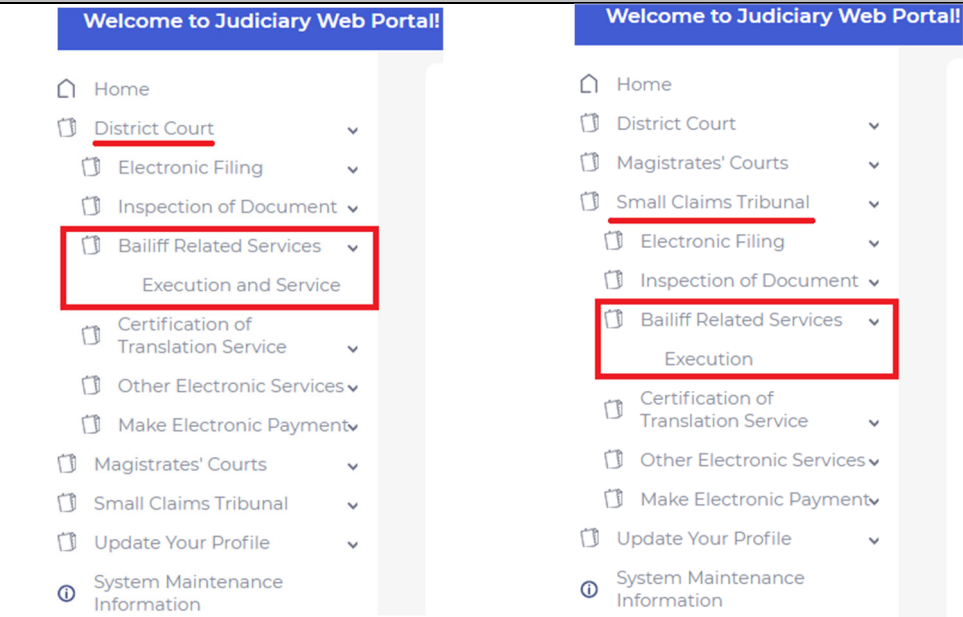
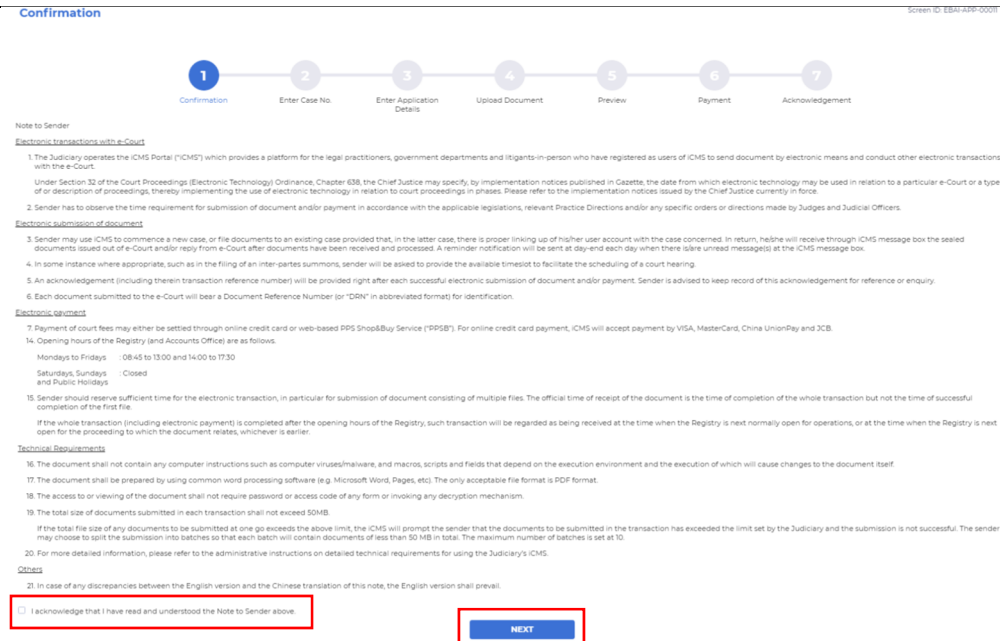
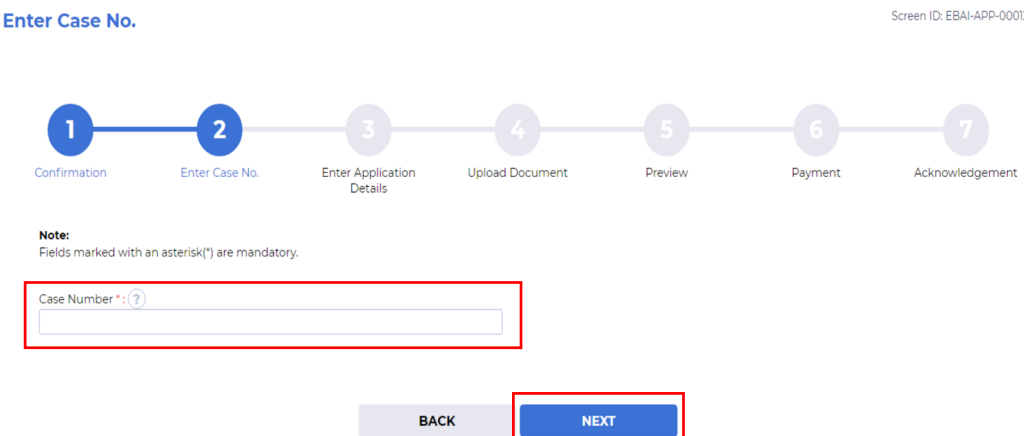


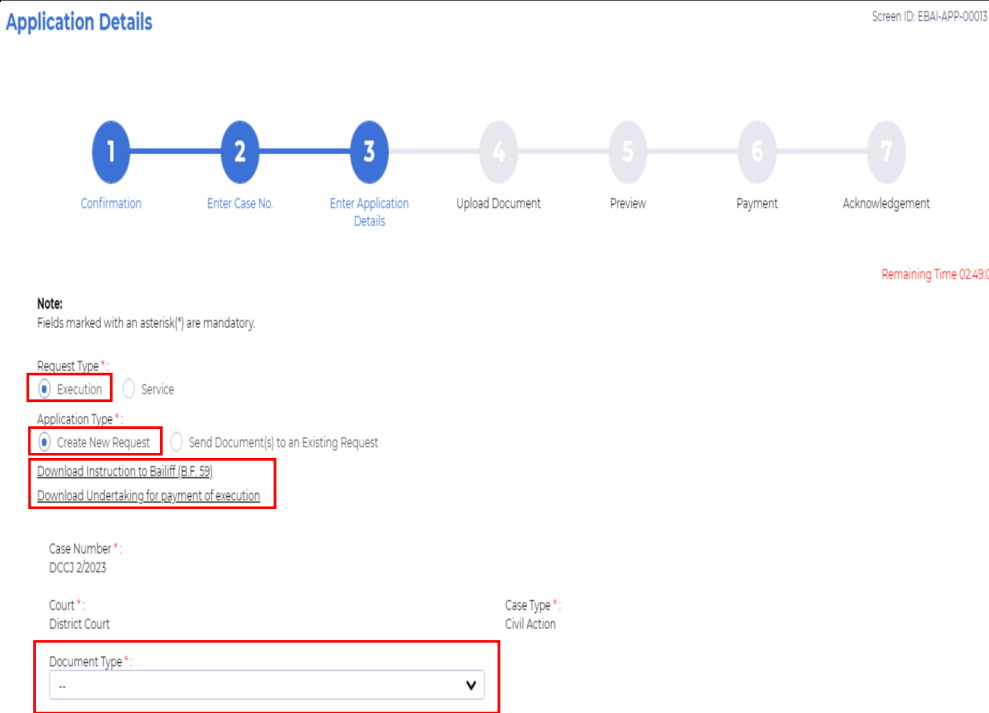
Submit Application for Execution

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.

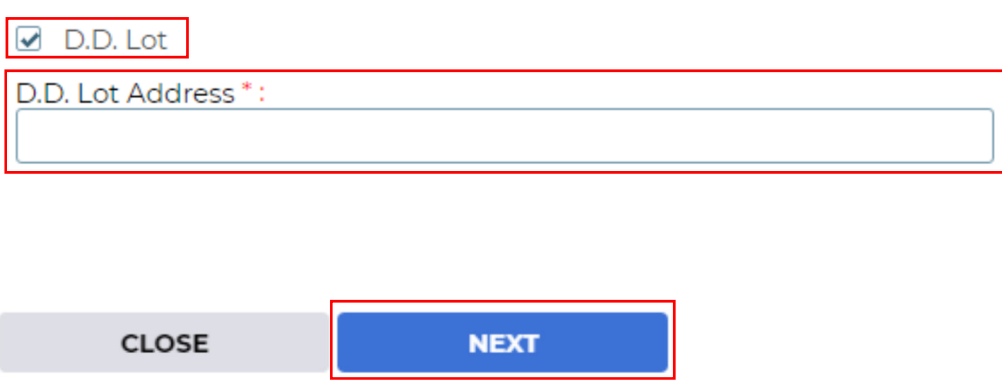
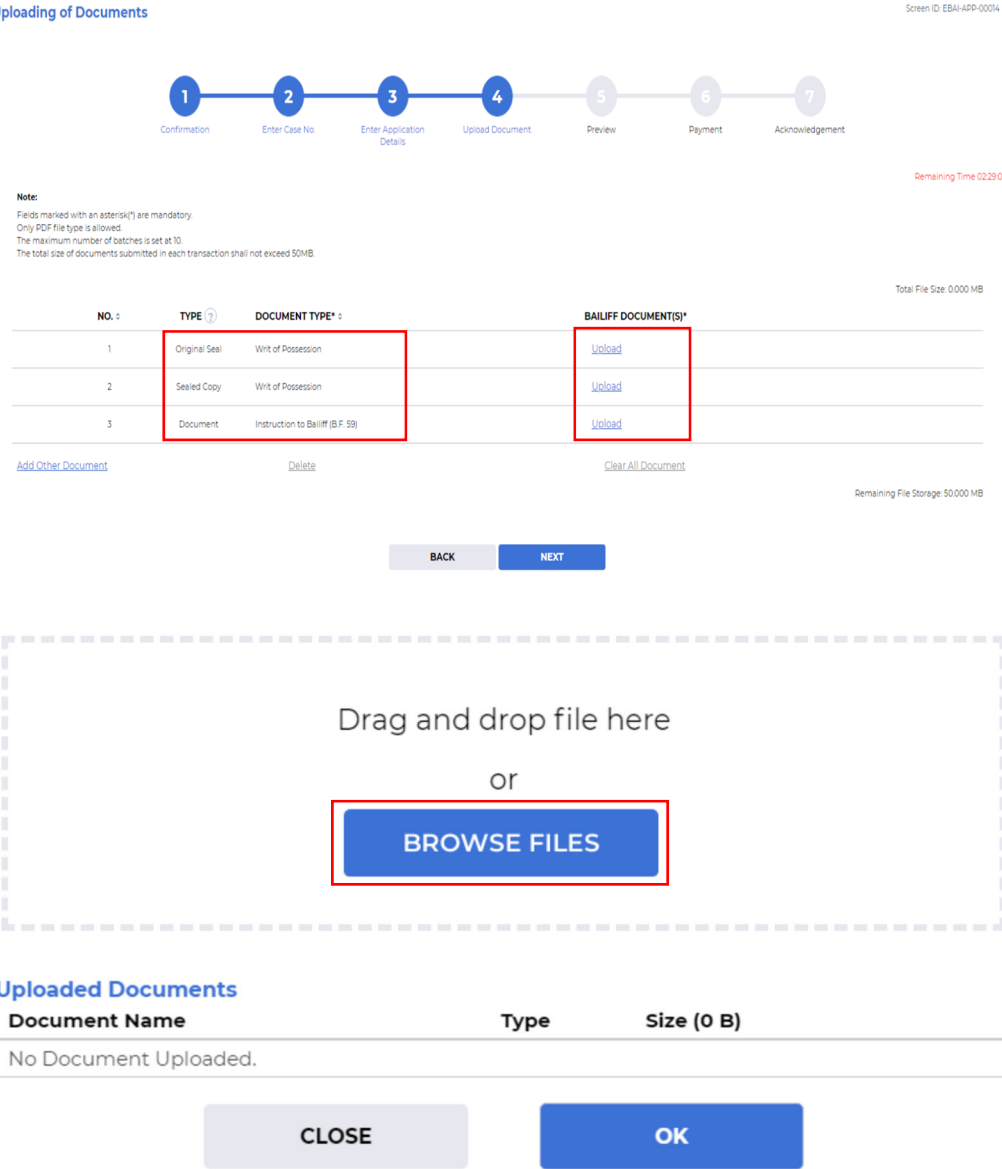
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder.</p> <p><i>[Note: Please refer to the relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU 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>

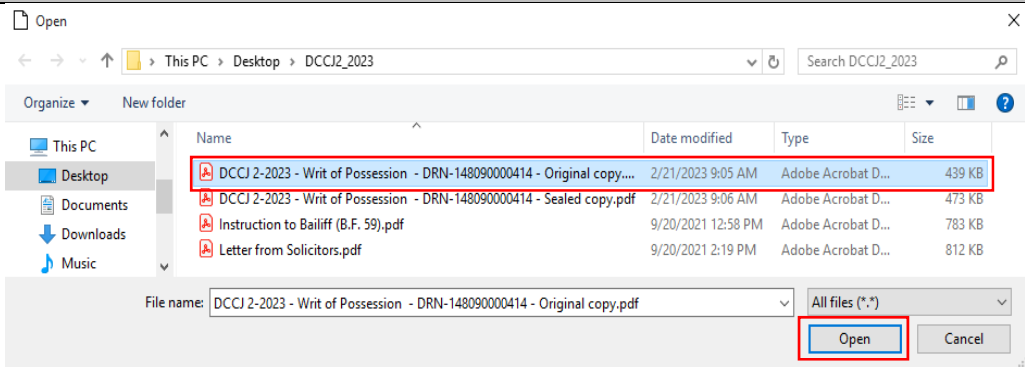
Step-by-step guide – “Submit Application for Execution (other than Government Department)”

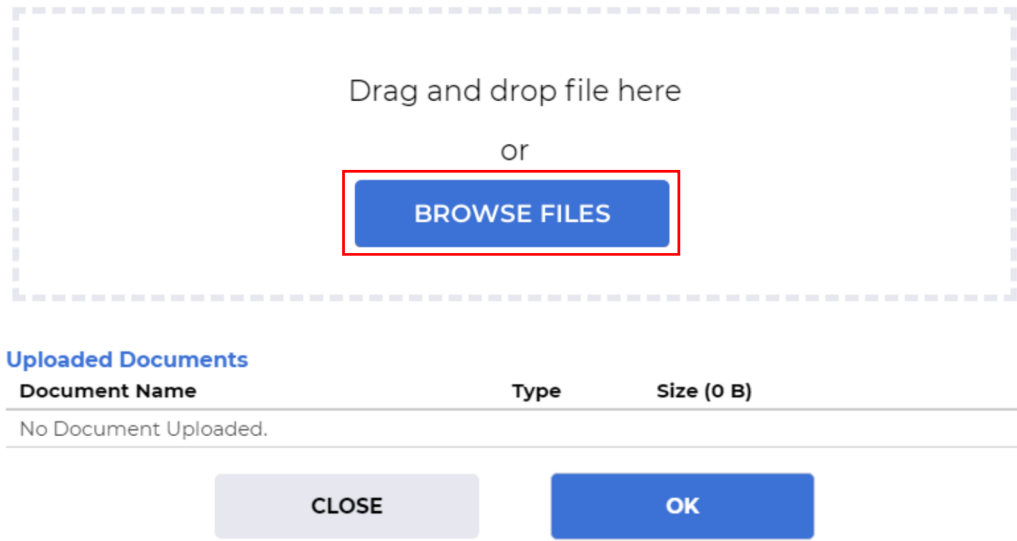
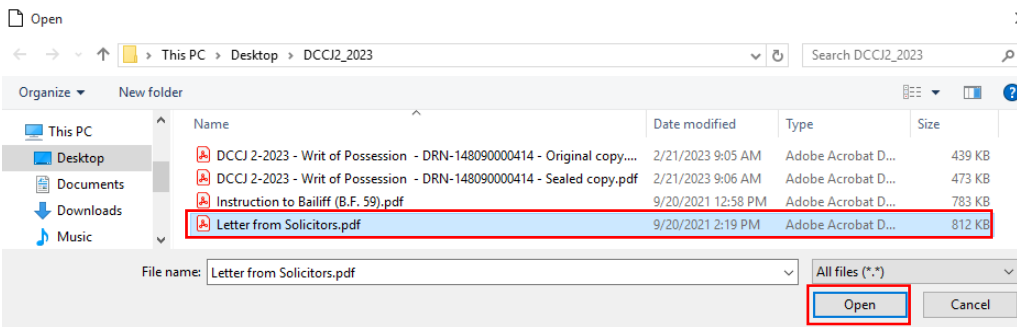

Item	Process	Relevant screenshots for reference
	<p><u>Access “Bailiff Related Services”</u></p> <p>Select Court/Tribunal ></p> <p><u>Click “Bailiff Related Services”></u></p> <p>For District Court cases, click “Execution and Service”></p> <p>For Small Claims Tribunal Cases, click “Execution”></p>	
	<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>	

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>	

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><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><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.					
NO.	PRIMARY ADDRESS	ACTION ADDRESS(ENG.)	ACTION ADDRESS(CHI.)	EDIT	DELETE									
No records found.														

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>	

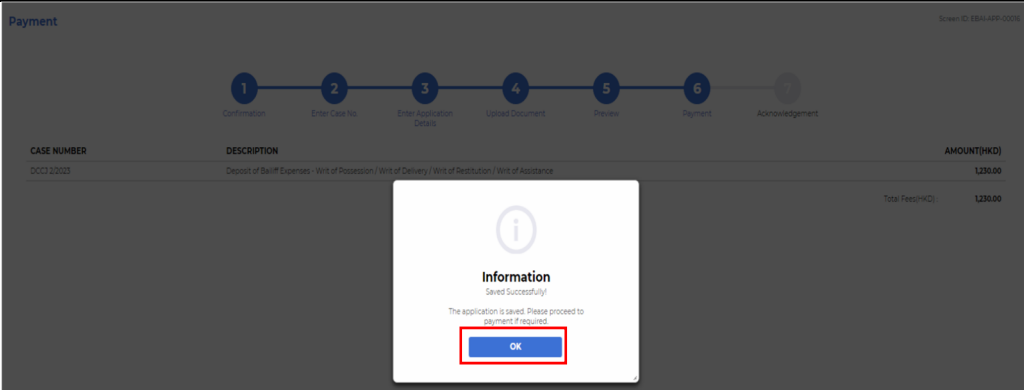
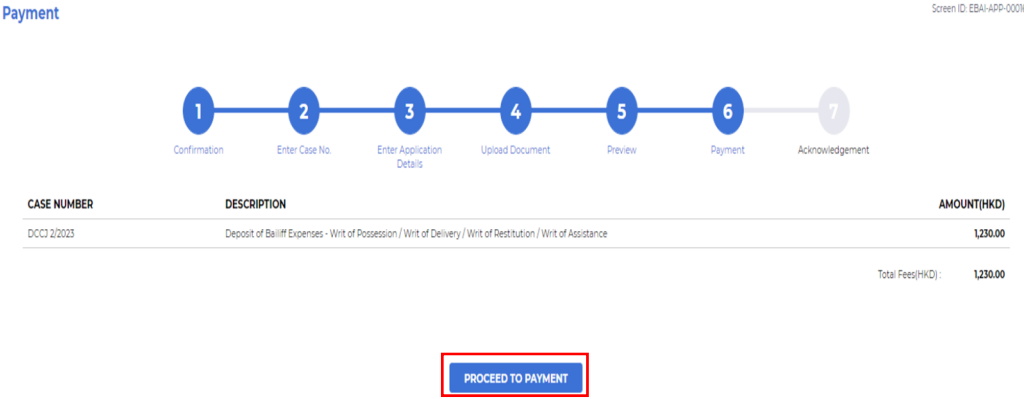
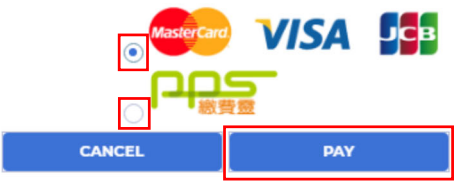
Item	Process	Relevant screenshots for reference																														
	<p>Select the file to be uploaded and click “Open”></p> <p>Click “Preview” to view the image of the document></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not 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 the additional document></p>	 <p>Uploaded Documents</p> <table><thead><tr><th>Document Name</th><th>Type</th><th>Size (438.7 KB)</th><th>Preview</th><th>Delete</th></tr></thead><tbody><tr><td>DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf</td><td>pdf</td><td>438.7 KB</td><td>Preview</td><td>Delete</td></tr></tbody></table> <p>CLOSE OK</p> <p>Uploading of Documents</p> <p>Screen ID: EBAI-APP-00014</p> <p>Remaining Time 02:01:59</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>Total File Size 1655 MB</p> <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>DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf 0.428 MB</td></tr><tr><td>2</td><td>Sealed Copy</td><td>Writ of Possession</td><td>DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.pdf 0.462 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 0.765 MB</td></tr><tr><td>4</td><td>Document</td><td></td><td></td></tr></tbody></table> <p>Add Other Document Upload Clear All Document</p> <p>Remaining File Storage: 48.345 MB</p>	Document Name	Type	Size (438.7 KB)	Preview	Delete	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf	pdf	438.7 KB	Preview	Delete	NO. :	TYPE :	DOCUMENT TYPE* :	BAILIFF DOCUMENT(S)*	1	Original Seal	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf 0.428 MB	2	Sealed Copy	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.pdf 0.462 MB	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf 0.765 MB	4	Document		
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NO. :	TYPE :	DOCUMENT TYPE* :	BAILIFF DOCUMENT(S)*																													
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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>	  

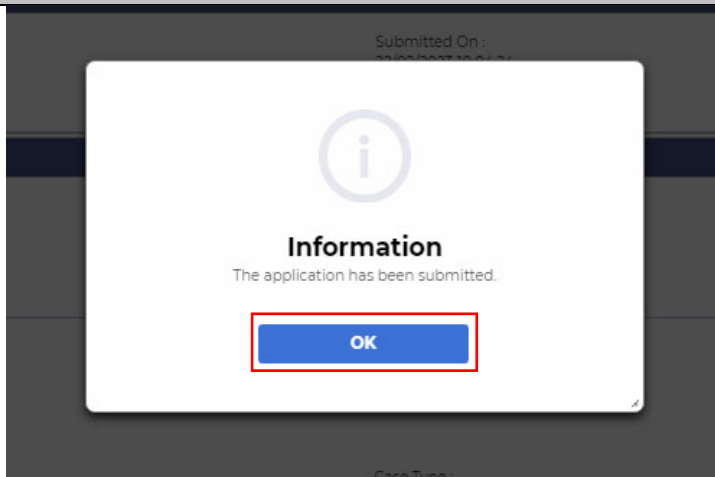
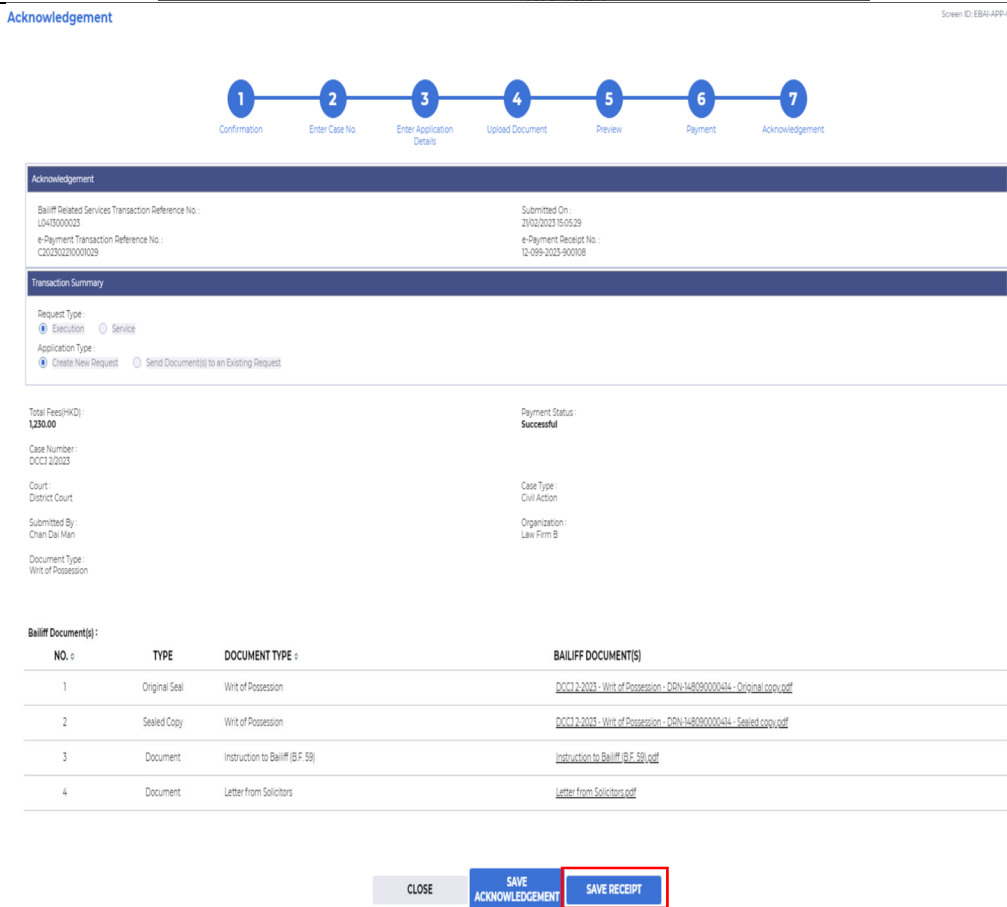
Step-by-step guide – “Submit Application for Execution (other than Government Department)”

Item	Process	Relevant screenshots for reference																												
	Click “NEXT” and move on to Item 5>	<div><div>Uploading of Documents</div><div><div>Screen ID: EBA44PP-00094</div><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 02:44:34</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: 2.448 MB</div><div><table><tr><th>NO. :</th><th>TYPE :</th><th>DOCUMENT TYPE :</th><th>BAILIFF DOCUMENT(S) :</th><th></th></tr><tr><td>1</td><td>Original Seal</td><td>Writ of Possession</td><td>DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Original copy.pdf</td><td>0.428 MB</td></tr><tr><td>2</td><td>Sealed Copy</td><td>Writ of Possession</td><td>DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Sealed copy.pdf</td><td>0.462 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>Letter from Solicitors</td><td>Letter from Solicitors.pdf</td><td>0.793 MB</td></tr></table></div><div><div>Add Other Document</div><div>Delete</div><div>Clear All Document</div></div><div><div>Remaining File Storage: 47.552 MB</div></div><div><div>BACK</div><div>NEXT</div></div></div></div></div>	NO. :	TYPE :	DOCUMENT TYPE :	BAILIFF DOCUMENT(S) :		1	Original Seal	Writ of Possession	DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Original copy.pdf	0.428 MB	2	Sealed Copy	Writ of Possession	DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Sealed copy.pdf	0.462 MB	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	0.765 MB	<input type="checkbox"/> 4	Document	Letter from Solicitors	Letter from Solicitors.pdf	0.793 MB			
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<input type="checkbox"/> 4	Document	Letter from Solicitors	Letter from Solicitors.pdf	0.793 MB																										
5.	<div><div><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></div></div>	<div><div>Preview Application Details</div><div><div>Screen ID: EBA44PP-00095</div><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 02:29</div></div><div><div>Note:</div><div>Fields marked with an asterisk(*) are mandatory.</div></div><div><div>Document Type :</div><div><div>Initiation</div><div>Seize</div></div></div><div><div>Application Type :</div><div><div>Create New Default</div><div>Send Document(s) to an existing Default</div></div></div><div><div>Total Fee(s):</div><div>1200.00</div></div><div><div>Case Number :</div><div>DCC2-2-2023</div></div><div><div>Court :</div><div>Civil Court</div></div><div><div>Document Type :</div><div>Writ of Possession</div></div><div><div>Case Type :</div><div>Civil Action</div></div><div><div>Contact Information :</div><div><div>1st Contact Person (Applicant) : No. (Name)</div><div>Phone No. (Applicant) : 8324789</div><div>No. No. (Applicant): 2478945</div></div><div><div>2nd Contact Person (Applicant): -</div><div>Phone No. (Applicant): -</div><div>No. No. (Applicant): -</div></div><div><div>3rd Contact Person (Applicant): -</div><div>Phone No. (Applicant): -</div><div>No. No. (Applicant): -</div></div></div><div><div>Action Address(es) :</div><div><table><tr><th>NO. :</th><th>PRIMARY ADDRESS :</th><th>ACTION ADDRESS(EN) :</th><th>ACTION ADDRESS(EN) :</th></tr><tr><td>1</td><td></td><td>Room 8, 8/F, Cit House, Tuen Mun, NT, TUN MUN NEW TERRITORIES</td><td>-</td></tr></table></div></div><div><div>Bailiff Document(s) :</div><div><table><tr><th>NO. :</th><th>TYPE :</th><th>DOCUMENT TYPE :</th><th>BAILIFF DOCUMENT(S)</th></tr><tr><td>1</td><td>Original Seal</td><td>Writ of Possession</td><td>DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Original copy.pdf</td></tr><tr><td>2</td><td>Sealed Copy</td><td>Writ of Possession</td><td>DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Sealed copy.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>Letter from Solicitors</td><td>Letter from Solicitors.pdf</td></tr></table></div></div><div><div>BACK</div><div>SAVE AND NEXT</div></div></div></div>	NO. :	PRIMARY ADDRESS :	ACTION ADDRESS(EN) :	ACTION ADDRESS(EN) :	1		Room 8, 8/F, Cit House, Tuen Mun, NT, TUN MUN NEW TERRITORIES	-	NO. :	TYPE :	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Original Seal	Writ of Possession	DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Original copy.pdf	2	Sealed Copy	Writ of Possession	DCC2-2-2023 - Writ of Possession - DBN-148090000434 - Sealed copy.pdf	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	4	Document	Letter from Solicitors	Letter from Solicitors.pdf
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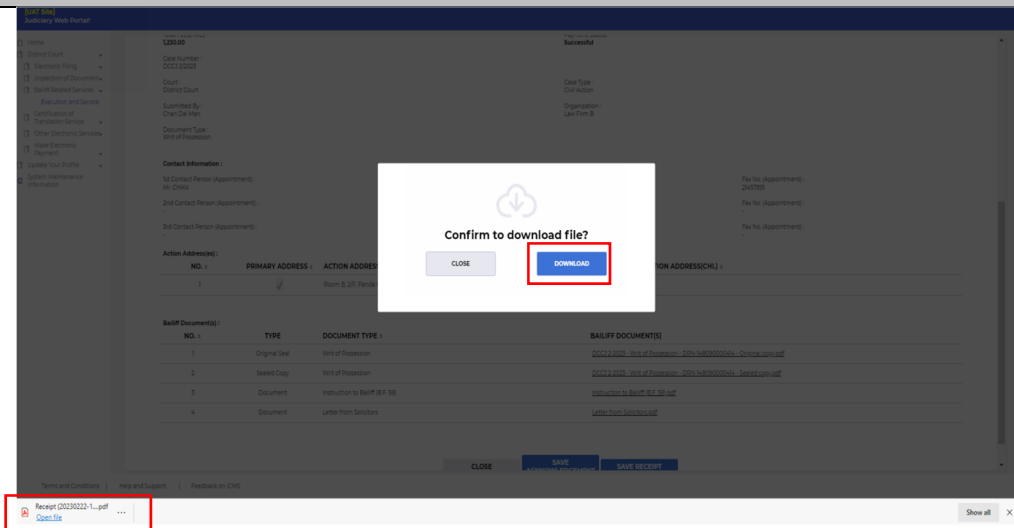

Step-by-step guide – “Submit Application for Execution (other than Government Department)”

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 “PROCEED TO PAYMENT” and move on to make electronic payment></p> <p>Select from among those against “Payment Method” and the button “PAY” will be activated></p> <p>Click “PAY”></p>	 <p>Online Payment Service</p> <p>Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary Bailiff Related Services Transaction Reference No: L0413000023 Transaction Date: 21/02/2023 Total Amount: HKD 1230.00</p> <p>Payment Method:</p>  <ul style="list-style-type: none"> • Please take note of the 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 until you are redirected to the acknowledgement page, otherwise your transaction may not be successful. • Merchant Name is applicable to credit card payment method only. • PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer. • Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused. • Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. • For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative.

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

Item	Process	Relevant screenshots for reference																				
	Click “OK” to close the pop-up message under “Information” and move on to Item 7”>																					
7.	<p><u>Acknowledgement</u></p> <p>Click “SAVE RECEIPT”></p>	<p>Acknowledgement</p> <p>Screen ID: EBA4-APP-0007</p>  <p>Acknowledgement</p> <p>Bailiff Delisted Services Transaction Reference No.: L0410000023 Submitted On: 20/02/2023 15:05:29 e-Payment Transaction Reference No.: C20230220000029 e-Payment Receipt No.: 12-099-2023-900108</p> <p>Transaction Summary</p> <p>Request Type: <input checked="" type="radio"/> Execution <input type="radio"/> Service Application Type: <input checked="" type="radio"/> Create New Request <input type="radio"/> Send Document(s) to an Existing Request</p> <p>Total Fees(HKD): 1230.00 Case Number: DCC3 202023 Court: District Court Submitted By: Chan Dai Man Document Type: Writ of Possession</p> <p>Payment Status: Successful Case Type: Civil Action Organization: Law Firm B</p> <p>Bailiff Document(s):</p> <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>DCC3 2-2023 - Writ of Possession - DGN-348090000404 - Original copy.pdf</td></tr><tr><td>2</td><td>Sealed Copy</td><td>Writ of Possession</td><td>DCC3 2-2023 - Writ of Possession - DGN-348090000404 - Sealed copy.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>Letter from Solicitors</td><td>Letter from Solicitors.pdf</td></tr></tbody></table> <p>Buttons: CLOSE, SAVE ACKNOWLEDGEMENT, SAVE RECEIPT</p>	NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Original Seal	Writ of Possession	DCC3 2-2023 - Writ of Possession - DGN-348090000404 - Original copy.pdf	2	Sealed Copy	Writ of Possession	DCC3 2-2023 - Writ of Possession - DGN-348090000404 - Sealed copy.pdf	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	4	Document	Letter from Solicitors	Letter from Solicitors.pdf
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2	Sealed Copy	Writ of Possession	DCC3 2-2023 - Writ of Possession - DGN-348090000404 - Sealed copy.pdf																			
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4	Document	Letter from Solicitors	Letter from Solicitors.pdf																			

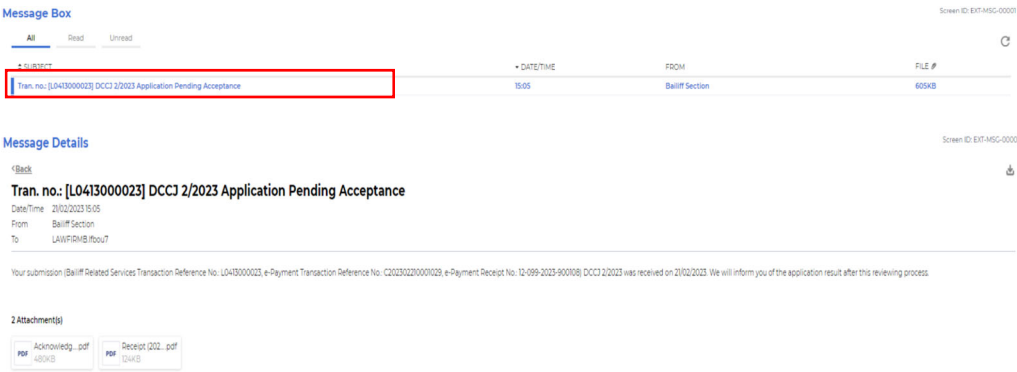
Step-by-step guide – “Submit Application for Execution (other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” ></p> <p>Open the attachment to view and/or save it></p>	<div></div> <div><div></div><div>1 / 2</div><div>香港區域法院 District Court, Hong Kong</div><div><div>收據編號 e-Payment Receipt No.</div><div>日期 Date</div><div>案件編號 Case No.</div><div>付款人 Payer</div></div><div><div>12-099-2023-900108</div><div>21/02/2023 15:05:24</div><div>DCCJ 2/2023</div><div>Law Firm B</div></div><div><div>金額 Amount</div><div>HKD 1,230.00</div></div><div><div>付款代號 Payment Code</div><div>付款方式 e-Payment Method</div><div>金額 e-Payment Amount</div></div><div><div>SF06B</div><div>Credit Card</div><div>1,230.00</div></div></div>

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		<div style="text-align: center;">  <p>司法機構 JUDICIARY</p> </div> <h3 style="text-align: center;">Acknowledgement</h3> <div style="display: flex; justify-content: space-between;"> <div> <p>Bailiff Related Service Transaction Reference No.: L0413000023</p> <p>Request Type: Execution</p> <p>Submitted By: Chan Dai Man</p> <p>Total Fees(HKD): 1230</p> <p>e-Payment Transaction Reference No: C202302210001029</p> <p>Case Number: DCCJ 2/2023</p> <p>Court: District Court</p> <p>Document Type: Writ of Possession</p> </div> <div> <p>Submitted On: 21/02/2023 15:05:29</p> <p>Application Type: Create New Request</p> <p>Organization: Law Firm B</p> <p>Payment Status: Successful</p> <p>e-Payment Receipt No: 12-099-2023-900108</p> <p>Case Type: Civil Action</p> </div> </div> <hr/> <p>Bailiff Document(s)</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>DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf</td> </tr> <tr> <td>2</td> <td>Sealed Copy</td> <td>Writ of Possession</td> <td>DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.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>Letter from Solicitors</td> <td>Letter from Solicitors.pdf</td> </tr> </tbody> </table> <hr/> <div style="display: flex; justify-content: space-between;"> <div> <p>Bailiff Document(s):</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>DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf</td> </tr> <tr> <td>2</td> <td>Sealed Copy</td> <td>Writ of Possession</td> <td>DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.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>Letter from Solicitors</td> <td>Letter from Solicitors.pdf</td> </tr> </tbody> </table> </div> <div style="text-align: right;"> <div style="border: 1px solid red; padding: 2px; margin-right: 5px;">CLOSE</div> <div style="background-color: #0070C0; color: white; padding: 2px 5px; margin-right: 5px;">SAVE ACKNOWLEDGEMENT</div> <div style="background-color: #0070C0; color: white; padding: 2px 5px;">SAVE RECEIPT</div> </div> </div>	NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Original Seal	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf	2	Sealed Copy	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.pdf	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	4	Document	Letter from Solicitors	Letter from Solicitors.pdf	NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Original Seal	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf	2	Sealed Copy	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.pdf	3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	4	Document	Letter from Solicitors	Letter from Solicitors.pdf
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Click “CLOSE” to end the submission.

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

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