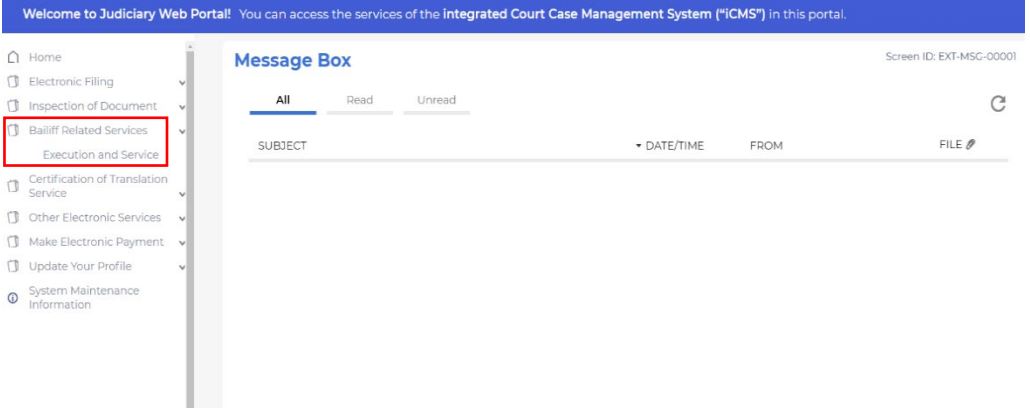
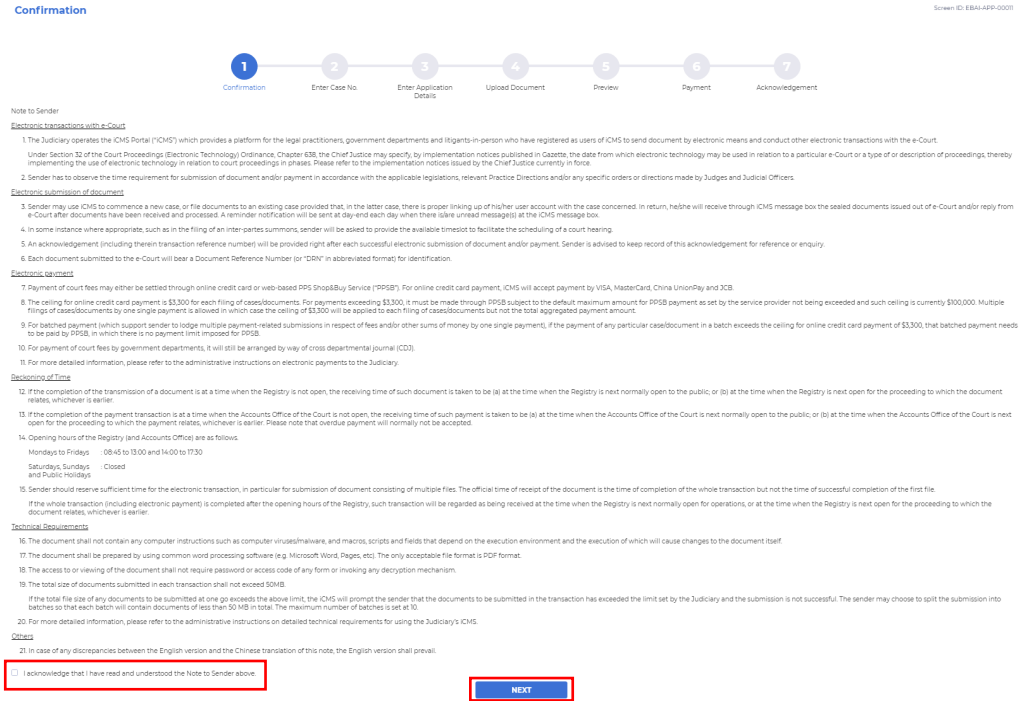
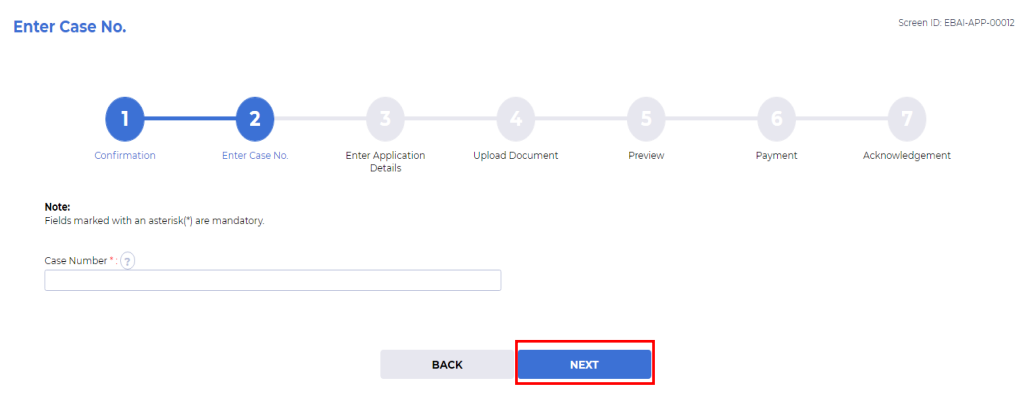


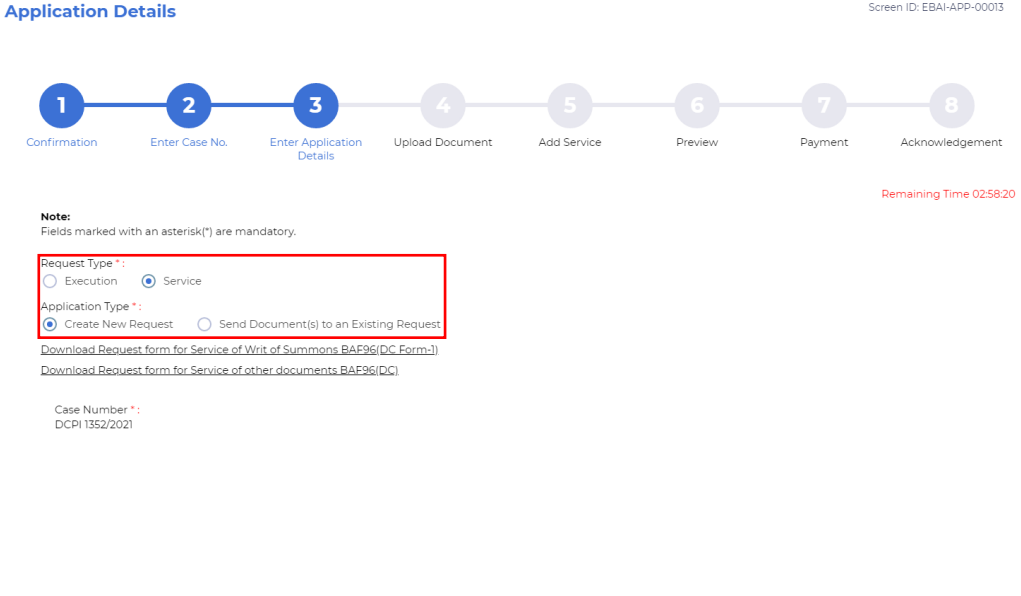
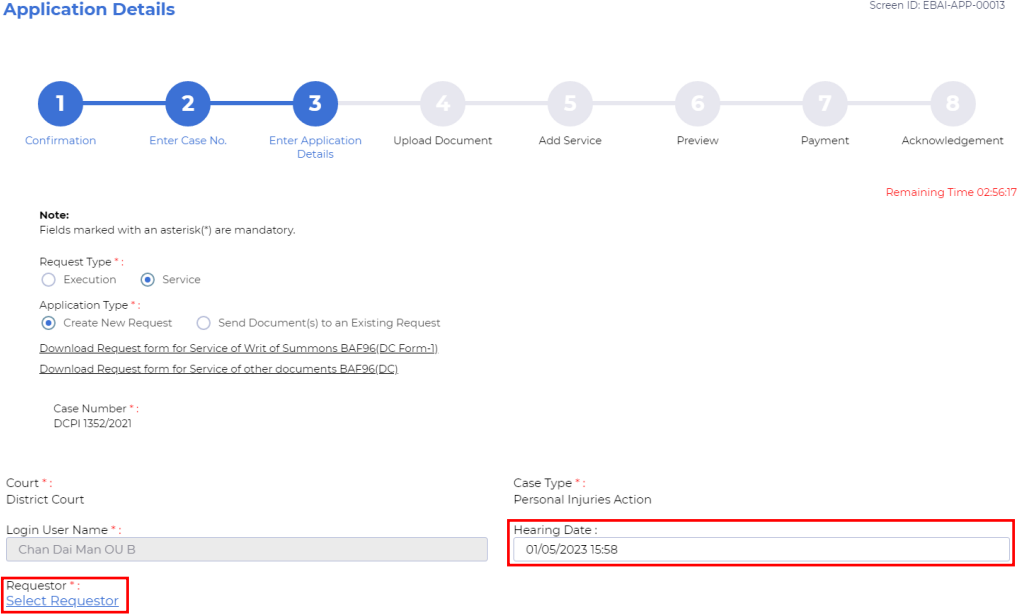
Submit Application for Service of Documents

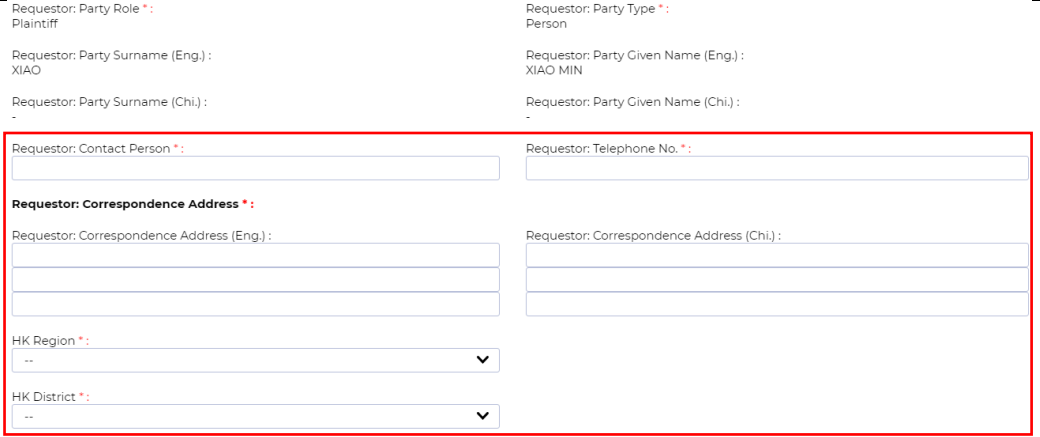
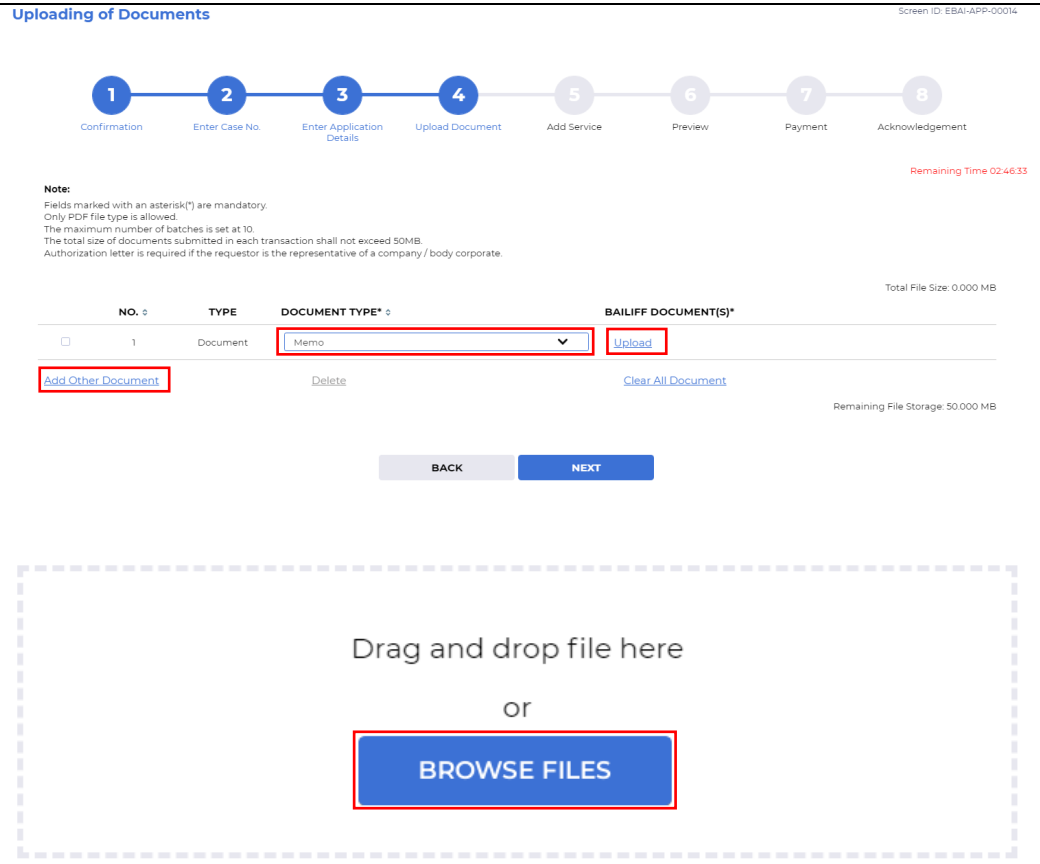
This step-by-step guide outlines the general process required to submit application for service of documents using integrated Court Case Management System (“iCMS”). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the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

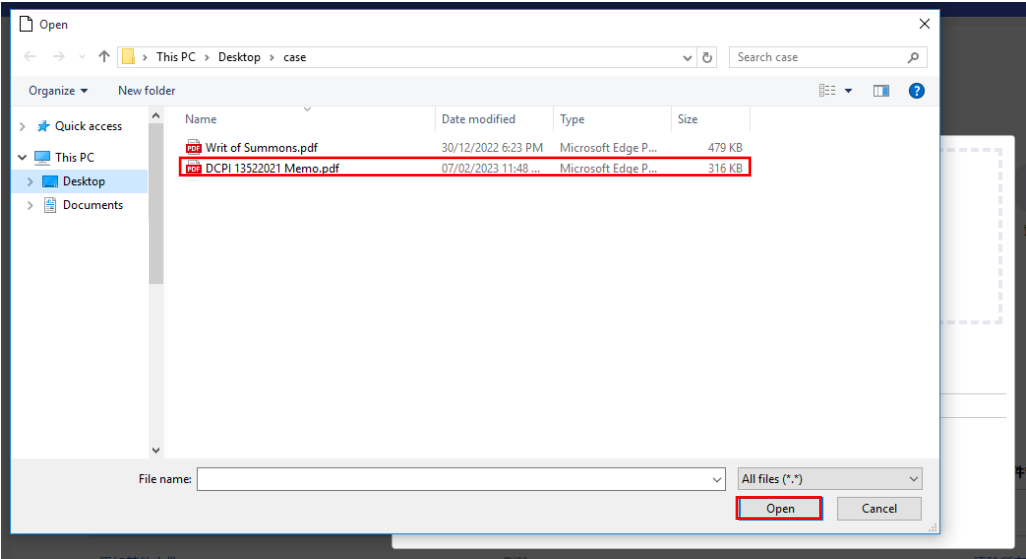
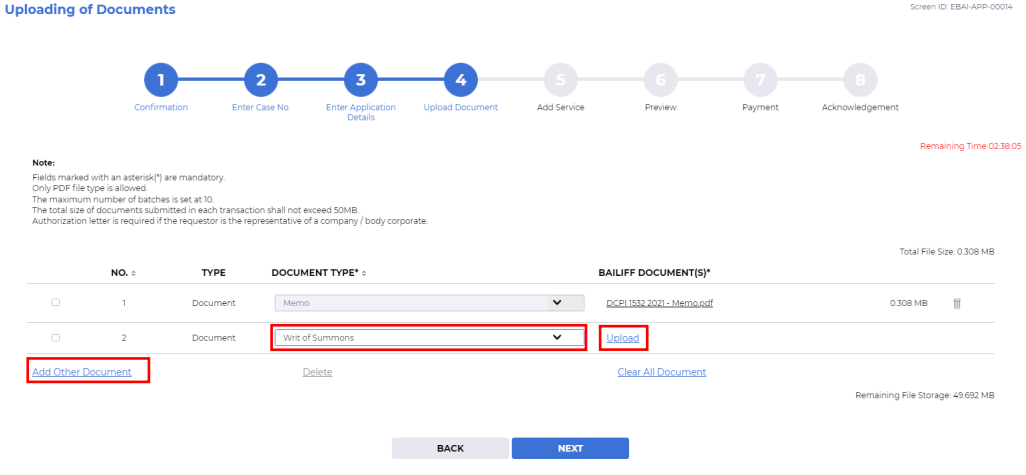
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) of Government Department.</p> <p><i>[Note: Please refer to the relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holders, 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 style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <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; background-color: #0056b3; color: white; padding: 5px; margin-top: 10px;">LOGIN</p> <p style="text-align: center; font-size: small;"> Register an Account Account Activation Reset Password </p> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <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; background-color: #0056b3; color: white; padding: 5px; margin-top: 10px;">LOGIN</p> <p style="text-align: center; font-size: small;"> Register an Account Account Activation Reset Password </p> </div>

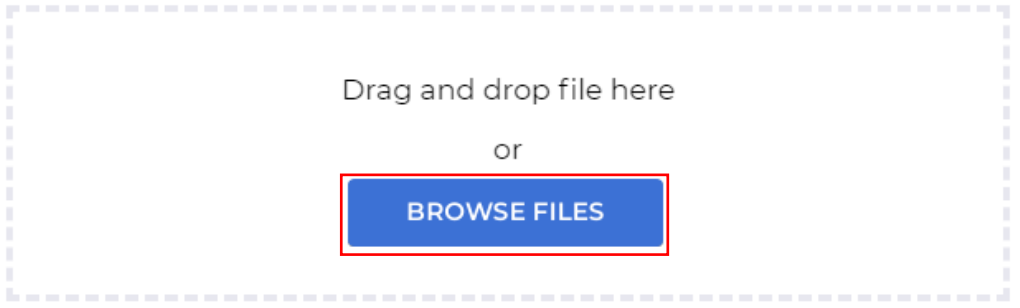
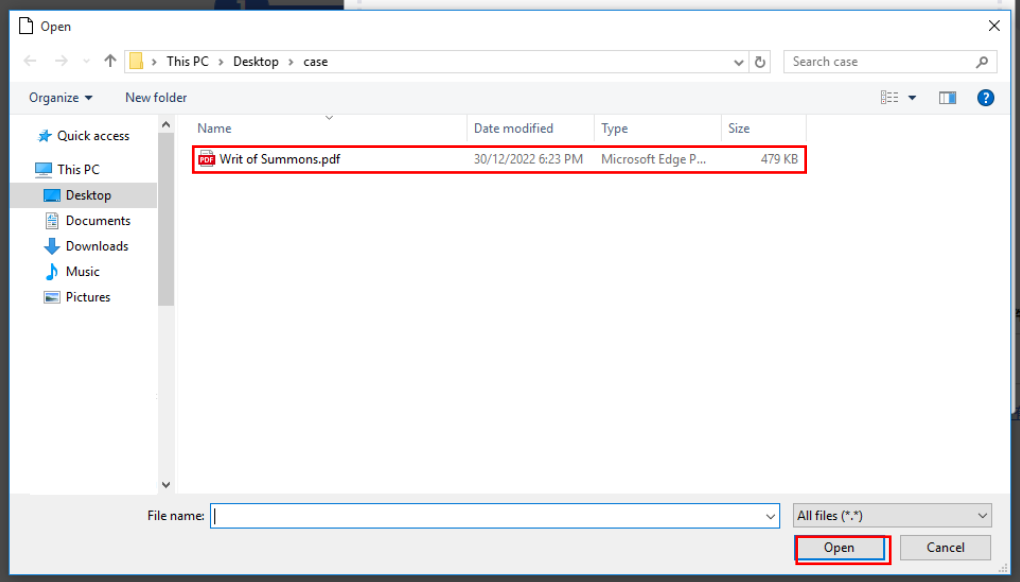
Step-by-step guide – “Submit Application for Service of Documents (Government Department)”

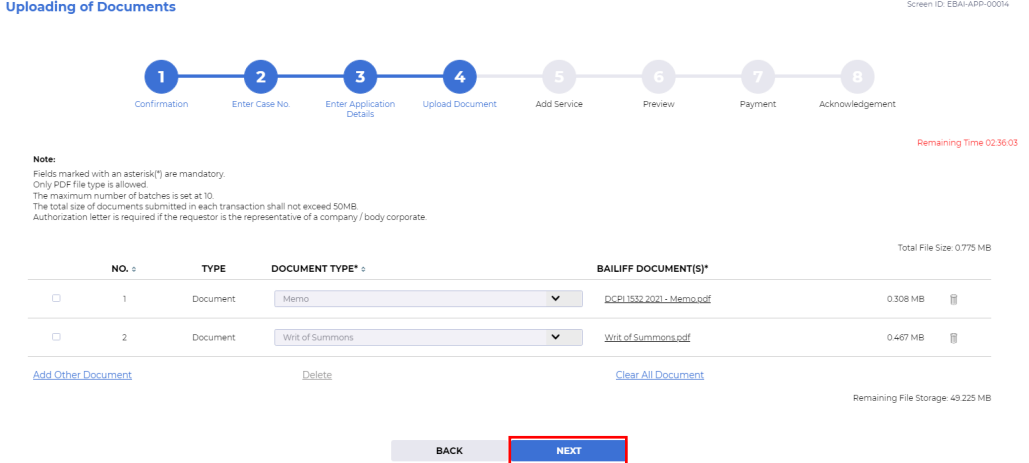
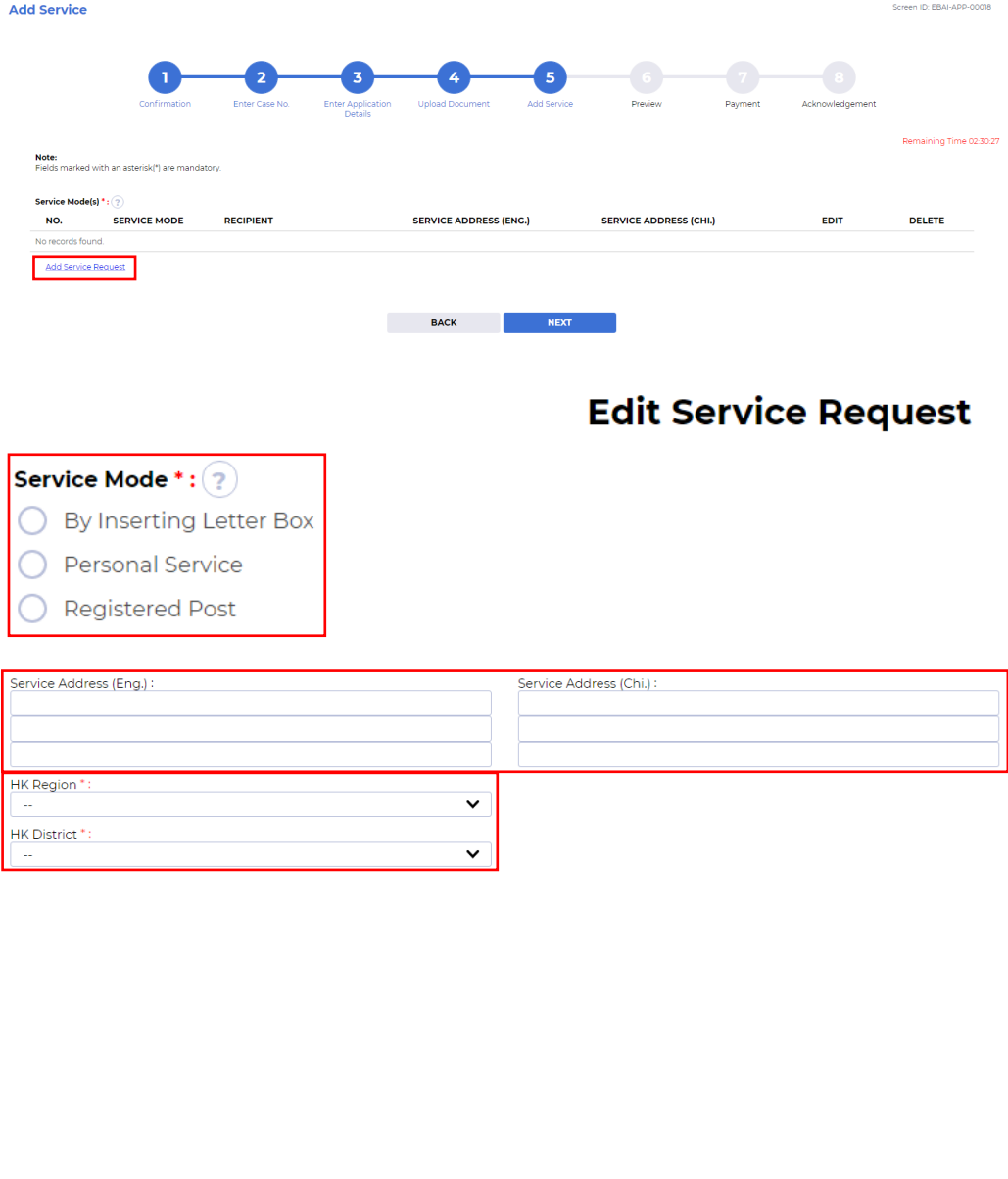
Item	Process	Relevant screenshots for reference
	<p>Access “Execution and Service” function</p> <p>Click “Bailiff Related Services”></p> <p>Click “Execution and Service”></p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home Electronic Filing Inspection of Document Bailiff Related Services Execution and Service Certification of Translation Service Other Electronic Services Make Electronic Payment Update Your Profile System Maintenance Information</p> <p>Message Box Screen ID: EXT-MSC-0001</p> <p>All Read Unread</p> <p>SUBJECT DATE/TIME FROM FILE</p>
2.	<p>Confirmation</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 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>Electronic transactions with e-Court</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. Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 439, 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>Electronic submission of document</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 higher 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 and 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-petres 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>Electronic payment</p> <p>7. Payment of court fees may either be settled through online credit card or web-based PPS Shop&Buy Service (“PPSBS”). 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 case/documents. For payments exceeding \$3,300, it must be made through PPSBS subject to the default maximum amount for PPSBS payment as set by the service provider not being exceeded and such ceiling is currently \$100,000. Multiple filings of case/documents by one single payment is allowed in which case the ceiling of \$3,300 will be applied to each filing of case/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 PPSBS, in which there is no payment limit imposed for PPSBS.</p> <p>10. For payment of court fees by government departments, it will still be arranged by way of cross departmental journal (COJ).</p> <p>11. For more detailed information, please refer to the administrative instructions on electronic payments to the Judiciary.</p> <p>Submission of Time</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: Mondays to Fridays 09:45 to 13:00 and 14:00 to 17:30 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>Technical Requirements</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. If the total file size of any documents to be submitted (e.g. one .gzi) 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 50MB in total. The maximum number of batches is set at 10.</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>Notes</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 checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>
	<p>Enter case number</p> <p>Input the case number under “Case Number*”></p> <p>Click “NEXT” and move on to Item 3></p>	 <p>Enter Case No. Screen ID: EBAI-APP-0002</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>Case Number * (?)</p> <p>BACK NEXT</p>

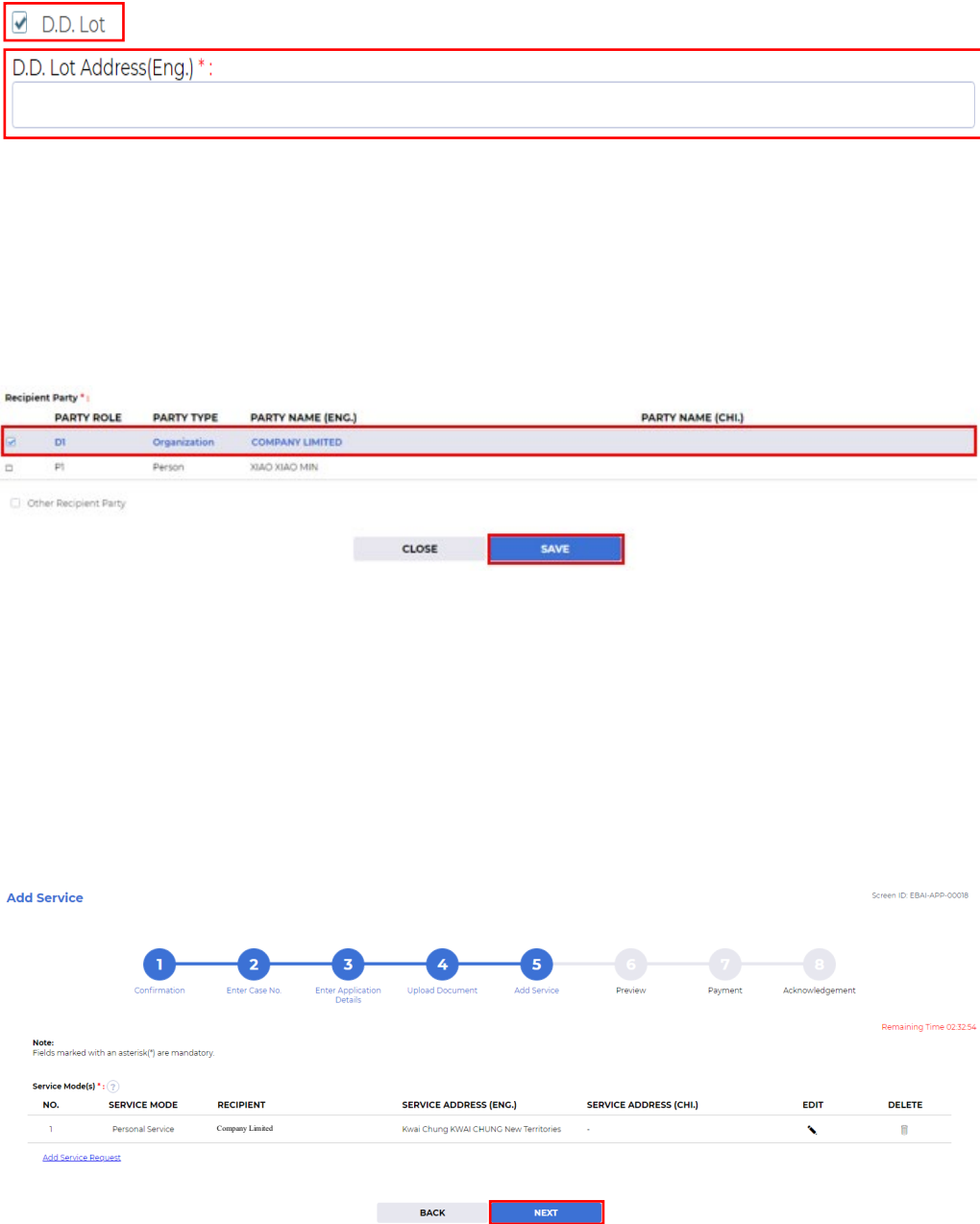
Item	Process	Relevant screenshots for reference																
3.	<p>Select type of request</p> <p>Under “Request Type*”, click the radio button “Service”></p> <p>Under “Application Type*”, click the radio button “Create New Request” to submit a new application for service of documents></p> <p>Enter application details</p> <p>Input “Hearing Date” (if any) ></p> <p>Click “Select Requestor”></p> <p>Tick the checkbox against the party role of the requestor and click “SELECT”></p>	 <p>Application Details Screen ID: EBAI-APP-00013</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Add Service 6 Preview 7 Payment 8 Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type *: <input type="radio"/> Execution <input checked="" 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 Request form for Service of Writ of Summons BAF96(DC Form-1)</p> <p>Download Request form for Service of other documents BAF96(DC)</p> <p>Case Number *: DCPI 1352/2021</p> <p>Remaining Time 02:58:20</p>  <p>Application Details Screen ID: EBAI-APP-00013</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Add Service 6 Preview 7 Payment 8 Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type *: <input type="radio"/> Execution <input checked="" 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 Request form for Service of Writ of Summons BAF96(DC Form-1)</p> <p>Download Request form for Service of other documents BAF96(DC)</p> <p>Case Number *: DCPI 1352/2021</p> <p>Court *: District Court Case Type *: Personal Injuries Action</p> <p>Login User Name *: Chan Dai Man OU B</p> <p>Hearing Date *: 01/05/2023 15:58</p> <p>Requestor *: Select Requestor</p> <p style="text-align: center;">Retrieve Case Party</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PARTY ROLE</th> <th>PARTY TYPE</th> <th>PARTY NAME (ENG.)</th> <th>PARTY NAME (CHI.)</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> P1</td> <td>Person</td> <td>XIAO XIAO MIN</td> <td></td> </tr> <tr> <td><input type="checkbox"/> D1</td> <td>Organization</td> <td>SUN CHEONG HONG COMPANY LIMITED</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">CLOSE SELECT</p>	PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)	<input checked="" type="checkbox"/> P1	Person	XIAO XIAO MIN		<input type="checkbox"/> D1	Organization	SUN CHEONG HONG COMPANY LIMITED		<input type="checkbox"/> Others			
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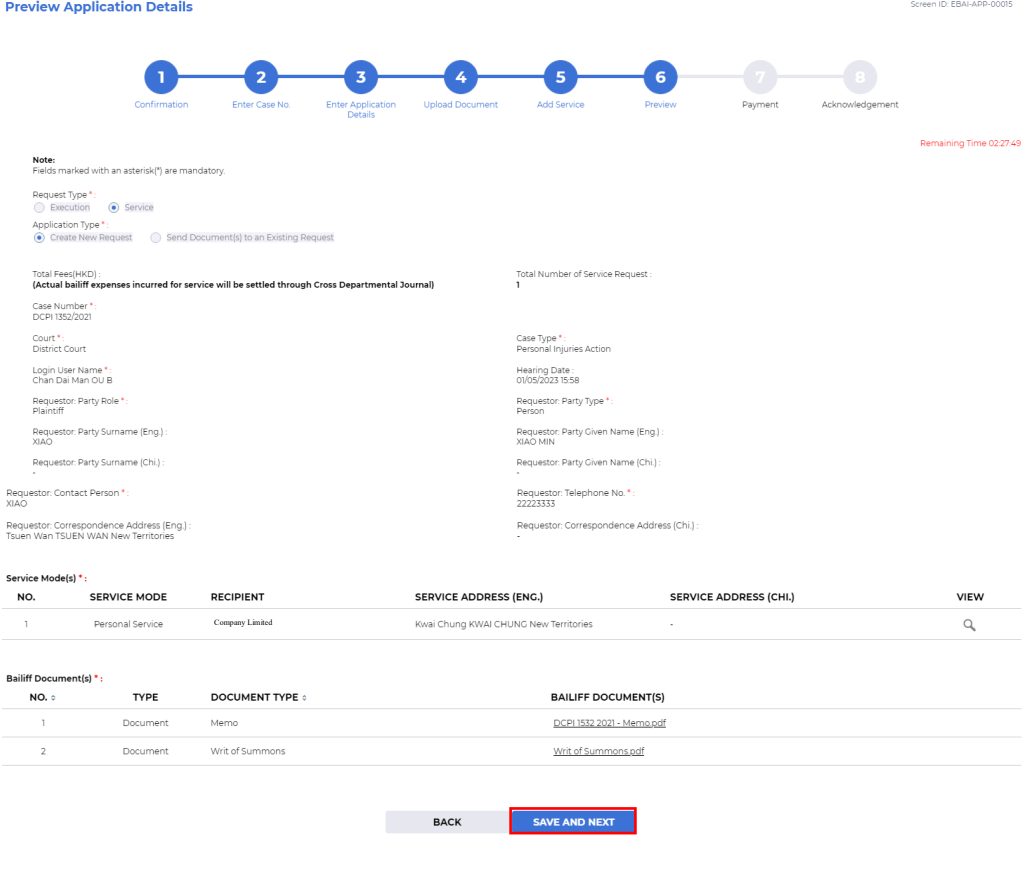
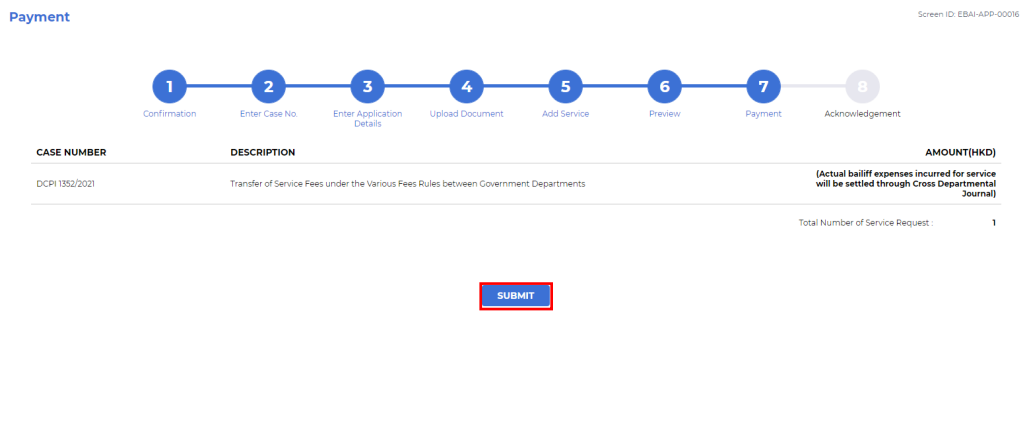
Item	Process	Relevant screenshots for reference
	<p>Input information in the mandatory fields below</p> <ul style="list-style-type: none"> Requestor: Contact Person* Requestor: Telephone No.* Requestor: Correspondence Address* (Eng.) or (Chi.) Select the region from the pull-down menu of “HK Region”*> Select the district from the pull-down menu of “HK District”*> <p>Click “NEXT” and move on to Item 4></p>	
<p>4.</p> <p><u>Upload document - Request Memo</u></p> <p>Click “Add Other Document” ></p> <p>Select “Memo” from the pull-down menu of “DOCUMENT TYPE”*></p> <p>Click “Upload”></p> <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>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (315.3 KB)</th> </tr> </thead> <tbody> <tr> <td>DCPI 1532 2021 - Memo.pdf</td> <td>pdf</td> <td>315.3 KB</td> </tr> </tbody> </table> <p>Buttons: CLOSE (grey), OK (blue)</p> <p>Links: Preview, Delete</p>	Document Name	Type	Size (315.3 KB)	DCPI 1532 2021 - Memo.pdf	pdf	315.3 KB									
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	<p><u>Upload document(s) to be served</u></p> <p>Click “Add Other Document”></p> <p>Select the document to be served from the pull-down menu of “DOCUMENT TYPE”></p> <p>Click “Upload”></p>	 <p>Uploading of Documents</p> <p>Progress: 1 Confirmation, 2 Enter Case No., 3 Enter Application Details, 4 Upload Document, 5 Add Service, 6 Preview, 7 Payment, 8 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. Authorization letter is required if the requestor is the representative of a company / body corporate.</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>Document</td> <td>Memo</td> <td>DCPI 1532 2021 - Memo.pdf</td> <td>0.308 MB</td> </tr> <tr> <td>2</td> <td>Document</td> <td>Writ of Summons</td> <td>Upload</td> <td></td> </tr> </tbody> </table> <p>Buttons: Add Other Document, Delete, Clear All Document</p> <p>Remaining File Storage: 49.692 MB</p> <p>Buttons: BACK (grey), NEXT (blue)</p>	NO. *	TYPE	DOCUMENT TYPE*	BAILIFF DOCUMENT(S)*	Size	1	Document	Memo	DCPI 1532 2021 - Memo.pdf	0.308 MB	2	Document	Writ of Summons	Upload	
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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 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>Drag and drop file here or BROWSE FILES</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>  <p>Open</p> <p>This PC > Desktop > case</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>Writ of Summons.pdf</td> <td>30/12/2022 6:23 PM</td> <td>Microsoft Edge P...</td> <td>479 KB</td> </tr> </tbody> </table> <p>File name: <input type="text"/> All files (*.*)</p> <p>Open Cancel</p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (478.4 KB)</th> </tr> </thead> <tbody> <tr> <td>Writ of Summons.pdf</td> <td>pdf</td> <td>478.4 KB</td> </tr> </tbody> </table> <p>Preview Delete</p> <p>CLOSE OK</p>	Document Name	Type	Size (0 B)	No Document Uploaded.			Name	Date modified	Type	Size	Writ of Summons.pdf	30/12/2022 6:23 PM	Microsoft Edge P...	479 KB	Document Name	Type	Size (478.4 KB)	Writ of Summons.pdf	pdf	478.4 KB
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Writ of Summons.pdf	pdf	478.4 KB																				

Item	Process	Relevant screenshots for reference
	<p>Click “NEXT” and move on to Item 5></p>	
<p>5.</p> <p><u>Add service request</u></p> <p>Click “Add Service Request”></p> <p>Select the mode of service by clicking the radio button under “Service Mode”></p> <p>Input “Service Address” (Eng.) or (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 style="text-align: right;">Edit Service Request</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(Eng.)*”</p> <p>Select from “Recipient Party*”</p> <p>Click “SAVE” if the input data under “Edit Service Request” is in order</p> <p>Click “NEXT” and move on to Item 6></p>	 <p><input checked="" type="checkbox"/> D.D. Lot</p> <p>D.D. Lot Address(Eng.)* :</p> <table border="1"> <thead> <tr> <th colspan="2">Recipient Party*</th> <th>PARTY ROLE</th> <th>PARTY TYPE</th> <th>PARTY NAME (ENG.)</th> <th>PARTY NAME (CHI.)</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>D1</td> <td>Organization</td> <td>COMPANY LIMITED</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>P1</td> <td>Person</td> <td>XIAO XIAO MIN</td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Other Recipient Party</p> <p>CLOSE SAVE</p> <p>Add Service</p> <p>Screen ID: EBAI-APP-0008</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Add Service 6 Preview 7 Payment 8 Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Service Mode(s) * 1 ?</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>SERVICE MODE</th> <th>RECIPIENT</th> <th>SERVICE ADDRESS (ENG.)</th> <th>SERVICE ADDRESS (CHI.)</th> <th>EDIT</th> <th>DELETE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Personal Service</td> <td>Company Limited</td> <td>Kwai Chung KWAI CHUNG New Territories</td> <td>-</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Service Request</p> <p>BACK NEXT</p> <p>Remaining Time 02:32:54</p>	Recipient Party*		PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)	<input checked="" type="checkbox"/>	D1	Organization	COMPANY LIMITED			<input type="checkbox"/>	P1	Person	XIAO XIAO MIN			NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	EDIT	DELETE	1	Personal Service	Company Limited	Kwai Chung KWAI CHUNG New Territories	-		
Recipient Party*		PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)																													
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NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	EDIT	DELETE																												
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6.	<p><u>Confirm after previewing application details</u></p> <p>Click “SAVE AND NEXT” and move on to Item 7></p> <p>Or, click “BACK” to return to the previous steps to rectify any of the input data></p> <p>Click “OK” to close the pop-up message under “Information”></p>	 <p>Preview Application Details</p> <p>Screen ID: EBAI-APP-0005</p> <p>Remaining Time 02:27:49</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type *: <input type="radio"/> Execution <input checked="" 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 Fees(HKD): (Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)</p> <p>Case Number *: DCPI 1332/2021</p> <p>Court *: District Court</p> <p>Login User Name *: Chan Dai Man OU B</p> <p>Requester: Party Role *: Plaintiff</p> <p>Requester: Party Surname (Eng): XIAO</p> <p>Requester: Party Surname (Chi): -</p> <p>Requester: Contact Person *: XIAO</p> <p>Requester: Correspondence Address (Eng): Tsuen Wan TSUBEN WAN New Territories</p> <p>Total Number of Service Request: 1</p> <p>Case Type *: Personal Injuries Action</p> <p>Hearing Date: 01/05/2023 15:58</p> <p>Requester: Party Type *: Person</p> <p>Requester: Party Given Name (Eng): XIAO MIN</p> <p>Requester: Party Given Name (Chi): -</p> <p>Requester: Telephone No. *: 22223333</p> <p>Requester: Correspondence Address (Chi): -</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>SERVICE MODE</th> <th>RECIPIENT</th> <th>SERVICE ADDRESS (ENG.)</th> <th>SERVICE ADDRESS (CHI)</th> <th>VIEW</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Personal Service</td> <td>Company Limited</td> <td>Kwai Chung KWAI CHUNG New Territories</td> <td>-</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>Document</td> <td>Memo</td> <td>DCPI 1332 2021 - Memo.pdf</td> </tr> <tr> <td>2</td> <td>Document</td> <td>Writ of Summons</td> <td>Writ of Summons.pdf</td> </tr> </tbody> </table> <p>BACK SAVE AND NEXT</p>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI)	VIEW	1	Personal Service	Company Limited	Kwai Chung KWAI CHUNG New Territories	-		NO. >	TYPE	DOCUMENT TYPE >	BAILIFF DOCUMENT(S)	1	Document	Memo	DCPI 1332 2021 - Memo.pdf	2	Document	Writ of Summons	Writ of Summons.pdf
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7.	<p><u>Make electronic payment</u></p> <p>Click “SUBMIT” and move on to Item 8></p>	 <p>Payment</p> <p>Screen ID: EBAI-APP-0006</p> <table border="1"> <thead> <tr> <th>CASE NUMBER</th> <th>DESCRIPTION</th> <th>AMOUNT(HKD)</th> </tr> </thead> <tbody> <tr> <td>DCPI 1332/2021</td> <td>Transfer of Service Fees under the Various Fees Rules between Government Departments</td> <td>(Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)</td> </tr> </tbody> </table> <p>Total Number of Service Request: 1</p> <p>SUBMIT</p>	CASE NUMBER	DESCRIPTION	AMOUNT(HKD)	DCPI 1332/2021	Transfer of Service Fees under the Various Fees Rules between Government Departments	(Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)																		
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		<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.: L0450000046 Submitted On: 30/03/2023 16:36:42</p> <p>Request Type: Service Application Type: Create New Request</p> <p>Submitted By: Chan Dai Man OU B Organization: Inland Revenue Department</p> <p>Total Fees (HKD): (Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal) Payment Status: Successful</p> <p>e-Payment Transaction Reference No.: - e-Payment Receipt No.: -</p> <p>Case Number: DCPI 1352/2021</p> <p>Court: District Court Case Type: Personal Injuries Action</p> <p>Hearing Date: 01/05/2023 15:58:00</p> <p>Requestor: Party Role: Plaintiff Requestor: Party Type: Person</p> <p>Requestor: Party Name (Eng): XIAO XIAO MIN Requestor: Party Name (Chi): -</p> <p>Requestor: Contact Person: XIAO Requestor: Telephone No.: 22223333</p> <p>Requestor: Correspondence Address (Eng): Tsuen Wan TSUEN WAN New Territories Requestor: Correspondence Address (Chi): -</p> <p>Service Mode(s)</p> <table border="1" data-bbox="511 1457 1511 1598"> <thead> <tr> <th>NO.</th> <th>SERVICE MODE</th> <th>RECIPIENT</th> <th>SERVICE ADDRESS (ENG.)</th> <th>SERVICE ADDRESS (CHI.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Personal Service</td> <td>COMPANY LIMITED</td> <td>Kwai Chung KWAI CHUNG New Territories</td> <td>-</td> </tr> </tbody> </table> <p>Bailiff Document(s)</p> <table border="1" data-bbox="511 1661 1511 1808"> <thead> <tr> <th>NO.</th> <th>DOCUMENT TYPE</th> <th>BAILIFF DOCUMENT(S)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Memo</td> <td>DCPI 1532 2021 - Memo.pdf</td> </tr> <tr> <td>2</td> <td>Writ of Summons</td> <td>Writ of Summons.pdf</td> </tr> </tbody> </table>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	1	Personal Service	COMPANY LIMITED	Kwai Chung KWAI CHUNG New Territories	-	NO.	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Memo	DCPI 1532 2021 - Memo.pdf	2	Writ of Summons	Writ of Summons.pdf
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9.	<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>Message box with message header(s) appearing on the landing page</p>  <p>Message Details</p> <p>< Back</p> <p>Tran. no.: [L0450000046] DCPI 1352/2021 Application Pending Acceptance</p> <p>Date/Time 30/03/2023 16:36 From Bailiff Section To IRD.ir@ou2</p> <p>Your submission [Bailiff Related Services Transaction Reference No.: L0450000046, e-Payment Transaction Reference No.: -, e-Payment Receipt No.: -] DCPI 1352/2021 was received on 30/03/2023. We will inform you of the application result after this reviewing process.</p> <p>1 Attachment(s)</p> <p>Acknowledg_.pdf 480KB</p> <p>Remarks: Bailiff Section may send you request-related correspondence via the system.</p>