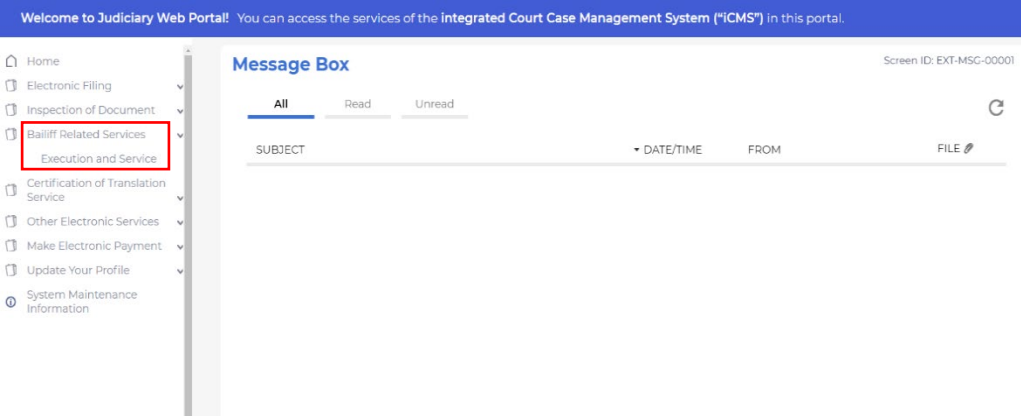
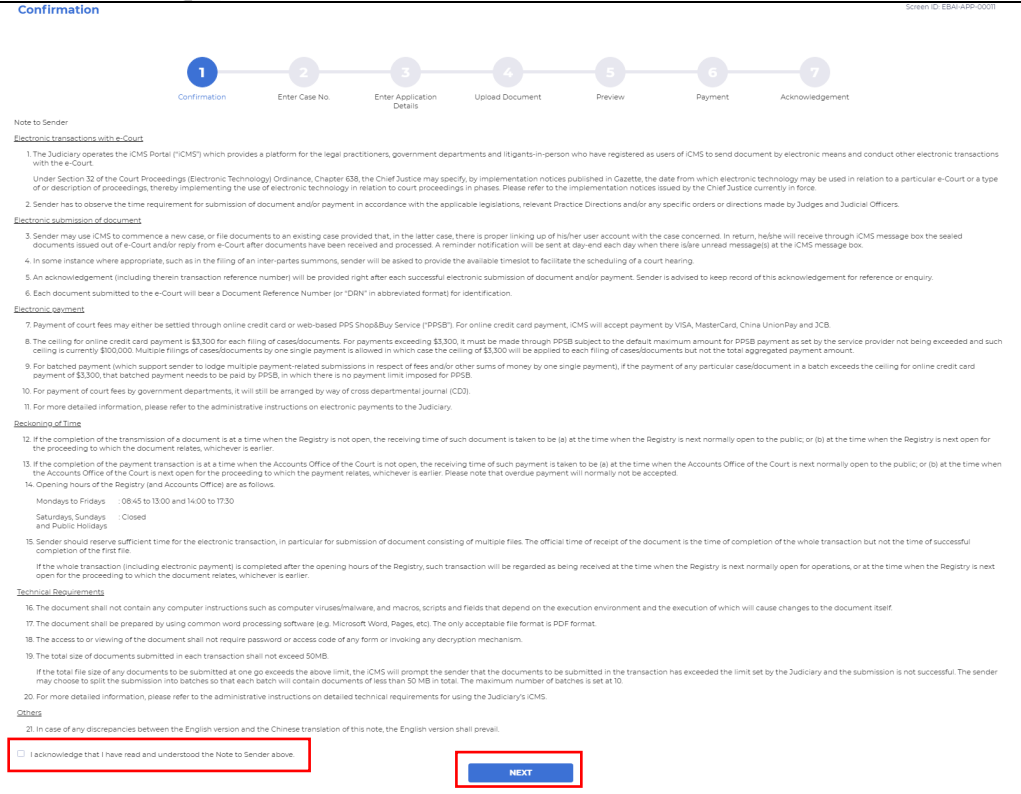
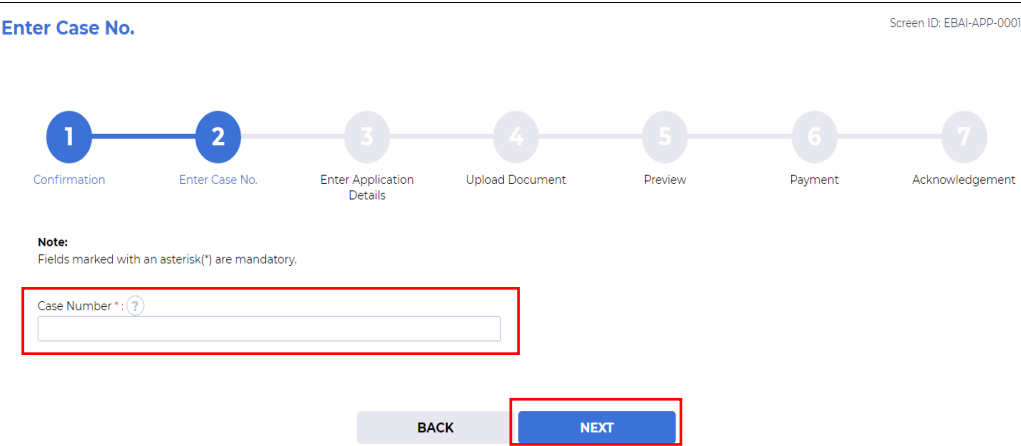


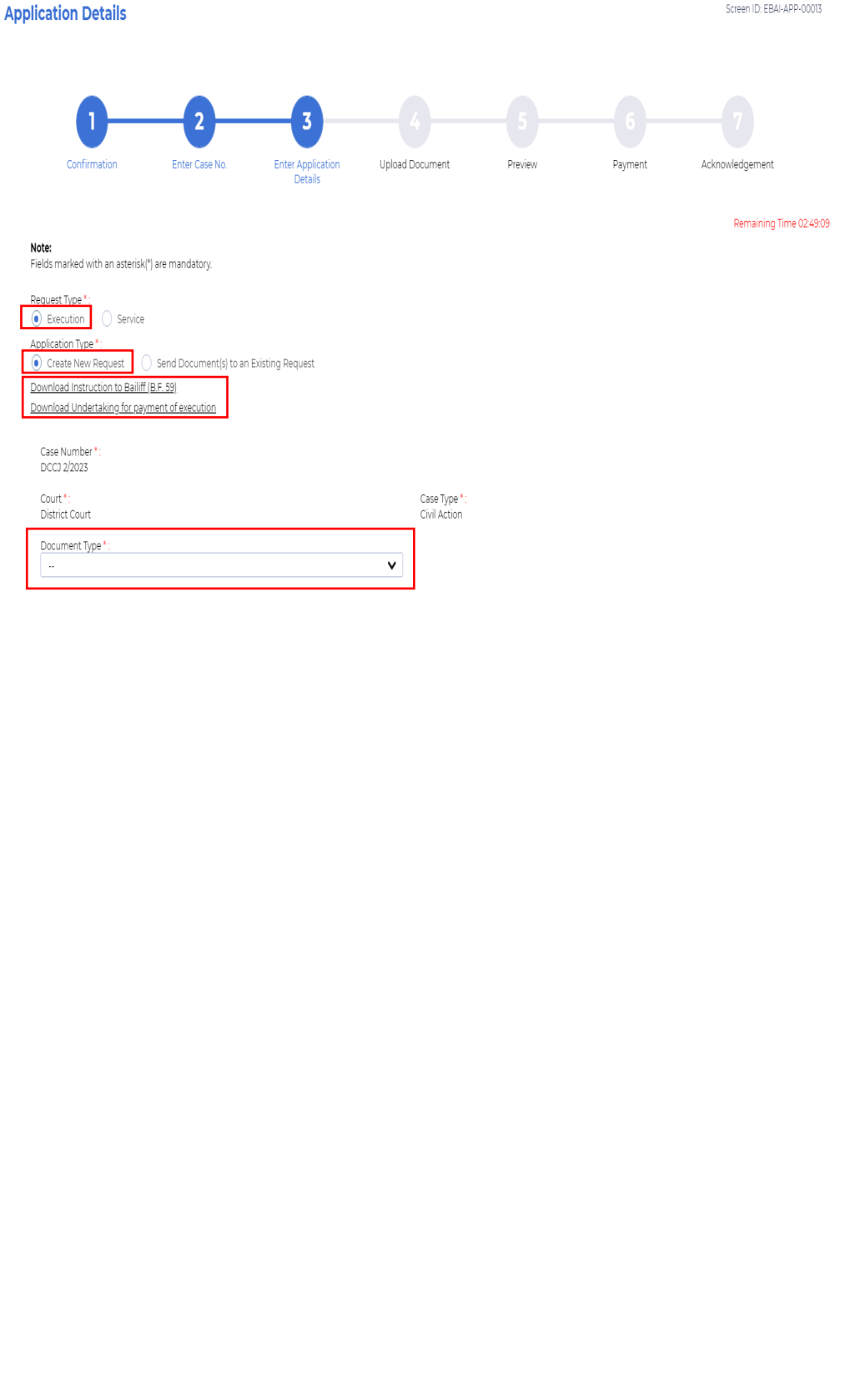
Submit Application for Execution

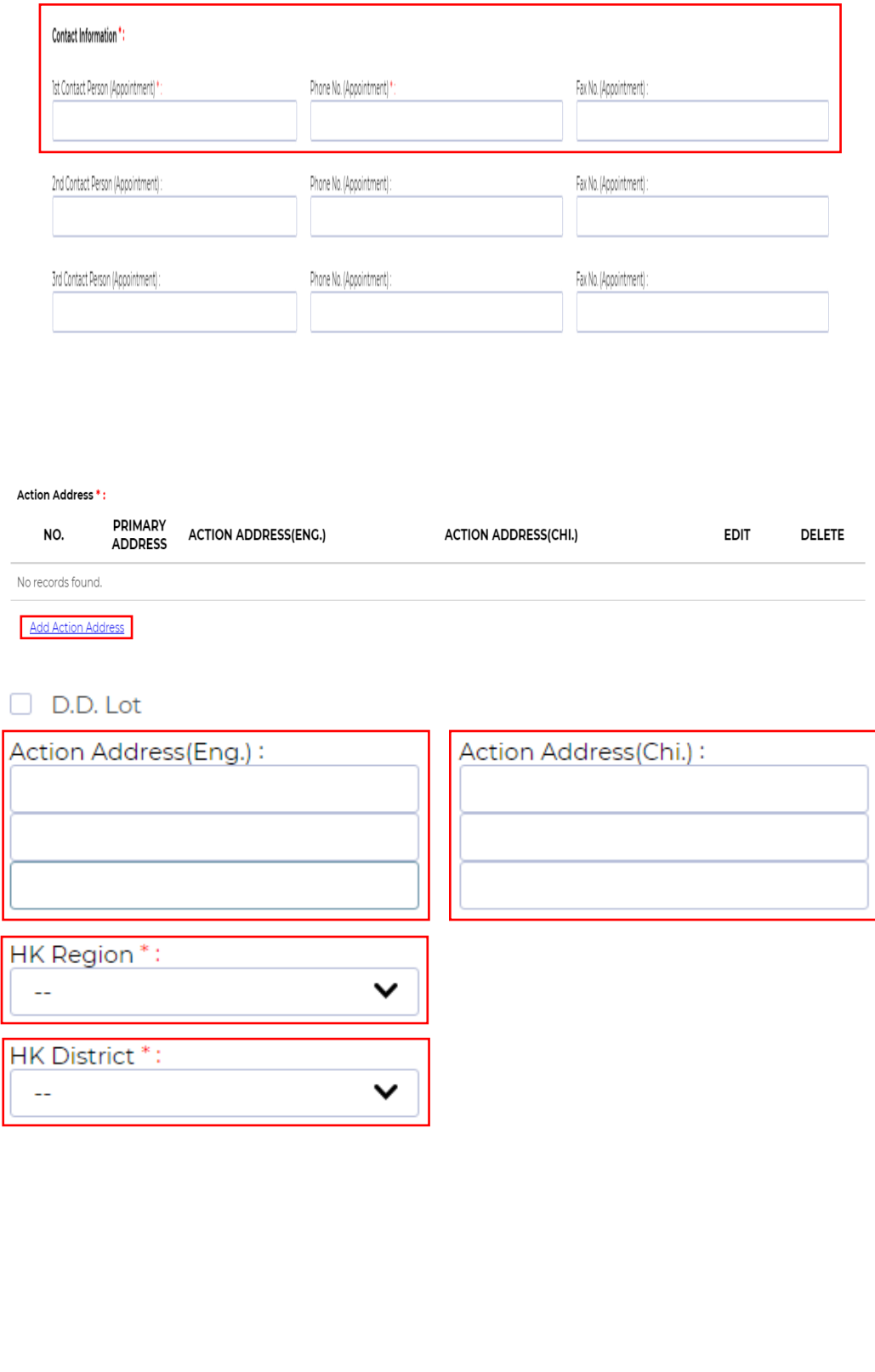
This step-by-step guide outlines the general process required to submit application for execution using integrated Court Case Management System (“iCMS”). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document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

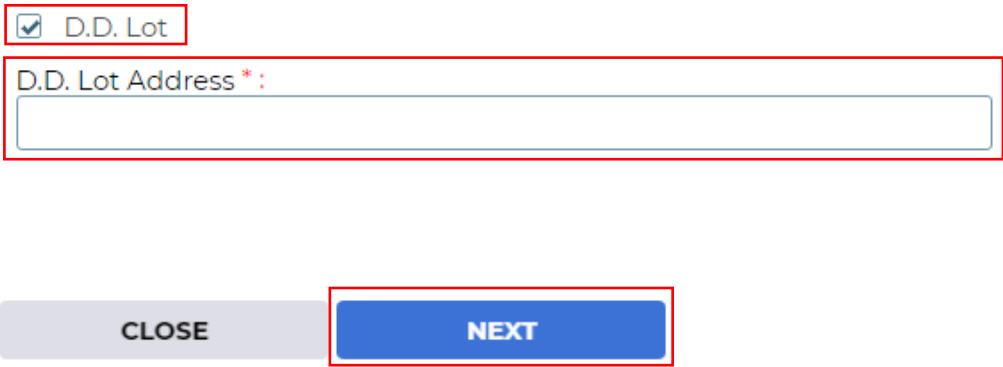
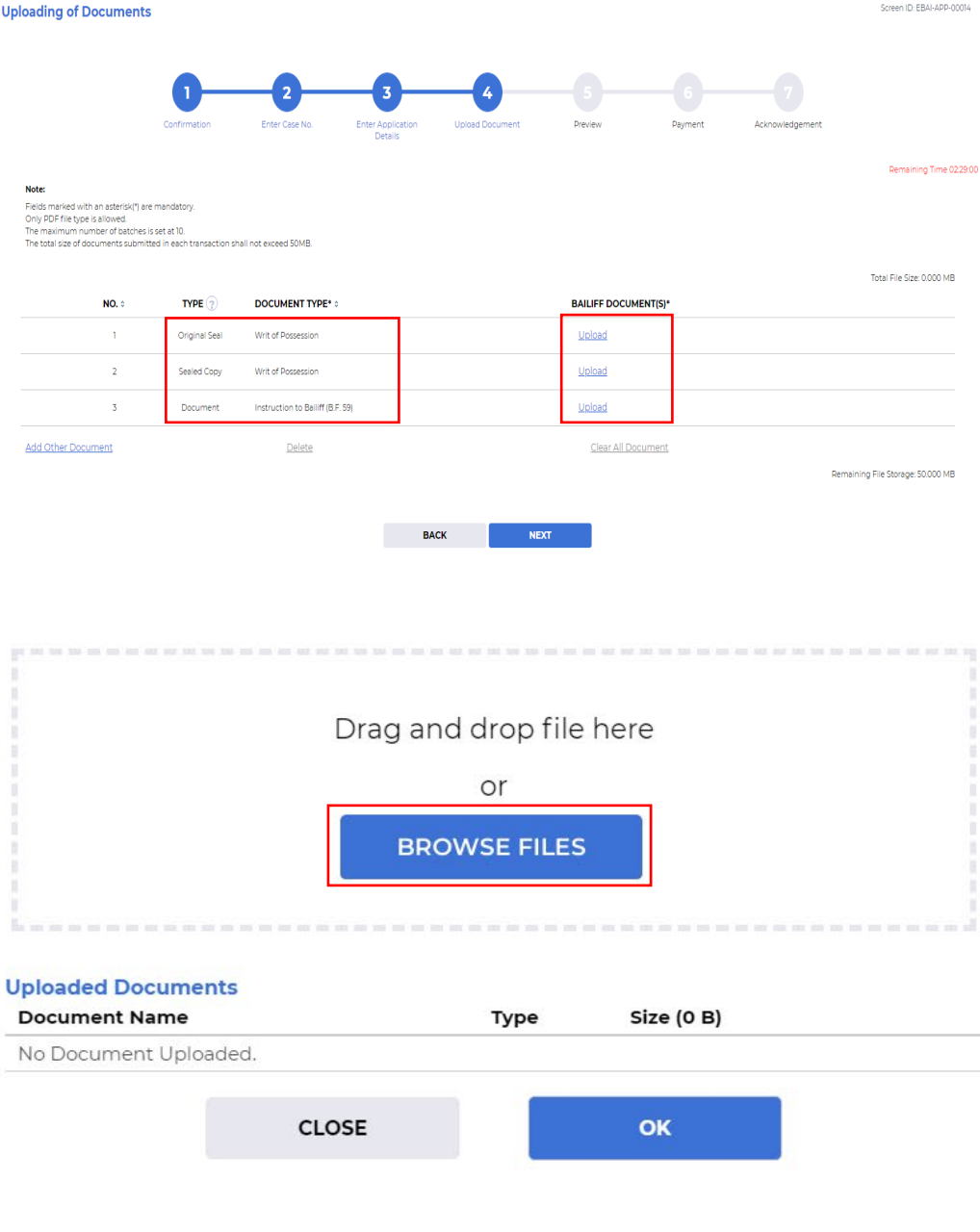
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder.</p> <p><i>[Note: Please refer to the relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU 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 style="text-align: right;">Screen ID: AUTH-LGN-0001</p> <p style="text-align: center;">LOGIN</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;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-0001</p> <p style="text-align: center;">LOGIN</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;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p>

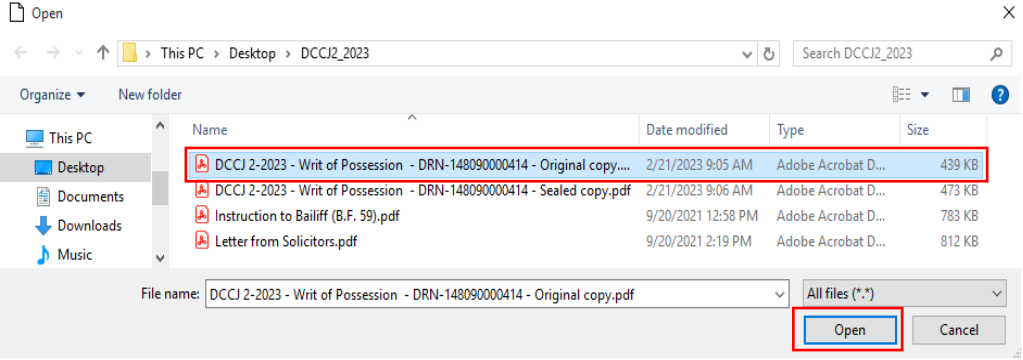
Step-by-step guide – “Submit Application for Execution (other than Government Department)”

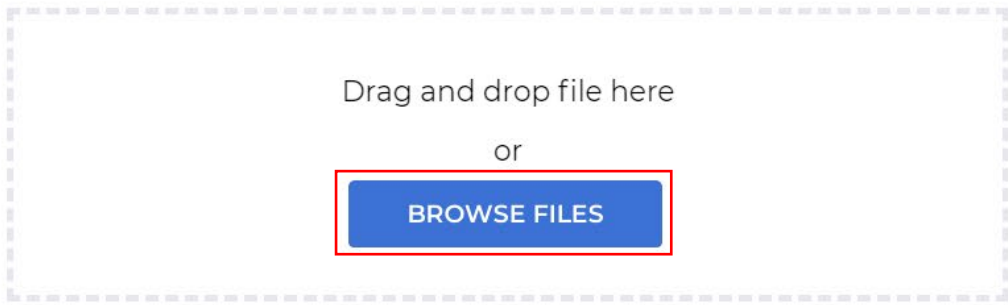
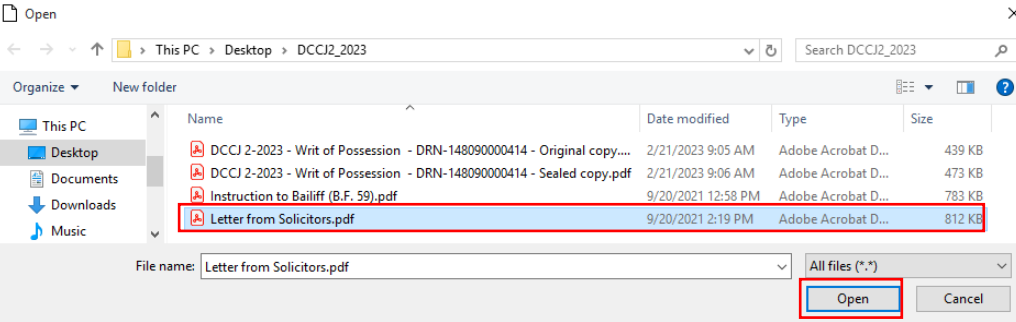
Item	Process	Relevant screenshots for reference
	<p><u>Access “Execution and Service” function</u></p> <p>Click “Bailiff Related Services”></p> <p>Click “Execution and Service”></p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home</p> <ul style="list-style-type: none"> Electronic Filing Inspection of Document Bailiff Related Services <ul style="list-style-type: none"> Execution and Service Certification of Translation Service Other Electronic Services Make Electronic Payment Update Your Profile System Maintenance Information <p>Message Box</p> <p>Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <p>SUBJECT DATE/TIME FROM FILE</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>	 <p>Confirmation</p> <p>Screen ID: EBAI-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&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>NEXT</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>	 <p>Enter Case No.</p> <p>Screen ID: EBAI-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>Note:</p> <p>Fields marked with an asterisk(*) are mandatory.</p> <p>Case Number * : ?</p> <p>BACK NEXT</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>	 <p>The screenshot displays the 'Application Details' page. At the top, there is a progress bar with seven steps: 1. Confirmation, 2. Enter Case No., 3. Enter Application Details (highlighted in blue), 4. Upload Document, 5. Preview, 6. Payment, and 7. Acknowledgement. Below the progress bar, a 'Note' states: 'Fields marked with an asterisk(*) are mandatory.' The form contains several fields: 'Request Type *' with radio buttons for 'Execution' (selected) and 'Service'; 'Application Type *' with radio buttons for 'Create New Request' (selected) and 'Send Document(s) to an Existing Request'; 'Case Number *' with the value 'DCCJ 2/2023'; 'Court *' with the value 'District Court'; 'Case Type *' with the value 'Civil Action'; and 'Document Type *' which is a pull-down menu currently showing '...'. There are also two links: 'Download Instruction to Bailiff (B.F.59)' and 'Download Undertaking for payment of execution'. A 'Remaining Time 02:49:09' is shown in the top right corner.</p>

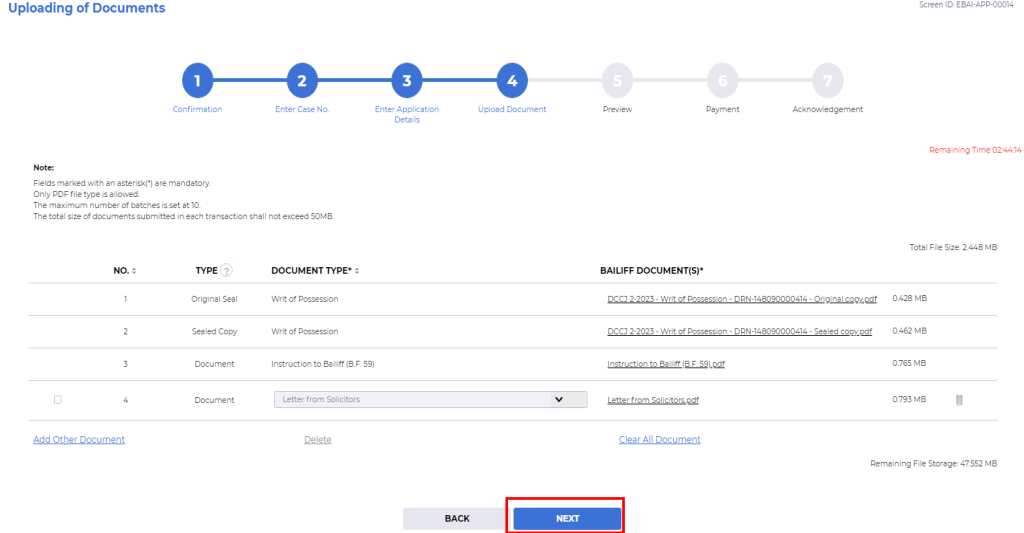
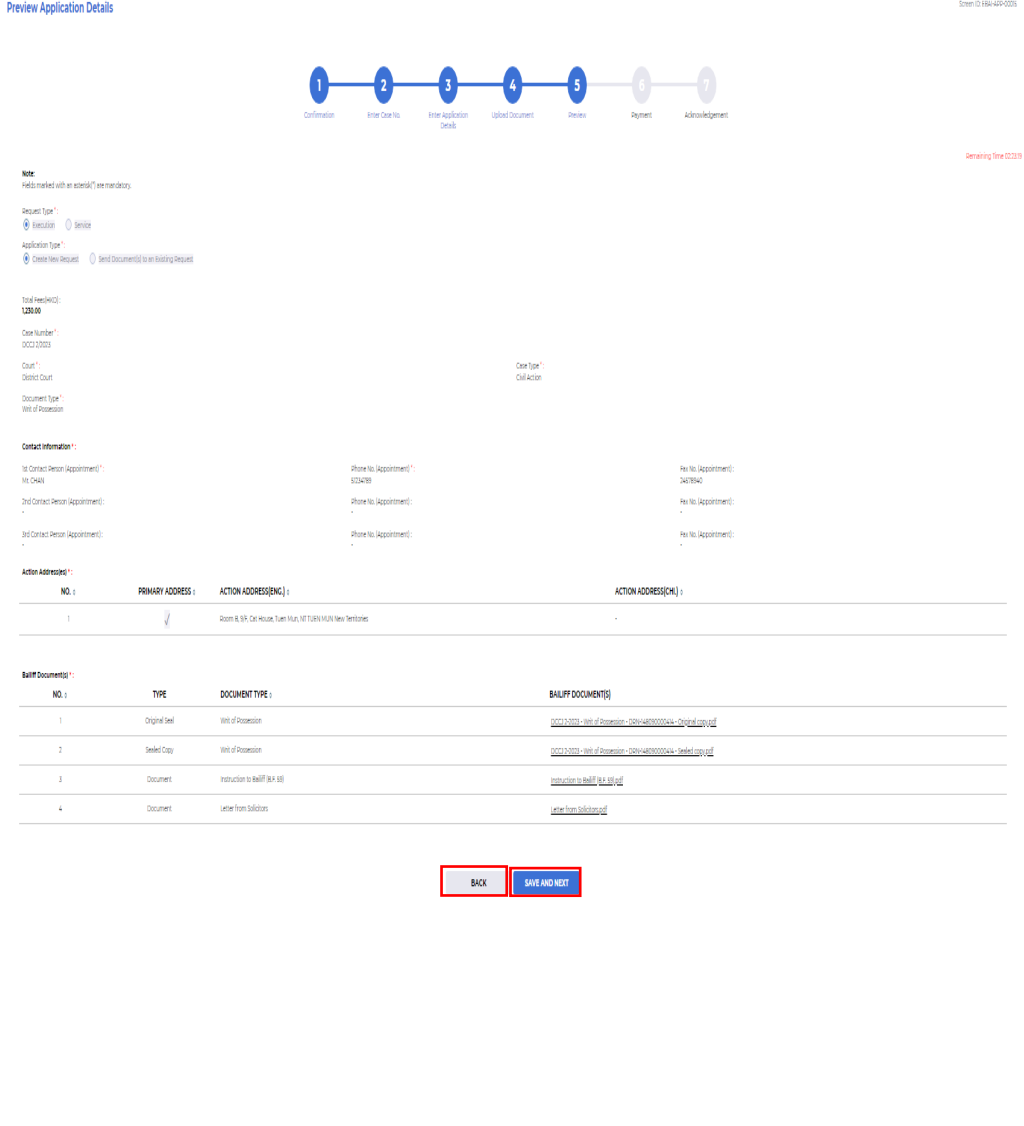
Item	Process	Relevant screenshots for reference
	<p><u>Input contact information</u></p> <p>Input information in the mandatory fields below</p> <ul style="list-style-type: none"> • “1st Contact Person (Appointment)*” • “Phone No. (Appointment)*” <p>Remarks: May input up to three contact persons, if necessary.</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>	 <p>The screenshot displays the 'Contact Information' section with three rows of input fields for '1st Contact Person', '2nd Contact Person', and '3rd Contact Person'. Each row includes fields for 'Name (Appointment)*', 'Phone No. (Appointment)*', and 'Fax No. (Appointment)*'. Below this is the 'Action Address' section, which includes a table with columns for 'NO.', 'PRIMARY ADDRESS', 'ACTION ADDRESS(ENG.)', 'ACTION ADDRESS(CHI.)', 'EDIT', and 'DELETE'. A message states 'No records found.' and there is a red-bordered button labeled 'Add Action Address'. Further down, there is a checkbox for 'D.D. Lot'. At the bottom, there are two red-bordered sections: 'Action Address(Eng.)' and 'Action Address(Chi.)', each with three stacked input fields. Below these are two red-bordered dropdown menus for 'HK Region *' and 'HK District *', both currently showing '--' and a downward arrow.</p>

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 border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (438.7 KB)</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> </tr> </tbody> </table> <p>Buttons: CLOSE, OK, Preview, Delete</p> <p>Uploading of Documents</p> <p>Progress bar: 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>Total File Size: 1655 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>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>Buttons: Add Other Document, Upload, Clear All Document</p> <p>Remaining File Storage: 48.345 MB</p>	Document Name	Type	Size (438.7 KB)	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf	pdf	438.7 KB	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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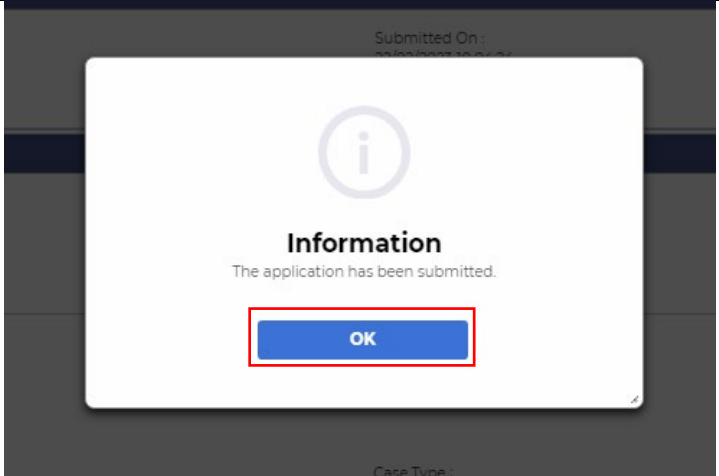
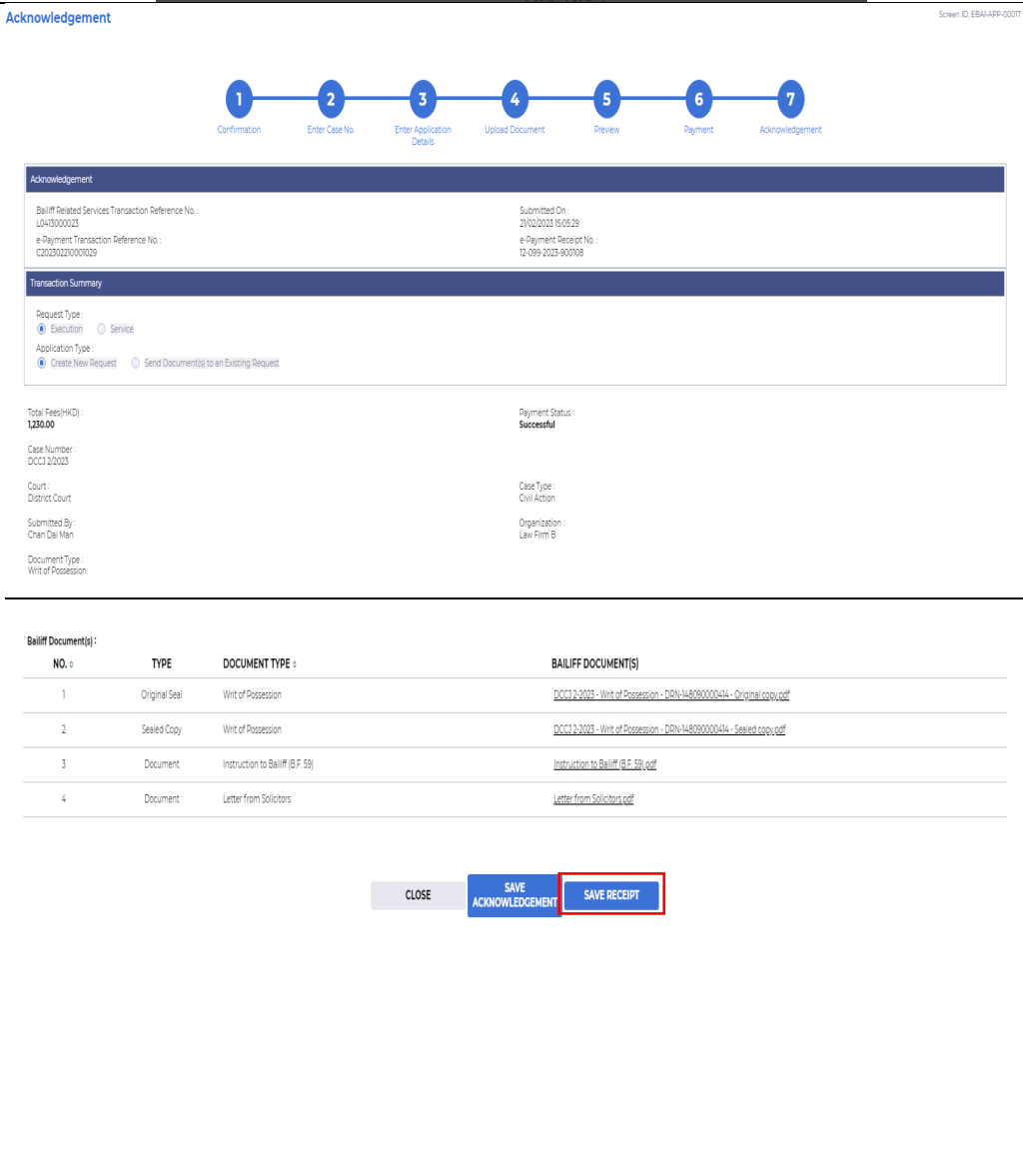
Step-by-step guide – “Submit Application for Execution (other than Government Department)”

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	<p>Click “NEXT” and move on to Item 5></p>	 <p>Uploading of Documents</p> <p>Screen ID: EB41APP-0004</p> <p>Remaining Time 02:44:14</p> <p>Total File Size 2.648 MB</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>DCC2 2-2023 - Writ of Possession - DRN-148090000414 - 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 - DRN-148090000414 - 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>4</td> <td>Document</td> <td>Letter from Solicitors</td> <td>Letter from Solicitors.pdf</td> <td>0.793 MB</td> </tr> </tbody> </table> <p>Remaining File Storage: 47.552 MB</p> <p>BACK NEXT</p>	NO. :	TYPE :	DOCUMENT TYPE :	BAILIFF DOCUMENT(S) :	Size	1	Original Seal	Writ of Possession	DCC2 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf	0.428 MB	2	Sealed Copy	Writ of Possession	DCC2 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	Letter from Solicitors	Letter from Solicitors.pdf	0.793 MB																			
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3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf	0.765 MB																																										
4	Document	Letter from Solicitors	Letter from Solicitors.pdf	0.793 MB																																										
<p>5.</p>	<p>Confirm after previewing application details</p> <p>Click “SAVE AND NEXT” ></p> <p>Or, click “BACK” to return to the previous steps to rectify any of the input data></p>	 <p>Preview Application Details</p> <p>Screen ID: H6402026</p> <p>Remaining Time 02:29</p> <p>Total Fees(USD): 1200.00</p> <p>Case Number: DCC2 2023</p> <p>Court: District Court</p> <p>Document Type: Writ of Possession</p> <p>One Type: Call Action</p> <p>Contact Information :</p> <table border="1"> <thead> <tr> <th>1st Contact Person (Appointment):</th> <th>Phone No. (Appointment):</th> <th>Fax No. (Appointment):</th> </tr> </thead> <tbody> <tr> <td>M. CHAI</td> <td>5124789</td> <td>3427850</td> </tr> <tr> <td>2nd Contact Person (Appointment):</td> <td>Phone No. (Appointment):</td> <td>Fax No. (Appointment):</td> </tr> <tr> <td>.</td> <td>.</td> <td>.</td> </tr> <tr> <td>3rd Contact Person (Appointment):</td> <td>Phone No. (Appointment):</td> <td>Fax No. (Appointment):</td> </tr> <tr> <td>.</td> <td>.</td> <td>.</td> </tr> </tbody> </table> <p>Action Address(es) :</p> <table border="1"> <thead> <tr> <th>NO. :</th> <th>PRIMARY ADDRESS :</th> <th>ACTION ADDRESS(EN) :</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Room 8, 9/F, Cal-House, Tuen Mun, NT (TWN MUN New Territories)</td> <td>.</td> </tr> </tbody> </table> <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>DCC2 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>DCC2 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> <p>BACK SAVE AND NEXT</p>	1st Contact Person (Appointment):	Phone No. (Appointment):	Fax No. (Appointment):	M. CHAI	5124789	3427850	2nd Contact Person (Appointment):	Phone No. (Appointment):	Fax No. (Appointment):	.	.	.	3rd Contact Person (Appointment):	Phone No. (Appointment):	Fax No. (Appointment):	.	.	.	NO. :	PRIMARY ADDRESS :	ACTION ADDRESS(EN) :	1	Room 8, 9/F, Cal-House, Tuen Mun, NT (TWN MUN New Territories)	.	NO. :	TYPE :	DOCUMENT TYPE :	BAILIFF DOCUMENT(S) :	1	Original Seal	Writ of Possession	DCC2 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf	2	Sealed Copy	Writ of Possession	DCC2 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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Step-by-step guide – “Submit Application for Execution (other than Government Department)”

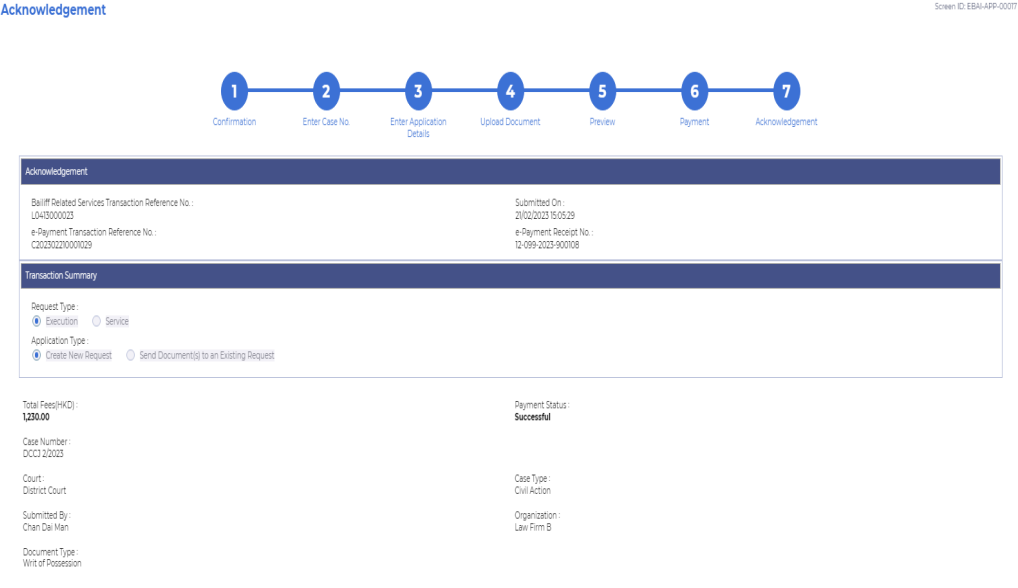
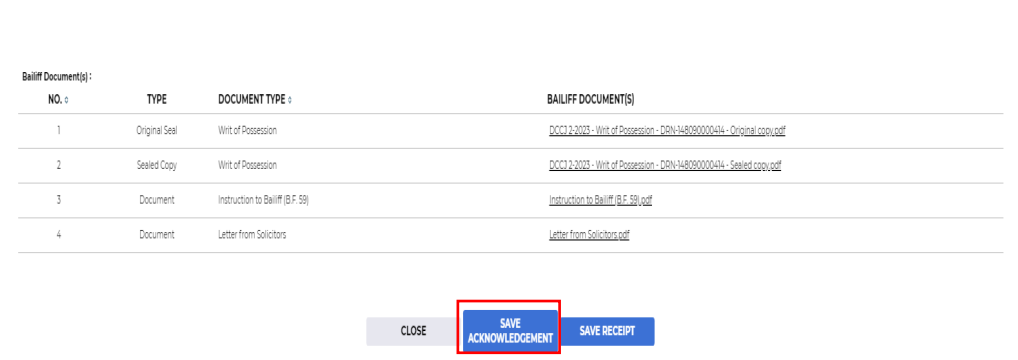
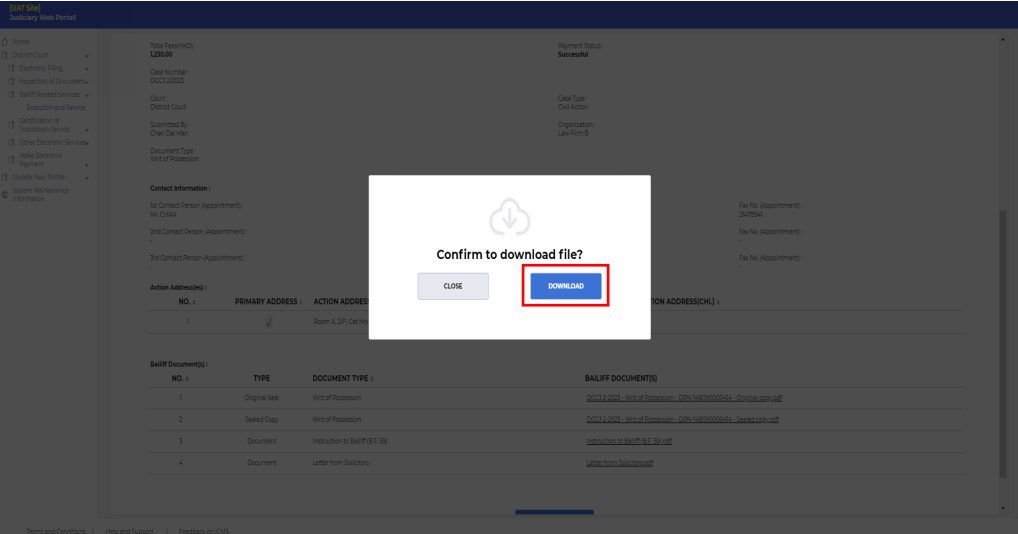

Item	Process	Relevant screenshots for reference
	<p>Click “OK” to close the pop-up message under “Information” and move on to Item 6></p>	
<p>6. <u>Make electronic payment</u></p> <p>Click “PROCEED TO PAYMENT” and move on to make electronic payment></p> <p>Select from among those against “Payment Method” 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>  <p>CANCEL PAY</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																				
	<p>Click “OK” to close the pop-up message under “Information” and move on to Item 7”></p>																					
<p>7.</p>	<p><u>Acknowledgement</u></p> <p>Click “SAVE RECEIPT”></p>	<p>Acknowledgement</p>  <p>Acknowledgement</p> <p>Bailiff Related Services Transaction Reference No.: U483000023 Submitted On: 21/02/2023 16:05:29 e-Payment Transaction Reference No.: C20230220000020 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 Payment Status: Successful</p> <p>Case Number: DCC3 2/2023 Court: District Court Submitted By: Chan Dai Man Document Type: Writ of Possession Case Type: Civil Action Organization: Law Firm B</p> <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>DCC3 2/2023 - Writ of Possession - DGN:34809000044 - 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:34809000044 - 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>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:34809000044 - Original copy.pdf	2	Sealed Copy	Writ of Possession	DCC3 2/2023 - Writ of Possession - DGN:34809000044 - 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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	<p>Click “DOWNLOAD” ></p> <p>Open the attachment to view and/or save it></p>	 <p>The screenshot shows the Judiciary Web Portal interface. A modal dialog box is centered on the screen, asking 'Confirm to download file?' with 'CLOSE' and 'DOWNLOAD' buttons. The 'DOWNLOAD' button is highlighted with a red rectangle. Below the dialog, a table lists Bailff Documents with columns for NO., TYPE, DOCUMENT TYPE, and BAILFF DOCUMENTS. A red box highlights a file named 'Receipt (2023022-1).pdf' in the file explorer at the bottom of the browser window.</p> <p>1 / 2</p>  <p>香港區域法院 District Court, Hong Kong</p> <p>收據編號 e-Payment Receipt No. <u>12-099-2023-900108</u></p> <p>日期 Date <u>21/02/2023 15:05:24</u></p> <p>案件編號 Case No. <u>DCCJ 2/2023</u></p> <p>付款人 Payer <u>Law Firm B</u></p> <table border="1" data-bbox="1154 1121 1511 1188"> <tr> <td>金額 Amount</td> <td>HKD 1,230.00</td> </tr> </table> <table border="1" data-bbox="537 1346 1511 1419"> <thead> <tr> <th>付款代號 Payment Code</th> <th>付款方式 e-Payment Method</th> <th>金額 e-Payment Amount</th> </tr> </thead> <tbody> <tr> <td>SF06B</td> <td>Credit Card</td> <td>1,230.00</td> </tr> </tbody> </table>	金額 Amount	HKD 1,230.00	付款代號 Payment Code	付款方式 e-Payment Method	金額 e-Payment Amount	SF06B	Credit Card	1,230.00
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Step-by-step guide – “Submit Application for Execution (other than Government Department)”

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	<p>Click “SAVE ACKNOWLEDGEMENT”>></p> <p>Click “DOWNLOAD” ></p> <p>Open the attachment to view and/or save it></p>	 <p>The Acknowledgement page shows a progress bar with 7 steps: 1. Confirmation, 2. Enter Case No., 3. Enter Application Details, 4. Upload Document, 5. Preview, 6. Payment, 7. Acknowledgement. Below the progress bar, there are sections for 'Acknowledgement' and 'Transaction Summary'. The Transaction Summary includes details like Total Fees (HKD) 1230.00, Case Number DCCJ 22023, Court District Court, Submitted By Chan Dai Man, Document Type Writ of Possession, and Payment Status Successful.</p>																				
		 <p>The 'Bailiff Document(s)' table lists the following documents:</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 - DPN148090000414 - 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 - DPN148090000414 - 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	DCCJ 2-2023 - Writ of Possession - DPN148090000414 - Original copy.pdf	2	Sealed Copy	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DPN148090000414 - 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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		 <p>A 'Confirm to download file?' dialog box is shown with a 'DOWNLOAD' button highlighted in red.</p>																				
		 <p>A file download notification bar shows the file 'Receipt [00220222-1].pdf' with a 'Save file' button highlighted in red.</p>																				

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	<p>Click “CLOSE” to end the submission.</p>	<div style="text-align: center;">  <p>司法機構 JUDICIARY</p> </div> <h3 style="text-align: center;">Acknowledgement</h3> <p>Bailiff Related Service Transaction Reference No.: L0413000023 Submitted On: 21/02/2023 15:05:29</p> <p>Request Type: Execution Application Type: Create New Request</p> <p>Submitted By: Chan Dai Man Organization: Law Firm B</p> <p>Total Fees (HKD): 1230 Payment Status: Successful</p> <p>e-Payment Transaction Reference No: C202302210001029 e-Payment Receipt No: 12-099-2023-900108</p> <p>Case Number: DCCJ 2/2023</p> <p>Court: District Court Case Type: Civil Action</p> <p>Document Type: Writ of Possession</p> <hr/> <p>Bailiff Document(s)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 20%;">TYPE</th> <th style="width: 30%;">DOCUMENT TYPE</th> <th style="width: 45%;">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: center; gap: 10px;"> <div style="border: 1px solid red; padding: 2px 5px;">CLOSE</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">SAVE ACKNOWLEDGEMENT</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">SAVE RECEIPT</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
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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>