

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: _____