
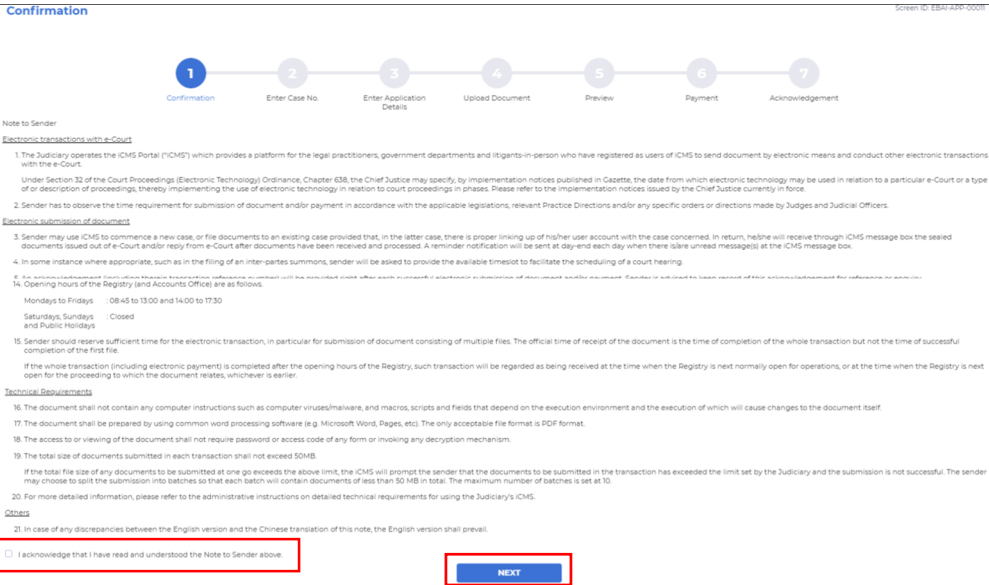
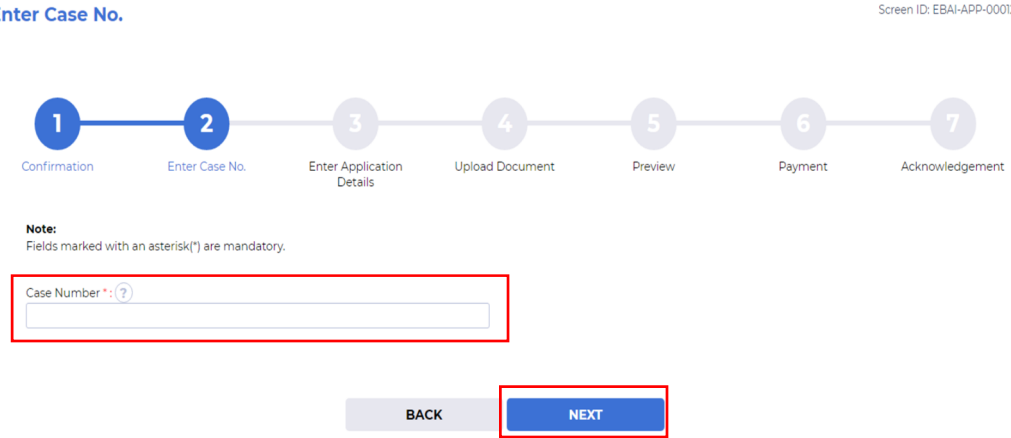


Submit Application for Execution


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><u>Login user account</u></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>Organization User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Individual User (“IU”)</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p>

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

Item	Process	Relevant screenshots for reference
	<p><u>Access “Bailiff Related Services”</u></p> <p>Select Court/Tribunal ></p> <p><u>Click “Bailiff Related Services”></u></p> <p>For District Court cases, click “Execution and Service”></p> <p>For Small Claims Tribunal Cases, click “Execution”></p>	
	<p><u>Confirmation</u></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”></p> <p>Click “NEXT” and move on to Item 2></p>	
2.	<p><u>Enter case number</u></p> <p>Input the case number under “Case Number*”></p> <p>Click “NEXT” and move on to Item 3></p>	

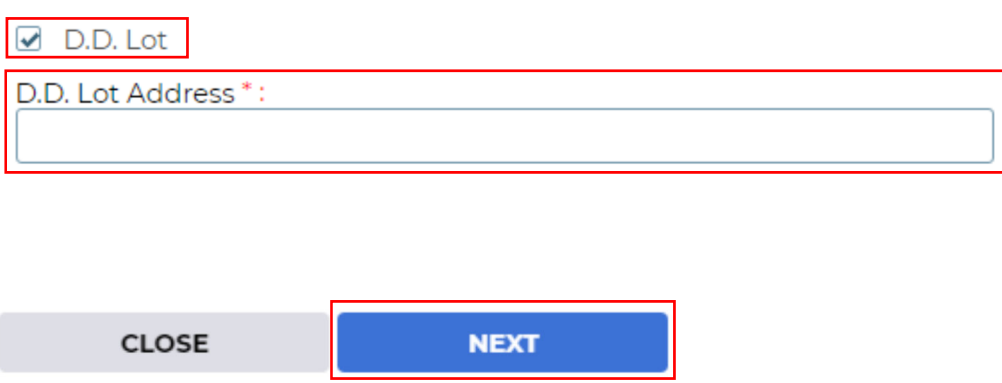
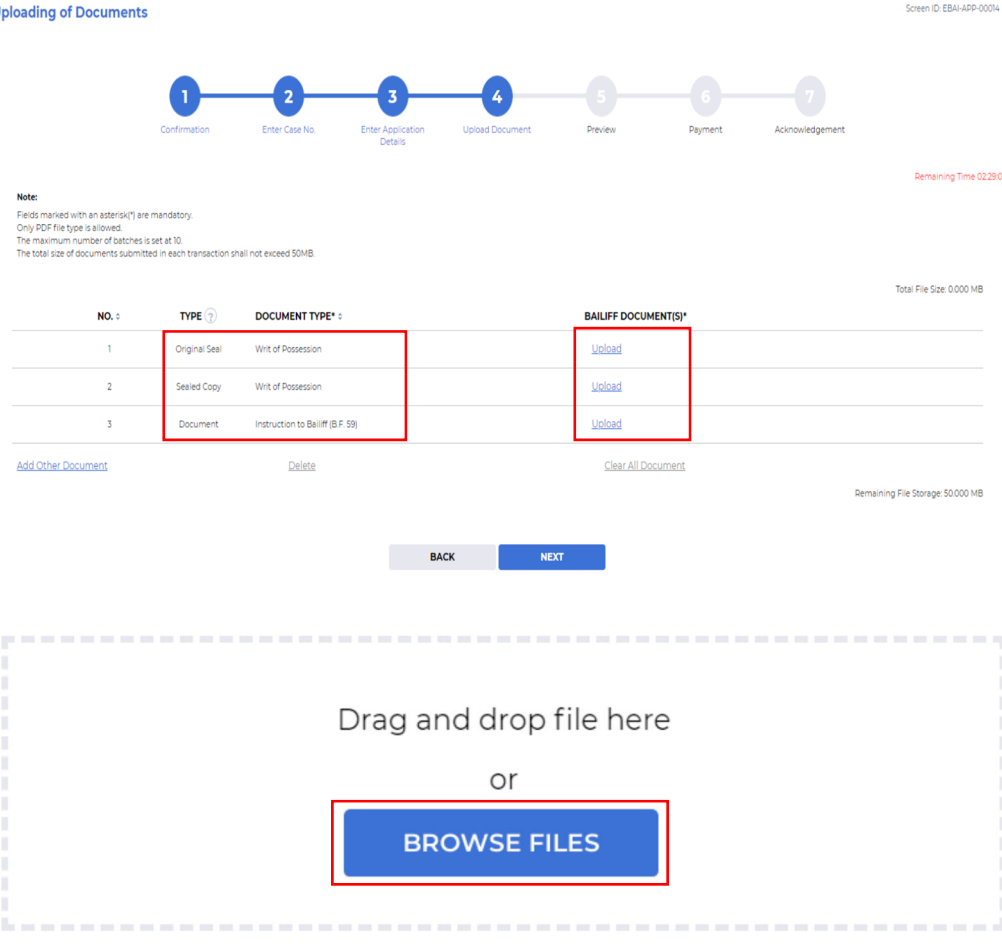
Step-by-step guide – “Submit Application for Execution (Government Department)”

Item	Process	Relevant screenshots for reference
3.	<p><u>Select type of request</u></p> <p>Under “Request Type*”, click the radio button “Execution”></p> <p>Under “Application Type*”, click the radio button “Create New Request” to submit a new application for execution></p> <p><u>Download document(s)</u></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><u>Select the type of document for execution</u></p> <p>Select the type of document to be executed from the pull-down menu of “Document Type*></p>	<p>Application Details</p> <p>Screen ID: EBAI-APP-00013</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>Download Instruction to Bailiff (B.F. 59) Download Undertaking for payment of execution</p> <p>Case Number *: DCTC 1004/2022</p> <p>Court *: District Court</p> <p>Case Type *: Tax Claim</p> <p>Document Type *: --</p> <p>Remaining Time 02:59:19</p>

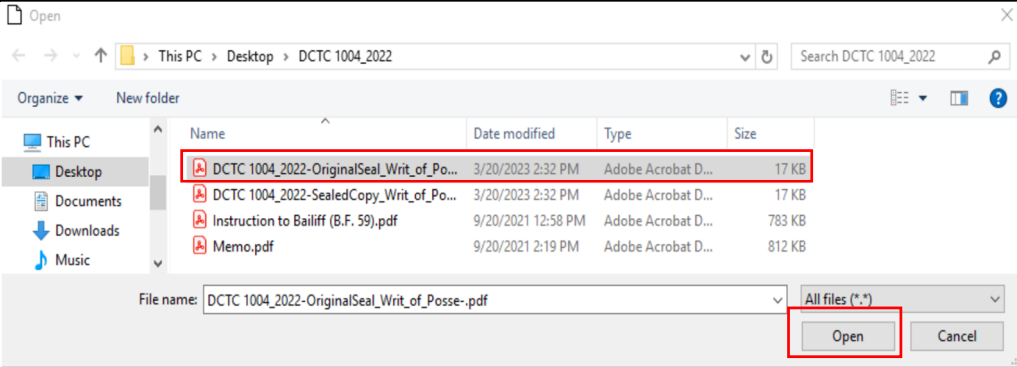
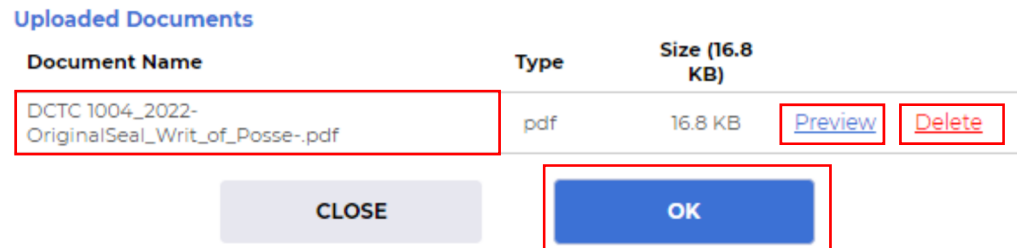
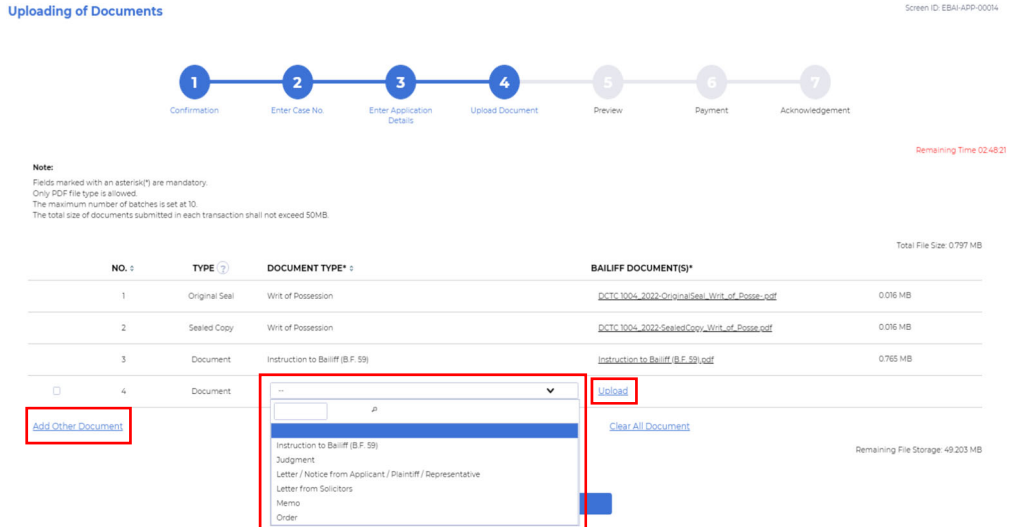
Step-by-step guide – “Submit Application for Execution (Government Department)”

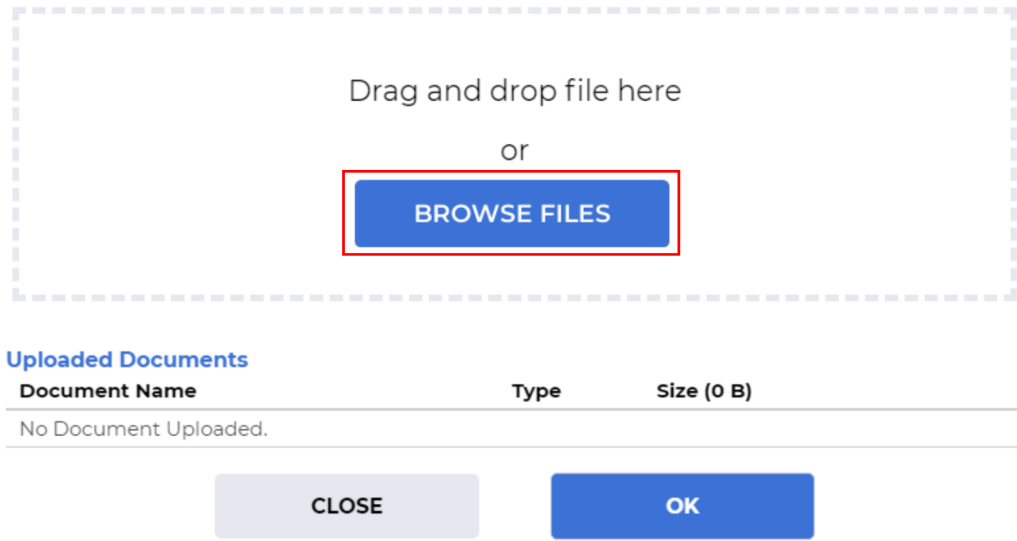
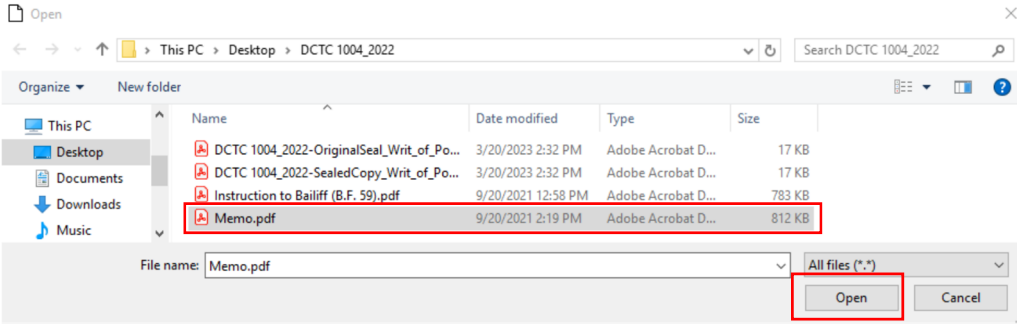

Item	Process	Relevant screenshots for reference												
	<p><u>Input contact information</u></p> <p>Input information in the mandatory fields below</p> <ul style="list-style-type: none">• “1st Contact Person (Appointment)*”• “Phone No. (Appointment)*” <p>Remarks: May input up to three contact persons, if necessary.</p> <p><u>Input address where execution is to be carried out</u></p> <p>Click “Add Action Address”></p> <p>Input the “Action Address(Eng.)” or “Action Address(Chi.)”></p> <p>Select the region from the pull-down menu of “HK Region*”></p> <p>Select the district from the pull-down menu of “HK District*”></p>	<div><div>Contact Information *:</div><div><div>1st Contact Person (Appointment) *:</div><div>Phone No. (Appointment) *:</div><div>Fax No. (Appointment):</div></div><div><div>2nd Contact Person (Appointment):</div><div>Phone No. (Appointment):</div><div>Fax No. (Appointment):</div></div><div><div>3rd Contact Person (Appointment):</div><div>Phone No. (Appointment):</div><div>Fax No. (Appointment):</div></div></div> <div><div>Action Address *:</div><table><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><tr><td colspan="6">No records found.</td></tr></table><div>Add Action Address</div><div><input type="checkbox"/> D.D. Lot</div><div><div>Action Address(Eng.) :</div><div><div></div><div></div><div></div></div></div><div><div>Action Address(Chi.) :</div><div><div></div><div></div><div></div></div></div><div><div>HK Region *:</div><div>--</div><div></div></div><div><div>HK District *:</div><div>--</div><div></div></div></div>	NO.	PRIMARY ADDRESS	ACTION ADDRESS(ENG.)	ACTION ADDRESS(CHI.)	EDIT	DELETE	No records found.					
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No records found.														

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

Item	Process	Relevant screenshots for reference
	<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>Click “NEXT” and move on to Item 4></p>	
4.	<p><u>Upload documents required for the application for execution</u></p> <p>Click “Upload” for uploading the documents required for the application for execution ></p> <ul style="list-style-type: none"> • Original Seal of Writ • Sealed Copy of Writ • Instruction to Bailiff (B.F.59) • Undertaking Letter for Security Guard (if necessary) <p>Click “BROWSE FILES” and select the document></p>	

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

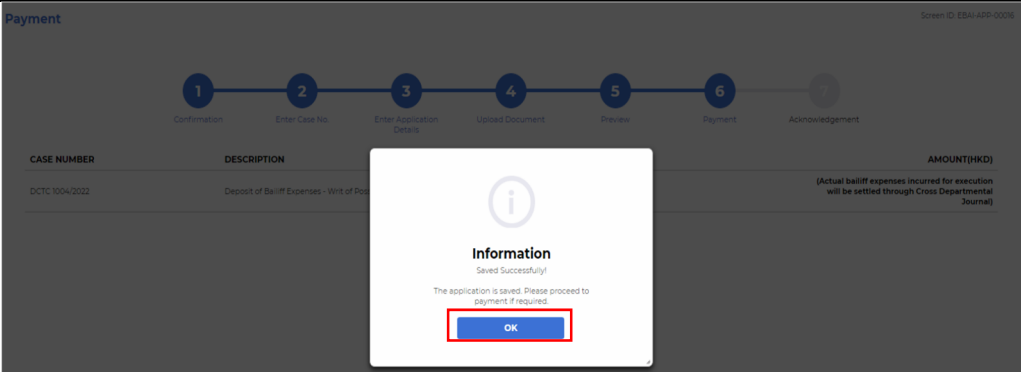
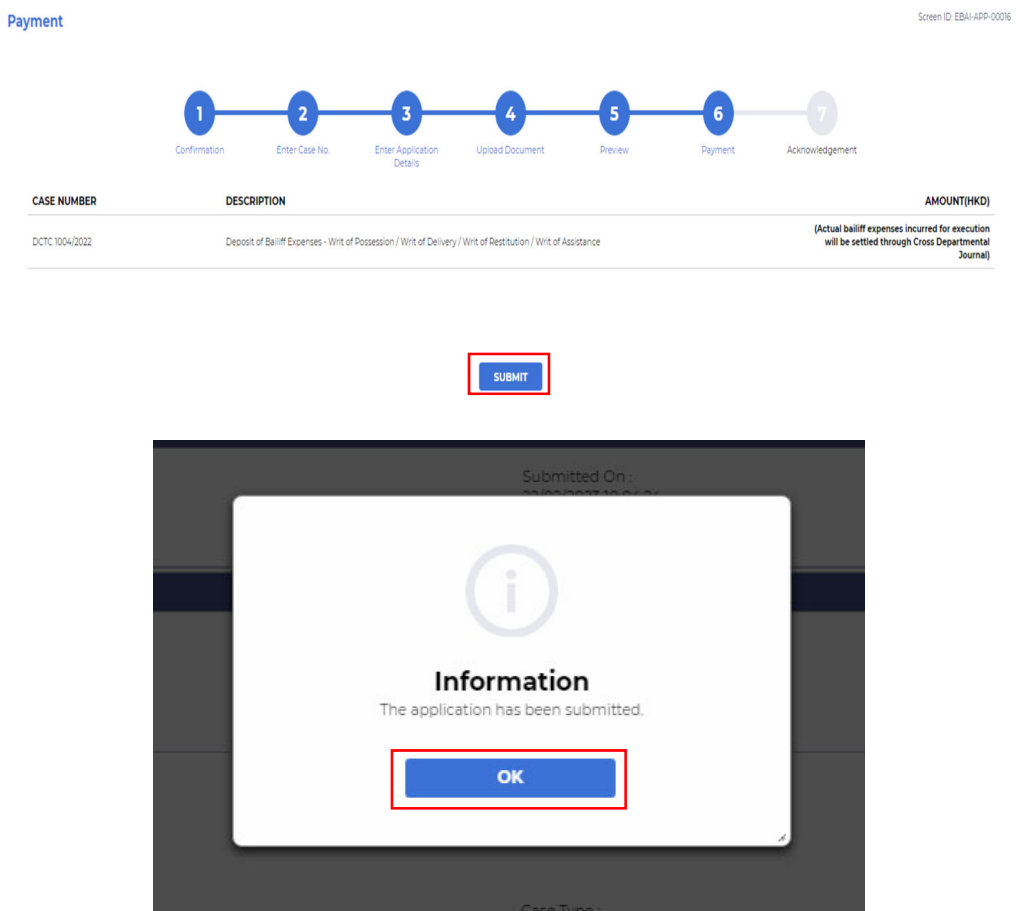
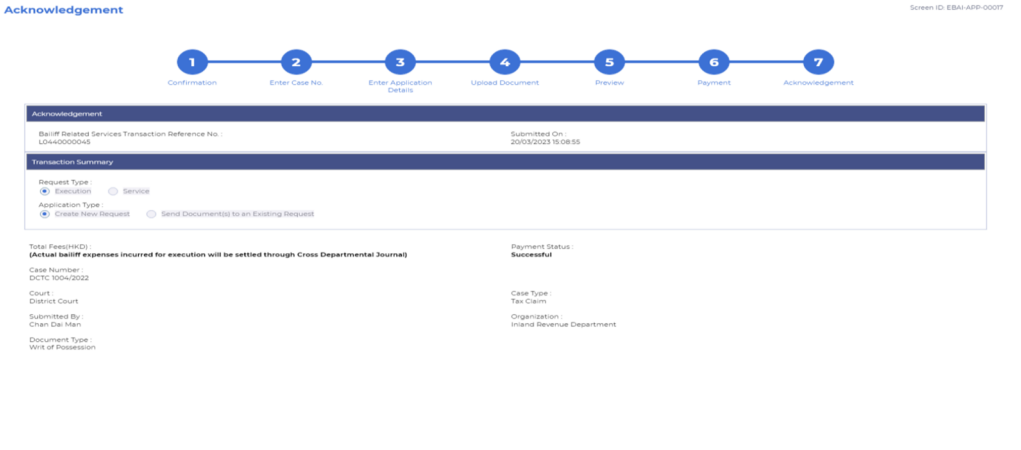
Item	Process	Relevant screenshots for reference
	<p>Select the file to be uploaded and click “Open”></p> <p>Click “Preview” to view the image of the document></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not correct></p> <p>Or click “OK” if the uploaded document is in order></p> <p>Click “Add Other Document” for any additional documents</p> <p>Select the document type from the pull-down menu of “Document Type”></p> <p>Click “Upload” for uploading the additional document></p>	  

Item	Process	Relevant screenshots for reference
	<p>Click “BROWSE FILES” and select the document></p> <p>Select the file to be uploaded and click “Open”></p> <p>Click “Preview” to view the image of the document></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not correct></p> <p>Or click “OK” if the uploaded document is in order></p>	  

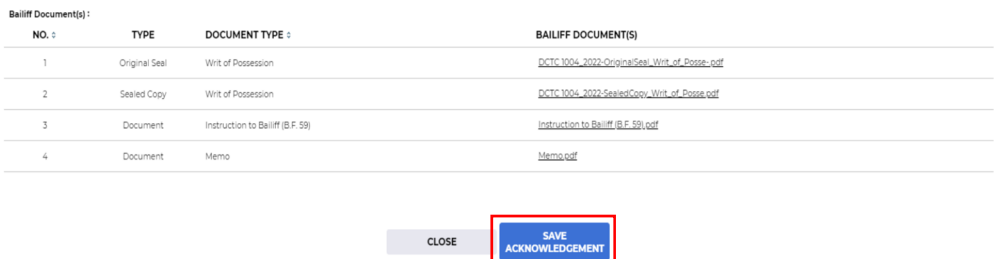
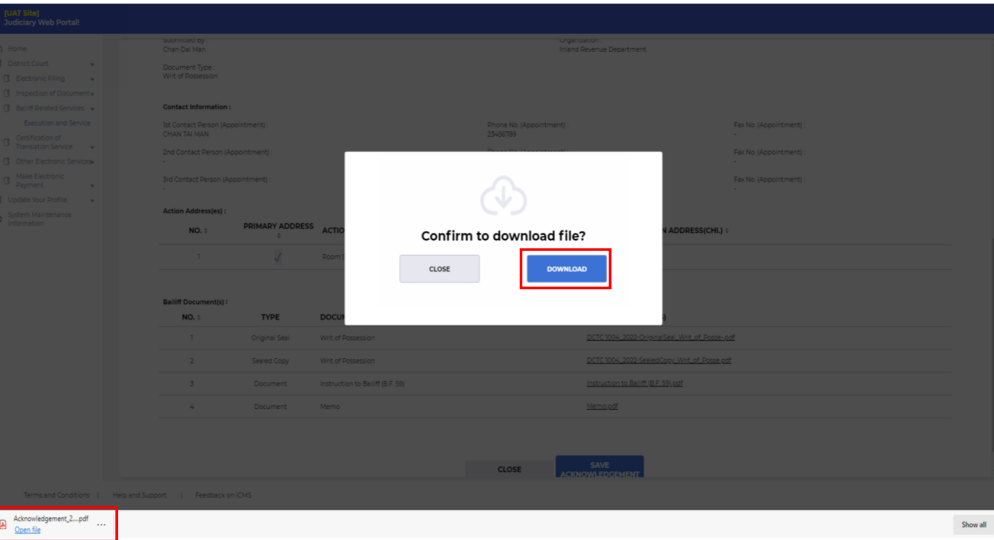
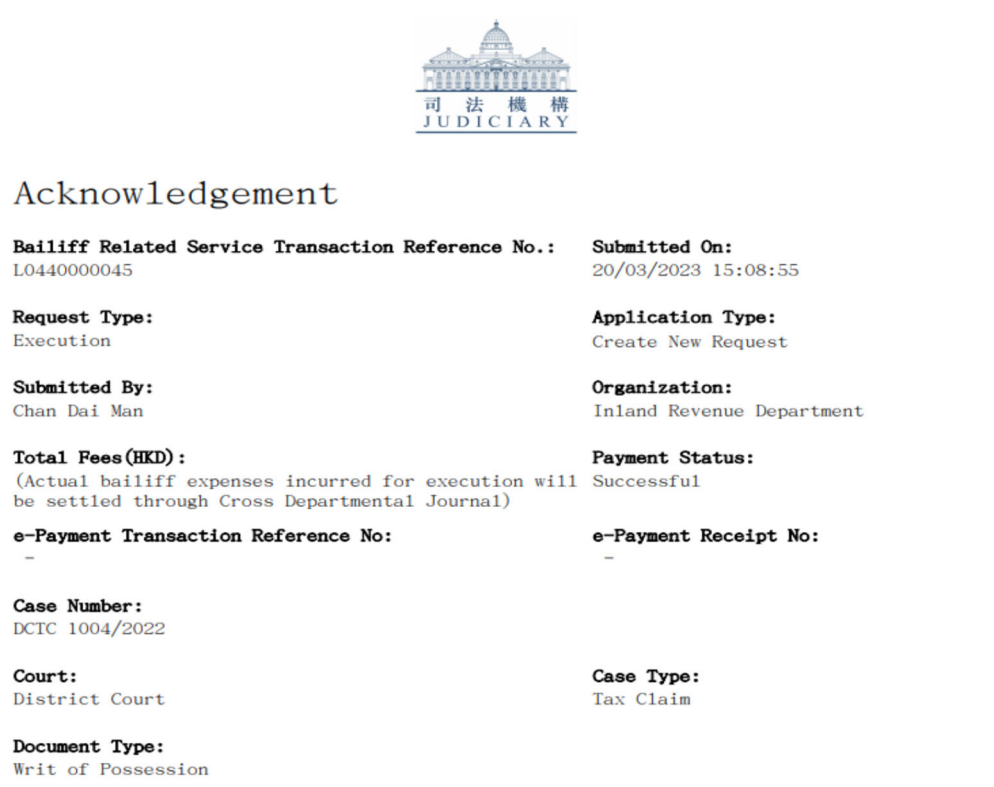
Step-by-step guide – “Submit Application for Execution (Government Department)”

Item	Process	Relevant screenshots for reference																																																								
	Click “NEXT” and move on to Item 5>	<div><div>Uploading of Documents</div><div><div>Screen ID: EBAI-APP-0004</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Preview</div><div>Payment</div><div>Acknowledgement</div></div></div></div><div><div>Remaining Time 02:35:54</div></div><div><div>Note:</div><div>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.</div></div><div><div>Total File Size: 1.590 MB</div><table><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>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><input type="checkbox"/> 4</td><td>Document</td><td>Memo</td><td>Memo.pdf</td><td>0.793 MB</td></tr></tbody></table><div><div>Add Other Document</div><div>Delete</div><div>Clear All Document</div></div><div>Remaining File Storage: 48.410 MB</div><div><div>BACK</div><div>NEXT</div></div></div></div> <tr><td>5.</td><td><div>Confirm after previewing application details</div><div>Click “SAVE AND NEXT” ></div><div>Or, click “BACK” to return to the previous steps to rectify any of the input data></div></td><td><div><div>Preview Application Details</div><div><div>Screen ID: EBAI-APP-0005</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Preview</div><div>Payment</div><div>Acknowledgement</div></div></div></div><div><div>Remaining Time 02:33:23</div></div><div><div>Note:</div><div>Fields marked with an asterisk(*) are mandatory.</div></div><div><div>Select Type*</div><div><div>Execution</div><div>Seize</div></div></div><div><div>Application Type*</div><div><div>Choose New Request</div><div>Send Document(s) to an existing Request</div></div></div><div><div>Total fees(INR):</div><div>(Actual bailiff expenses incurred 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Step-by-step guide – “Submit Application for Execution (Government Department)”

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

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

Item	Process	Relevant screenshots for reference
	<p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD”></p> <p>Open the attachment to view and/or save it></p>	 <p>The screenshot shows a table with columns: NO., TYPE, DOCUMENT TYPE, and BAILIFF DOCUMENT(S). It lists four documents: Original Seal, Sealed Copy, Instruction to Bailiff (B.F. 59), and Memo. Below the table, there are two buttons: 'CLOSE' and 'SAVE ACKNOWLEDGEMENT' (highlighted with a red box).</p>  <p>The screenshot shows a 'Confirm to download file?' dialog box with a download icon and two buttons: 'CLOSE' and 'DOWNLOAD' (highlighted with a red box). Below the dialog, there is a file download bar showing 'Acknowledgement_2...pdf' with a 'Download' link (highlighted with a red box).</p>  <p>The screenshot shows the 'Acknowledgement' page with the Judiciary logo. It displays the following information:</p> <ul style="list-style-type: none"> Bailiff Related Service Transaction Reference No.: L0440000045 Submitted On: 20/03/2023 15:08:55 Request Type: Execution Application Type: Create New Request Submitted By: Chan Dai Man Organization: Inland Revenue Department Total Fees (HKD): (Actual bailiff expenses incurred for execution will be settled through Cross Departmental Journal) Payment Status: Successful e-Payment Transaction Reference No.: - e-Payment Receipt No.: - Case Number: DCTC 1004/2022 Court: District Court Case Type: Tax Claim Document Type: Writ of Possession

Item	Process	Relevant screenshots for reference																																											
	Click “CLOSE” to end the submission.	<div><div>Bailiff Document(s)</div><table><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>DCTC 1004_2022-OriginalSeal Writ of Posse-.pdf</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></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><div><div>Bailiff Document(s):</div><table><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>DCTC 1004_2022-OriginalSeal Writ of Posse.pdf</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></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><div><div>CLOSE</div><div>SAVE ACKNOWLEDGEMENT</div></div></div></div> <tr><td>8.</td><td><div><div><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></div><div>Log in and access Message Box></div><div>Click the relevant message header to read the content.</div></div></td><td><div><div>Message box with message header(s) appearing on the landing page</div><div><div><div>Message Box</div><div><div>All</div><div>Read</div><div>Unread</div></div><div><div>↓ SUBJECT</div><div>Tran. no.: [L0440000045] DCTC 1004/2022 Application Pending Acceptance</div></div><div><div>• DATE/TIME</div><div>15:09</div></div><div><div>FROM</div><div>Bailiff Section</div></div><div><div>FILE #</div><div>480KB</div></div></div></div><div><div>Message Details</div><div><div>< Back</div><div>Tran. no.: [L0440000045] DCTC 1004/2022 Application Pending Acceptance</div></div><div><div>Date/Time</div><div>20/03/2023 15:09</div></div><div><div>From</div><div>Bailiff Section</div></div><div><div>To</div><div>IRD:ir@beau8</div></div></div><div><div>Your submission (Bailiff Related Services Transaction Reference No.: L0440000045, e-Payment Transaction Reference No.: -, e-Payment Receipt No.: -) DCTC 1004/2022 was received on 20/03/2023. We will inform you of the application result after this reviewing process.</div><div><div>1 Attachment(s)</div><div><div>pdf</div><div>Acknowledg...pdf</div><div>480KB</div></div></div></div></div><div>Remarks: Bailiff Section may send you request-related correspondence via the system.</div></td></tr>	NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Original Seal	Writ of Possession	DCTC 1004_2022-OriginalSeal Writ of Posse-.pdf	2	Sealed Copy	Writ of Possession	DCTC 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	NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Original Seal	Writ of Possession	DCTC 1004_2022-OriginalSeal Writ of Posse.pdf	2	Sealed Copy	Writ of Possession	DCTC 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	8.	<div><div><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></div><div>Log in and access Message Box></div><div>Click the relevant message header to read the content.</div></div>	<div><div>Message box with message header(s) appearing on the landing page</div><div><div><div>Message Box</div><div><div>All</div><div>Read</div><div>Unread</div></div><div><div>↓ SUBJECT</div><div>Tran. no.: [L0440000045] DCTC 1004/2022 Application Pending Acceptance</div></div><div><div>• DATE/TIME</div><div>15:09</div></div><div><div>FROM</div><div>Bailiff Section</div></div><div><div>FILE #</div><div>480KB</div></div></div></div><div><div>Message Details</div><div><div>< Back</div><div>Tran. no.: [L0440000045] DCTC 1004/2022 Application Pending Acceptance</div></div><div><div>Date/Time</div><div>20/03/2023 15:09</div></div><div><div>From</div><div>Bailiff Section</div></div><div><div>To</div><div>IRD:ir@beau8</div></div></div><div><div>Your submission (Bailiff Related Services Transaction Reference No.: L0440000045, e-Payment Transaction Reference No.: -, e-Payment Receipt No.: -) DCTC 1004/2022 was received on 20/03/2023. We will inform you of the application result after this reviewing process.</div><div><div>1 Attachment(s)</div><div><div>pdf</div><div>Acknowledg...pdf</div><div>480KB</div></div></div></div></div> <div>Remarks: Bailiff Section may send you request-related correspondence via the system.</div>
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