

To: Messrs. _____

"BC-1"

Re: case no.

Application for substituted service of Petition

I quote hereunder for your information and necessary action comments made by Mr. Registrar Chan/Master on _____.

YOU ARE REQUIRED TO RETURN THIS NOTE WHEN YOU FILE THE SUPPLEMENTAL AFFIDAVITS FOR FURTHER CONSIDERATION BY THE COURT.

- 1) another visit to _____ preceded by appointment letter outside working hours is necessary;
- 2) another visit to _____ preceded by appointment letter within working hours is necessary;
- 3) has enquiry been made with neighbour/management office of _____ about the debtor;
- 4) whether the Petitioner has knowledge of any other address(es) of the debtor for which service of the documents could be effected;
- 5) any information/knowledge on the part of the Petitioner that the debtor has left the jurisdiction;
- 6) if it is believed that the debtor is within jurisdiction, please state the grounds for such belief that the debtor was within jurisdiction;
- 7) please state whether it is believed that the advertisement will probably bring the Petition to the knowledge of the debtor;
- 8) Others: _____

Reminders:-

- visits to residential premises should be made outside normal working hours
- visits to non-residential premises should be made within normal working hours
- a copy of the statutory demand/petition should be enclosed with the appointment letter

(Master's Clerk)

Date: _____

To: Messrs. _____

"BC-2"

Re:

Application for leave to file Petition

I quote hereunder for your information and necessary action comments made by Mr. Registrar Chan/Master on _____.

YOU ARE REQUIRED TO RETURN THIS NOTE WHEN YOU RE-LODGE THE DOCUMENTS FOR FURTHER CONSIDERATION BY THE COURT.

- 1) another visit to _____ preceded by appointment letter outside working hours is necessary;
- 2) another visit to _____ preceded by appointment letter within working hours is necessary;
- 3) has enquiry been made with neighbour/management office of _____ about the debtor;
- 4) if Rule 46(3) of Cap. 6 is relied on, please state:-
 - any other assets of the debtor known to the Petitioner;
 - any other means of execution against the debtor available and have been tried;
 - any prospect of the sum due being recovered by execution or other process;
 - please comply with R49(8).
- 5) whether the Petitioner has knowledge of any other address(es) of the debtor for which service of the documents could be effected;
- 6) any information/knowledge on the part of the Petitioner that the debtor has left the jurisdiction;
- 7) if it is believed that the debtor is within jurisdiction, please state the grounds for such belief that the debtor was within jurisdiction at the time of the attempted service of the statutory demand and advertisement;
- 8) specify a date by which, to the best of the knowledge, information and belief of the person making the affidavit, the demand will come to the debtor's attention;
- 9) statutory demand was personally served on the debtor, leave is therefore not required, please file certificate by handling solicitor/proceed to file the Petition in High Court Registry.

10) Others: _____

Reminders:-

- visits to residential premises should be made outside normal working hours
- visits to non-residential premises should be made within normal working hours
- a copy of the statutory demand/petition should be enclosed with the appointment letter

(Master's Clerk).

Date: