2</td> <td>Sealed Copy</td> <td>Writ of Possession</td> <td>D\TC 1004_2022-SealedCopy_Writ_of_Posse_.pdf</td> </tr> <tr> <td>3</td> <td>Document</td> <td>Instruction to Bailiff (B.F. 59)</td> <td>Instruction to Bailiff (B.F. 59).pdf</td> </tr> <tr> <td>4</td> <td>Document</td> <td>Memo</td> <td>Memo.pdf</td> </tr> </tbody> </table> <p style="text-align: center;"> <span>BACK</span> <span style="border: 2px solid red; padding: 2px;">SAVE AND NEXT</span> </p>	NO. :	PRIMARY ADDRESS :	ACTION ADDRESS(EN) :	ACTION ADDRESS(CH) :	1		Room 302, 8/F, Hebeo House, Tuen Nui, NT, TUN NUI N'N' New Territories	-	NO. :	TYPE :	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Original Seal	Writ of Possession	D\TC 1004_2022-OriginalSeal_Writ_of_Posse_.pdf	2	Sealed Copy	Writ of Possession	D\TC 1004_2022-SealedCopy_Writ_of_Posse_.pdf	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	4	Document	Memo	Memo.pdf
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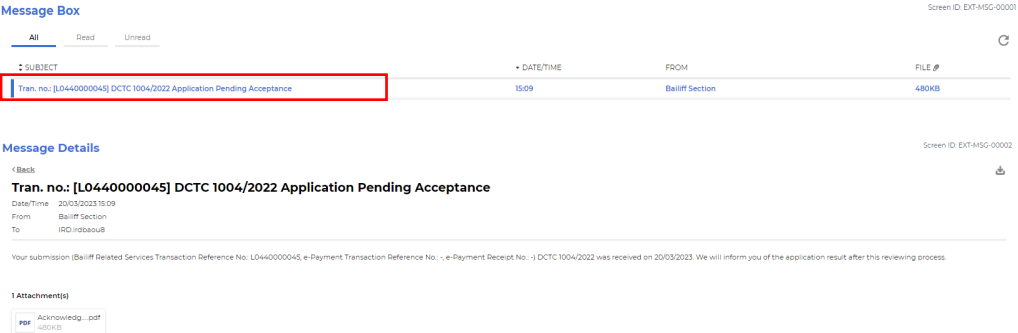


Step-by-step guide – “Submit Application for Execution (Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Click “OK” to close the pop-up message under “Information” and move on to Item 6&gt;</p>	
<p>6.</p> <p><b><u>Make electronic payment</u></b></p> <p>Click “SUBMIT”&gt;</p> <p>Click “OK” to close the pop-up message under “Information” and move on to Item 7”&gt;</p>		
<p>7.</p> <p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p>		

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8.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Log in and access Message Box&gt;</p> <p>Click the relevant message header to read the content.</p>	<p><b>Message box with message header(s) appearing on the landing page</b></p>  <p>Remarks: Bailiff Section may send you request-related correspondence via the system.</p>																																								