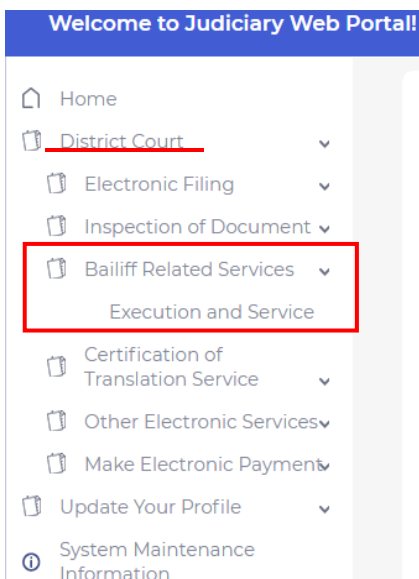
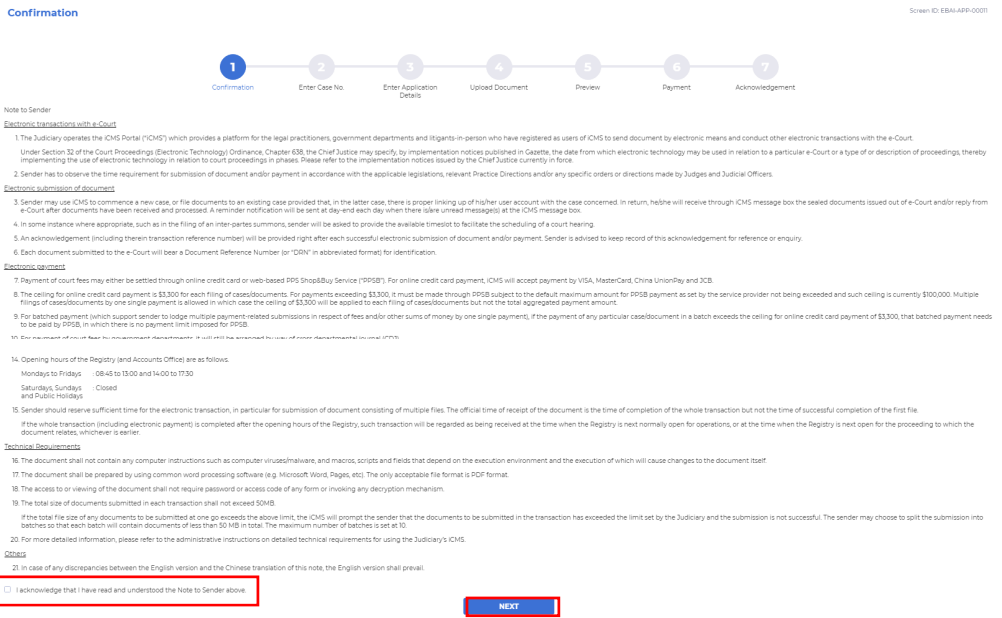
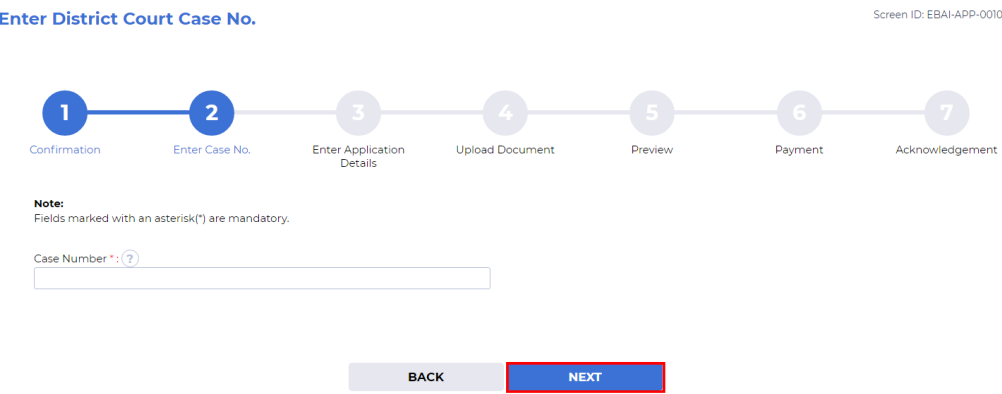


## Submit Application for Service of Documents

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><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) of Government Department.</p> <p><i>[Note: Please refer to the relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holders, they need to be duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to the relevant step-by-step guides under the subject of “Assign default OU Account(s) and court case(s)” for more information if necessary.]</i></p>	<p>Organization User</p> <p>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></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><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></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><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p>

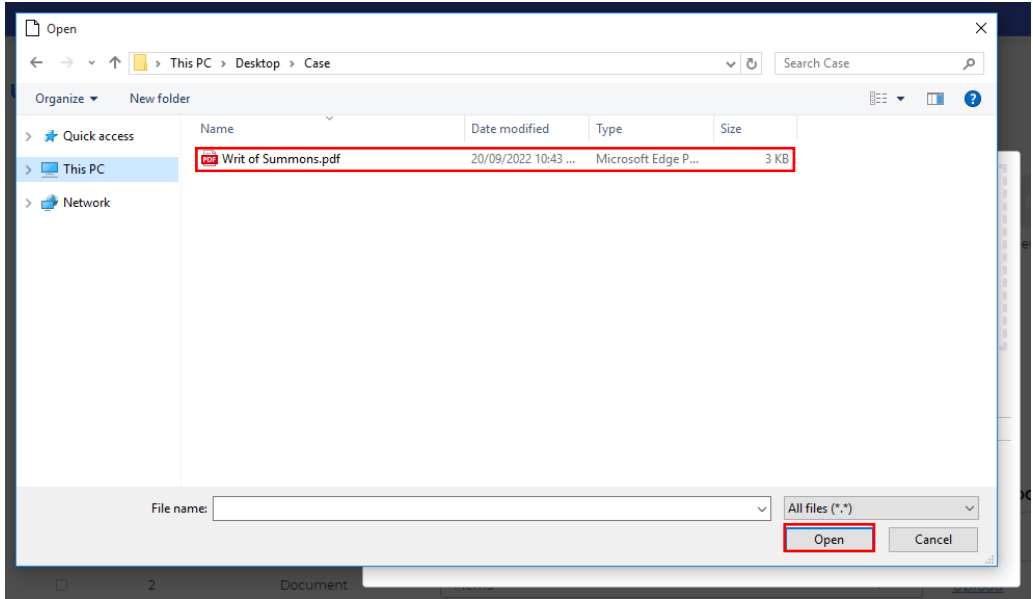

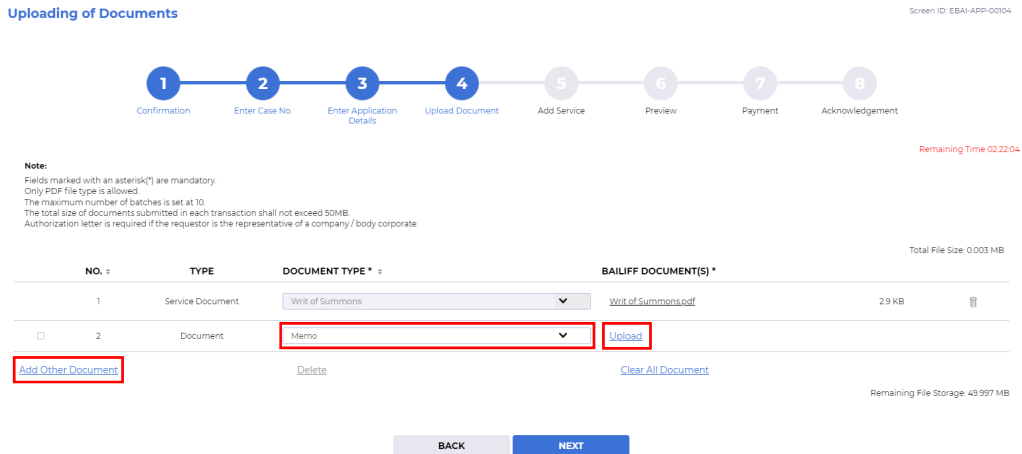
## Step-by-step guide – “Submit Application for Service of Documents (Government Department)”

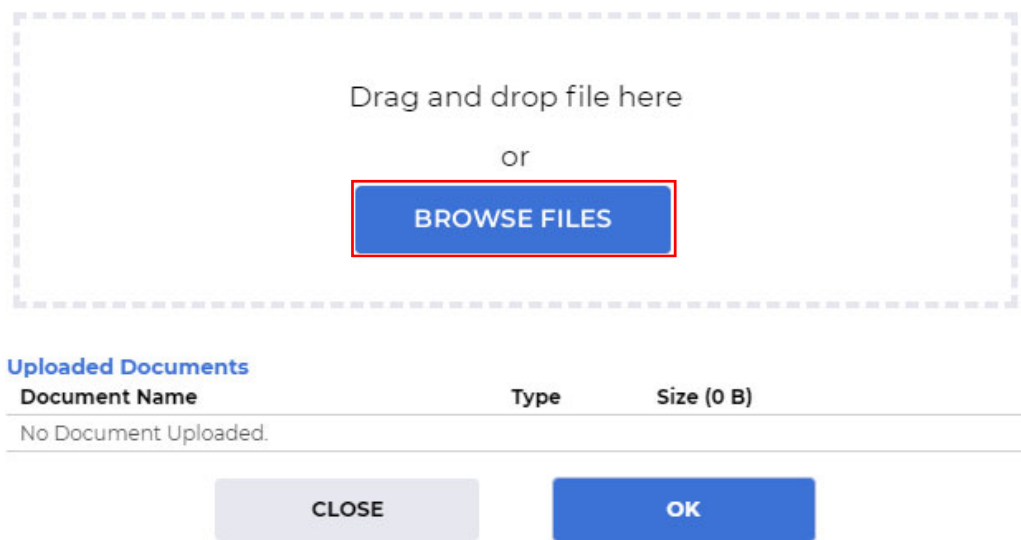
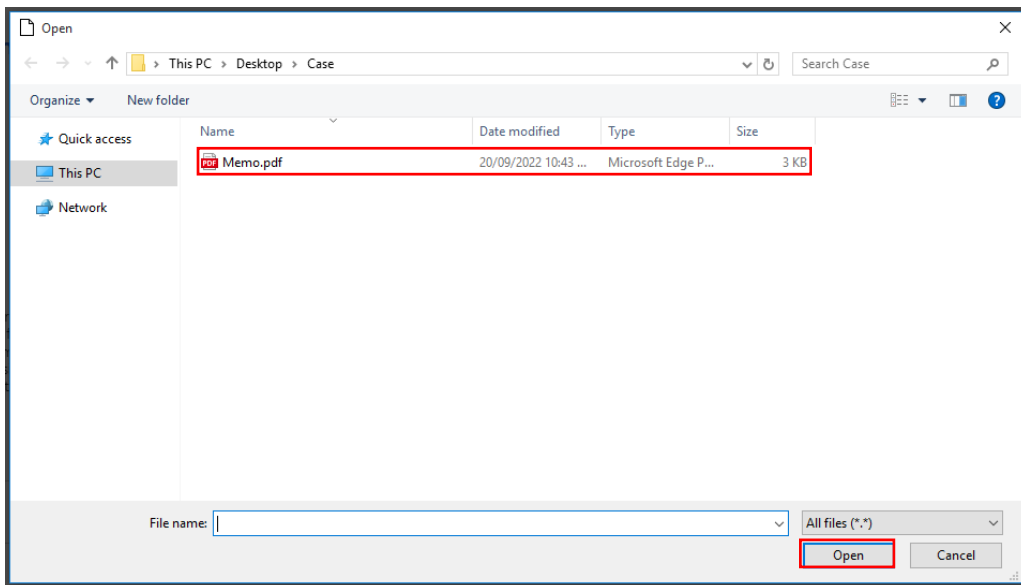

Item	Process	Relevant screenshots for reference
	<p><b><u>Access “Bailiff Related Services”</u></b></p> <p>Select “District Court”&gt;</p> <p><b><u>Click “Bailiff Related Services”&gt;</u></b></p> <p>Click “Execution and Service”&gt;</p>	 <p>The screenshot shows the 'Welcome to Judiciary Web Portal!' page. A sidebar menu on the left contains the following items: Home, District Court (highlighted with a red box), Electronic Filing, Inspection of Document, Bailiff Related Services (highlighted with a red box), Execution and Service, Certification of Translation Service, Other Electronic Services, Make Electronic Payments, Update Your Profile, and System Maintenance Information.</p>
	<p><b><u>Confirmation</u></b></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”&gt;</p> <p>Click “NEXT” and move on to Item 2&gt;</p>	 <p>The screenshot shows the 'Confirmation' page. At the top, there is a progress bar with 7 steps: 1. Confirmation, 2. Enter Case No., 3. Enter Application Details, 4. Upload Document, 5. Preview, 6. Payment, and 7. Acknowledgement. Below the progress bar, there is a 'Note to Sender' section with several paragraphs of text. At the bottom, there is a checkbox labeled 'I acknowledge that I have read and understood the Note to Sender above.' which is checked. To the right of the checkbox is a red 'NEXT' button.</p>
2.	<p><b><u>Enter case number</u></b></p> <p>Input the case number under “Case Number*”&gt;</p> <p>Click “NEXT” and move on to Item 3&gt;</p>	 <p>The screenshot shows the 'Enter District Court Case No.' page. At the top, there is a progress bar with 7 steps: 1. Confirmation, 2. Enter Case No. (highlighted with a red box), 3. Enter Application Details, 4. Upload Document, 5. Preview, 6. Payment, and 7. Acknowledgement. Below the progress bar, there is a 'Note' section stating 'Fields marked with an asterisk(*) are mandatory.' Below the note, there is a text input field labeled 'Case Number * : ?'. At the bottom, there are two buttons: 'BACK' and 'NEXT' (highlighted with a red box).</p>

Item	Process	Relevant screenshots for reference																
3.	<p><b>Select type of request</b></p> <p>Under “Request Type*”, click the radio button “Service”&gt;</p> <p>Under “Application Type*”, click the radio button “Create New Request” to submit a new application for service of documents&gt;</p> <p><b>Enter application details</b></p> <p>Input “Hearing Date” (if any) &gt;</p> <p>Click “Select Requestor”&gt;</p> <p>Tick the checkbox against the party role of the requestor and click “SELECT”&gt;</p>	<div><p>Application Details</p><p>Screen ID: EBAI-APP-00103</p><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div>ConfirmationEnter Case No.Enter Application DetailsUpload DocumentAdd ServicePreviewPaymentAcknowledgement</div><p>Remaining Time 02:59:34</p><p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p><div>Request Type *: <div><input type="radio"/> Execution</div><div><input checked="" type="radio"/> Service</div></div><div>Application Type *: <div><input checked="" type="radio"/> Create New Request</div><div><input type="radio"/> Send Document(s) to an Existing Request</div></div><div>Case Number *: DCTC 1/2023</div></div> <div><p>Application Details</p><p>Screen ID: EBAI-APP-00103</p><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div>ConfirmationEnter Case No.Enter Application DetailsUpload DocumentAdd ServicePreviewPaymentAcknowledgement</div><p>Remaining Time 02:41:06</p><p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p><div>Request Type *: <div><input type="radio"/> Execution</div><div><input checked="" type="radio"/> Service</div></div><div>Application Type *: <div><input checked="" type="radio"/> Create New Request</div><div><input type="radio"/> Send Document(s) to an Existing Request</div></div><div>Case Number *: DCTC 1/2023</div><div>Court *: District Court</div><div>Case Type *: Tax Claim</div><div>Login User Name *: So Hoi Fung</div><div>Hearing Date:</div><div>Requestor *: Select Requestor</div></div> <div><p>Retrieve Case Party</p><table><tr><th>PARTY ROLE</th><th>PARTY TYPE</th><th>PARTY NAME (ENG.)</th><th>PARTY NAME (CHI.)</th></tr><tr><td><input checked="" type="checkbox"/> P1</td><td>Organization</td><td>The Commissioner of Inland Revenue</td><td>稅務局局長</td></tr><tr><td><input type="checkbox"/> D1</td><td>Person</td><td>Wu Fa man</td><td></td></tr><tr><td><input type="checkbox"/> Others</td><td></td><td></td><td></td></tr></table><div><div>CLOSE</div><div>SELECT</div></div></div>	PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)	<input checked="" type="checkbox"/> P1	Organization	The Commissioner of Inland Revenue	稅務局局長	<input type="checkbox"/> D1	Person	Wu Fa man		<input type="checkbox"/> Others			
PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)															
<input checked="" type="checkbox"/> P1	Organization	The Commissioner of Inland Revenue	稅務局局長															
<input type="checkbox"/> D1	Person	Wu Fa man																
<input type="checkbox"/> Others																		

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

Item	Process	Relevant screenshots for reference
	<p>Input information in the mandatory fields below</p> <ul style="list-style-type: none"> <li>Requestor: Contact Person*</li> <li>Requestor: Telephone No.*</li> <li>Requestor: Correspondence Address* (Eng.) or (Chi.)</li> <li>Select the region from the pull-down menu of “HK Region”*&gt;</li> <li>Select the district from the pull-down menu of “HK District”*&gt;</li> </ul> <p>Click “NEXT” and move on to Item 4&gt;</p>	
4.	<p><b><u>Upload document(s) to be served</u></b></p> <p>Select the document to be served from the pull-down menu of “DOCUMENT TYPE”*&gt;</p> <p>Click “Upload”&gt;</p> <p>Click “BROWSE FILES” and select the document&gt;</p>	

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

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

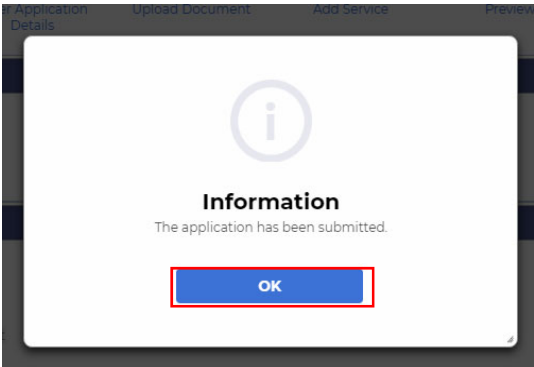
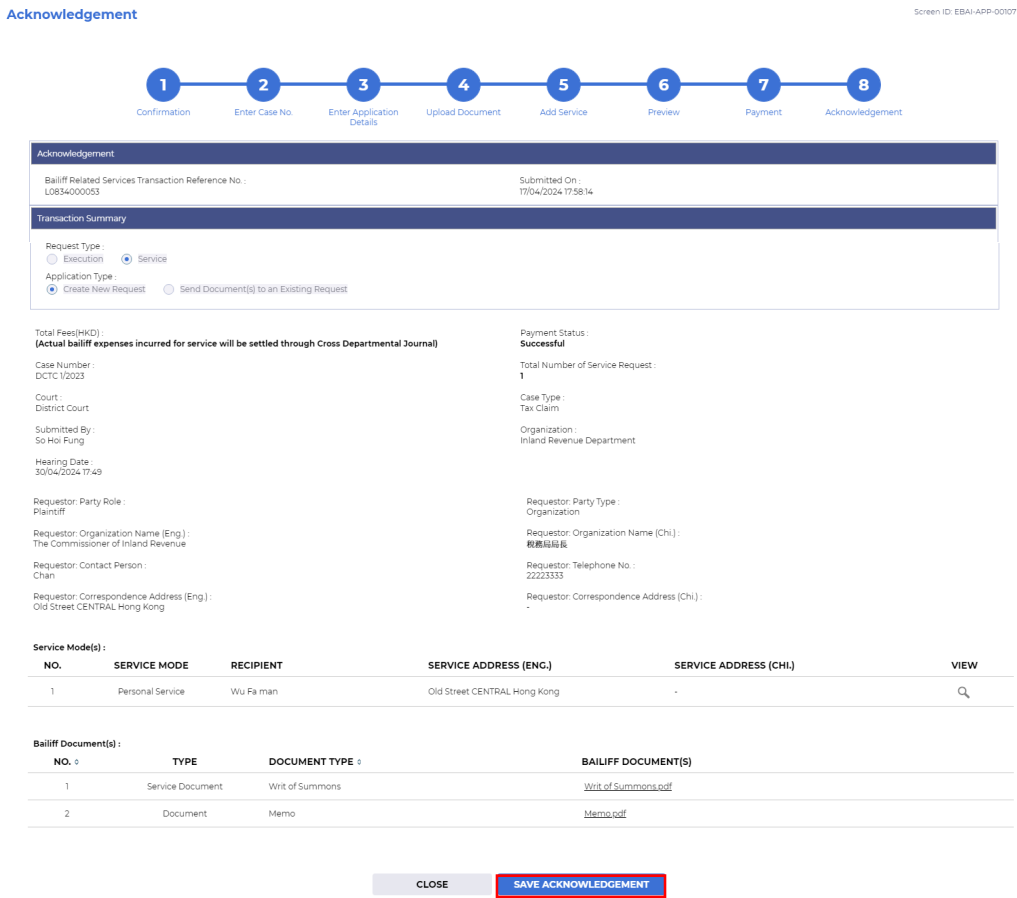
## Step-by-step guide – “Submit Application for Service of Documents (Government Department)”

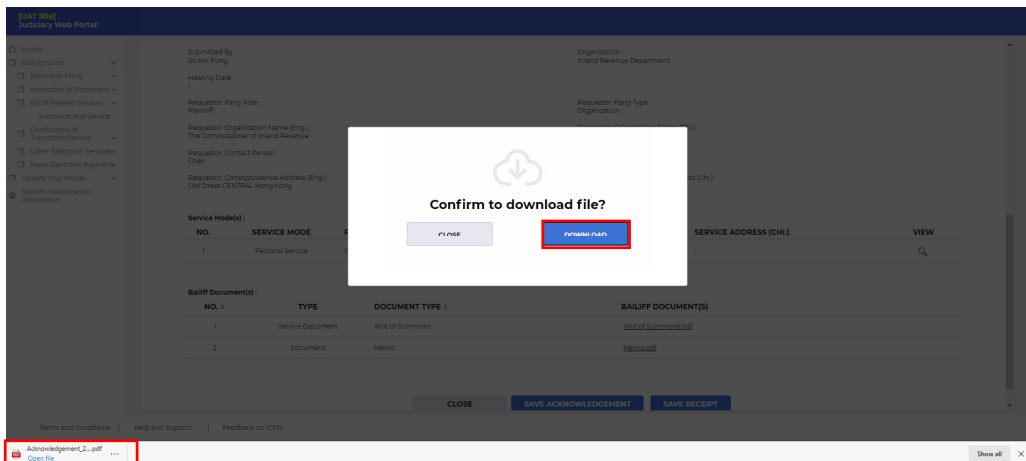

Item	Process	Relevant screenshots for reference															
	Click “NEXT” and move on to Item 5>	<div><div>Uploading of Documents</div><div>Screen ID: EBAI-APP-00104</div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Add Service</div><div>Preview</div><div>Payment</div><div>Acknowledgement</div></div><div>Remaining Time 02:14:52</div><div>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.</div><div>Total File Size: 0.006 MB</div><div><table><thead><tr><th>NO. *</th><th>TYPE</th><th>DOCUMENT TYPE * *</th><th>BAILIFF DOCUMENT(S) *</th><th></th></tr></thead><tbody><tr><td>1</td><td>Service Document</td><td>Writ of Summons</td><td>Writ of Summons.pdf</td><td>2.9 KB</td></tr><tr><td><input type="checkbox"/> 2</td><td>Document</td><td>Memo</td><td>Memo.pdf</td><td>2.9 KB</td></tr></tbody></table><div><div>Add Other Document</div><div>Delete</div><div>Clear All Document</div></div><div>Remaining File Storage: 49.994 MB</div><div><div>BACK</div><div>NEXT</div></div></div></div>	NO. *	TYPE	DOCUMENT TYPE * *	BAILIFF DOCUMENT(S) *		1	Service Document	Writ of Summons	Writ of Summons.pdf	2.9 KB	<input type="checkbox"/> 2	Document	Memo	Memo.pdf	2.9 KB
NO. *	TYPE	DOCUMENT TYPE * *	BAILIFF DOCUMENT(S) *														
1	Service Document	Writ of Summons	Writ of Summons.pdf	2.9 KB													
<input type="checkbox"/> 2	Document	Memo	Memo.pdf	2.9 KB													
5.	<div><div><b>Add service request</b></div><div>Click “Add Service Request”&gt;</div><div>Select the mode of service by clicking the radio button under “Service Mode*”&gt;</div><div>Input “Service Address” (Eng.) or (Chi.)&gt;</div><div>Select the region from the pull-down menu of “HK Region*”&gt;</div><div>Select the district from the pull-down menu of “HK District*”&gt;</div></div>	<div><div>Add Service</div><div>Screen ID: EBAI-APP-00108</div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Add Service</div><div>Preview</div><div>Payment</div><div>Acknowledgement</div></div><div>Remaining Time 02:13:52</div><div>Note: Fields marked with an asterisk(*) are mandatory.</div><div><div>Service Mode(s) * : ?</div><table><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 colspan="7">No records found.</td></tr></tbody></table><div>Add Service Request</div></div><div><div>BACK</div><div>NEXT</div></div></div> <div><div>Service Mode * : ?</div><div><div><input type="radio"/> By Inserting Letter Box</div><div><input type="radio"/> Personal Service</div><div><input type="radio"/> Registered Post</div></div></div> <div><div>Service Address (Eng.) :</div><div>Service Address (Chi.) :</div></div> <div><div>HK Region * :</div><div>HK District * :</div></div>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	EDIT	DELETE	No records found.							
NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE 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(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&gt;</p>	<div><div><div><input checked="" type="checkbox"/> D.D. Lot</div><div>D.D. Lot Address(Eng.)*:</div></div></div> <div><div>Recipient Party*:</div><table><tr><th>PARTY ROLE</th><th>PARTY TYPE</th><th>PARTY NAME (ENG.)</th><th>PARTY NAME (CHI.)</th></tr><tr><td><input checked="" type="checkbox"/> D1</td><td>Person</td><td>Wu Fa man</td><td></td></tr><tr><td><input type="checkbox"/> P1</td><td>Organization</td><td>The Commissioner of Inland Revenue</td><td>稅務局局長</td></tr></table><div><input type="checkbox"/> Other Recipient Party Recipient Contact Information:</div></div> <div><div>CLOSE</div><div>SAVE</div></div> <div><div>Add Service</div><div>Screen ID: EBAI-APP-00108</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div><div>3</div>Enter Application Details</div><div><div>4</div>Upload Document</div><div><div>5</div>Add Service</div><div><div>6</div>Preview</div><div><div>7</div>Payment</div><div><div>8</div>Acknowledgement</div></div> <div><div>Note:</div><div>Fields marked with an asterisk(*) are mandatory.</div></div> <div><div>Service Mode(s)*:</div><table><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><tr><td>1</td><td>Personal Service</td><td>Company Limited</td><td>Old Street CENTRAL Hong Kong</td><td>-</td><td></td><td></td></tr></table><div>Add Service Request</div></div> <div><div>BACK</div><div>NEXT</div></div>	PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)	<input checked="" type="checkbox"/> D1	Person	Wu Fa man		<input type="checkbox"/> P1	Organization	The Commissioner of Inland Revenue	稅務局局長	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	EDIT	DELETE	1	Personal Service	Company Limited	Old Street CENTRAL Hong Kong	-		
PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)																									
<input checked="" type="checkbox"/> D1	Person	Wu Fa man																										
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NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	EDIT	DELETE																						
1	Personal Service	Company Limited	Old Street CENTRAL Hong Kong	-																								



Item	Process	Relevant screenshots for reference																											
6.	<p><b><u>Confirm after previewing application details</u></b></p> <p>Click “NEXT” and move on to Item 7&gt;</p> <p>Or, click “BACK” to return to the previous steps to rectify any of the input data&gt;</p> <p>Click “OK” to close the pop-up message under “Information”&gt;</p>	<div><div>Preview Application Details</div><div>Screen ID: EBAI-APP-0005</div><div><div><div>1</div>Confirmation</div><div>2</div>Enter Case No.</div><div>3</div>Enter Application Details</div> <div><div>4</div>Upload Document</div> <div>5</div> Add Service <div><div>6</div>Preview</div> <div><div>7</div>Payment</div> <div><div>8</div>Acknowledgement</div> <div>Remaining Time 01:57:26</div> <div><div>Note:</div><div>Fields marked with an asterisk(*) are mandatory.</div><div><div>Request Type *</div><div><div>Execution</div><div>Service</div></div></div><div><div>Application Type *</div><div><div>Create New Request</div><div>Send Document(s) to an Existing Request</div></div></div><div><div>Total Fees(HKD)</div><div>(Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)</div><div>Case Number *</div><div>DCTC V2023</div><div>Court *</div><div>District Court</div><div>Login User Name *</div><div>So Hoi Fung</div><div>Requestor: Party Role *</div><div>Plaintiff</div><div>Requestor: Organization Name (Eng) :</div><div>The Commissioner of Inland Revenue</div><div>Requestor: Contact Person *</div><div>Chan</div><div>Requestor: Correspondence Address (Eng) :</div><div>Old Street CENTRAL Hong Kong</div><div>Total Number of Service Request :</div><div>1</div><div>Case Type *</div><div>Tax Claim</div><div>Hearing Date :</div><div></div><div>Requestor: Party Type *</div><div>Organization</div><div>Requestor: Organization Name (Chi) :</div><div>稅務局局長</div><div>Requestor: Telephone No. *</div><div>22223333</div><div>Requestor: Correspondence Address (Chi) :</div><div></div></div><div><div>Service Mode(s) *</div><div><table><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><tr><td>1</td><td>Personal Service</td><td></td><td>Old Street CENTRAL Hong Kong</td><td>-</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>Service Document</td><td>Writ of Summons</td><td><a href="#">Writ of Summons.pdf</a></td></tr><tr><td>2</td><td>Document</td><td>Memo</td><td><a href="#">Memo.pdf</a></td></tr></table></div></div><div><div>BACK</div><div>NEXT</div></div></div> <div><div>Payment</div><div>Screen ID: EBAI-APP-0006</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div>3</div>Enter Application Details</div> <div><div>4</div>Upload Document</div> <div>5</div> Add Service <div><div>6</div>Preview</div> <div><div>7</div>Payment</div> <div><div>8</div>Acknowledgement</div> <div><div>CASE NUMBER</div><div>DESCRIPTION</div><div>AMOUNT(HKD)</div></div> <div><div>DCTC V2023</div><div>Transfer of Service Fees under the</div><div>(Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)</div></div> <div><div>Total Number of Service Request :</div><div>1</div></div> <div><div>Information</div><div>Saved Successfully!</div><div>The application is saved. Please proceed to payment if required.</div><div>OK</div></div> <tr><td>7.</td><td><p><b><u>Make electronic payment</u></b></p><p>Click “SUBMIT” and move on to Item 8&gt;</p></td><td><div><div>Payment</div><div>Screen ID: EBAI-APP-0006</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div>3</div>Enter Application Details</div><div><div>4</div>Upload Document</div><div>5</div>Add Service<div><div>6</div>Preview</div><div><div>7</div>Payment</div><div><div>8</div>Acknowledgement</div><div><div>CASE NUMBER</div><div>DESCRIPTION</div><div>AMOUNT(HKD)</div></div><div><div>DCTC V2023</div><div>Transfer of Service Fees under the Various Fees Rules between Government Departments</div><div>(Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)</div></div><div><div>Total Number of Service Request :</div><div>1</div></div><div><div>SUBMIT</div></div></td></tr>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	VIEW	1	Personal Service		Old Street CENTRAL Hong Kong	-		NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Service Document	Writ of Summons	<a href="#">Writ of Summons.pdf</a>	2	Document	Memo	<a href="#">Memo.pdf</a>	7.	<p><b><u>Make electronic payment</u></b></p> <p>Click “SUBMIT” and move on to Item 8&gt;</p>	<div><div>Payment</div><div>Screen ID: EBAI-APP-0006</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div>3</div>Enter Application Details</div> <div><div>4</div>Upload Document</div> <div>5</div> Add Service <div><div>6</div>Preview</div> <div><div>7</div>Payment</div> <div><div>8</div>Acknowledgement</div> <div><div>CASE NUMBER</div><div>DESCRIPTION</div><div>AMOUNT(HKD)</div></div> <div><div>DCTC V2023</div><div>Transfer of Service Fees under the Various Fees Rules between Government Departments</div><div>(Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)</div></div> <div><div>Total Number of Service Request :</div><div>1</div></div> <div><div>SUBMIT</div></div>
NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	VIEW																								
1	Personal Service		Old Street CENTRAL Hong Kong	-																									
NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)																										
1	Service Document	Writ of Summons	<a href="#">Writ of Summons.pdf</a>																										
2	Document	Memo	<a href="#">Memo.pdf</a>																										
7.	<p><b><u>Make electronic payment</u></b></p> <p>Click “SUBMIT” and move on to Item 8&gt;</p>	<div><div>Payment</div><div>Screen ID: EBAI-APP-0006</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div>3</div>Enter Application Details</div> <div><div>4</div>Upload Document</div> <div>5</div> Add Service <div><div>6</div>Preview</div> <div><div>7</div>Payment</div> <div><div>8</div>Acknowledgement</div> <div><div>CASE NUMBER</div><div>DESCRIPTION</div><div>AMOUNT(HKD)</div></div> <div><div>DCTC V2023</div><div>Transfer of Service Fees under the Various Fees Rules between Government Departments</div><div>(Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)</div></div> <div><div>Total Number of Service Request :</div><div>1</div></div> <div><div>SUBMIT</div></div>																											

Item	Process	Relevant screenshots for reference
	Click “OK” to close the pop-up message under “Information”>	
8.	<b>Acknowledgement</b>  Click “SAVE ACKNOWLEDGEMENT”	

Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” &gt;</p> <p>Open the attachment to view and/or save it &gt;</p>	 <p>The screenshot shows the Bailiff Web Portal interface. A modal dialog titled 'Confirm to download file?' is displayed in the center, with a 'Download' button highlighted by a red rectangle. The background shows the portal's navigation menu on the left and a form area on the right with fields for 'Submitted By', 'Hearing Date', 'Requestor Party Role', 'Requestor Party Name (Eng)', 'Requestor Party Name (Chi)', 'Requestor Contact Person', 'Requestor Correspondence Address (Eng)', 'Requestor Correspondence Address (Chi)', 'Service Address (Chi)', and 'VIEW'. Below the form, there are buttons for 'CLOSE', 'SAVE ACKNOWLEDGEMENT', and 'SAVE RECEIPT'. At the bottom of the portal, there is a link to 'Acknowledgement_C...pdf' which is also highlighted with a red box.</p>  <p>The screenshot shows the 'Acknowledgement' page from the Judiciary website. The page features the Judiciary logo at the top, followed by the title 'Acknowledgement'. Below the title, there are two columns of information. The left column contains: 'Bailiff Related Service Transaction Reference No.: L0832000039', 'Request Type: Service', 'Submitted By: So Hoi Fung', 'Total Fees (HKD): (Actual bailiff expenses incurred for service will be settled through Cross Departmental Journal)', 'e-Payment Transaction Reference No: CDJ2024041500034', 'Case Number: DTC 1/2023', 'Court: District Court', 'Hearing Date: -', 'Requestor: Party Role: Plaintiff', 'Requestor: Party Name (Eng): The Commissioner of Inland Revenue', 'Requestor: Contact Person: Chan', and 'Requestor: Correspondence Address (Eng): Old Street CENTRAL Hong Kong'. The right column contains: 'Submitted On: 15/04/2024 18:25:14', 'Application Type: Create New Request', 'Organization: Inland Revenue Department', 'Payment Status: Successful', 'e-Payment Receipt No: 12-099-2024-000047', 'Case Type: Tax Claim', 'Requestor: Party Type: Organization', 'Requestor: Party Name (Chi): 稅務局局長', 'Requestor: Telephone No.: 22223333', and 'Requestor: Correspondence Address (Chi): -'.</p>

Item	Process	Relevant screenshots for reference																			
		<div><div>Service Mode(s)</div><table><tr><th>NO.</th><th>SERVICE MODE</th><th>RECIPIENT</th><th>SERVICE ADDRESS (ENG.)</th><th>SERVICE ADDRESS (CHI.)</th></tr><tr><td>1</td><td>Personal Service</td><td>Wu Fa man</td><td>Old Street CENTRAL Hong Kong</td><td>-</td></tr></table></div> <div><div>Bailiff Document(s)</div><table><tr><th>NO.</th><th>DOCUMENT TYPE</th><th>BAILIFF DOCUMENT(S)</th></tr><tr><td>1</td><td>Writ of Summons</td><td>Writ of Summons.pdf</td></tr><tr><td>2</td><td>Memo</td><td>Memo.pdf</td></tr></table></div>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	1	Personal Service	Wu Fa man	Old Street CENTRAL Hong Kong	-	NO.	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Writ of Summons	Writ of Summons.pdf	2	Memo	Memo.pdf
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9.	<div><div><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></div><div>Log in and access Message Box&gt;</div><div>Click the relevant message header to read the content.</div></div>	<div><div>Message box with message header(s) appearing on the landing page</div><div><div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div><div>AllReadUnread</div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE #</div></div><div><div>Tran. no.: [L0832000039] DCTC 1/2023 Application Pending Acceptance</div><div>18:25</div><div>Bailiff Section</div><div>959KB</div></div></div></div><div><div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div><div>&lt; Back</div><div>Tran. no.: [L0832000039] DCTC 1/2023 Application Pending Acceptance</div></div><div><div>Date/Time</div><div>15/04/2024 18:25</div></div><div><div>From</div><div>Bailiff Section</div></div><div><div>To</div><div>IRD.irdou5</div></div><div><div>Your submission (Bailiff Related Services Transaction Reference No. L0832000039, e-Payment Transaction Reference No. CD3202404500034, e-Payment Receipt No. 12-099-2024-000047) DCTC 1/2023 was received on 15/04/2024. We will inform you of the application result after this reviewing process.</div></div><div><div>2 Attachment(s)</div><div><div><div>PDF</div><div>Acknowledgement (20240415-182514).pdf</div><div>452KB</div></div><div><div>PDF</div><div>Receipt (20240415-182514).pdf</div><div>471KB</div></div></div></div></div></div><div>Remarks: Bailiff Section may send you request-related correspondence via the system.</div></div></div>																			