



## Form 1: Confirmation of Service

### Instructional Guide

Form 1 must accompany any document which is required to be filed and served on another Party to the Challenge Proceedings.

Form 1 must be completed and signed by the person who served the document (“the Server”).

Below is a list of the information that must be stated under each paragraph of Form 1.

#### ITEM 1

1. State the full name of the Server;
2. State the full business address of the Server;
3. State the occupation of the Server.

#### ITEM 2

1. Indicate on whose behalf the Server acted;
2. State the full name of the Party on whom the document was served;
3. State the name of the document that was served;
4. State the full name of the Party on whose behalf the document was filed;
5. State the date the document was filed.

#### ITEM 3

Rule 5.6 of the Hearing Rules and Procedures for Part V Challenge Proceedings allows for 2 general modes of service namely: (i) serving personally on the Party/ at his place of business/ on his Representative, (ii) electronic mail (e-mail).

Fill out details on the relevant mode of service used.

Personal Service:

1. State the date and time the document was served;
2. State the full name of the recipient, i.e. the Party on whom the document was served / his employee/ his Representative;
3. State the name of the document served;
4. Attach a copy of the document which was served with an endorsement by the recipient (i.e. recipient's name, signature, date and time of receipt must be shown on the attachment),

Electronic mail (e-mail)

1. State the date and time the document was emailed;
2. State the name of the document emailed;
3. State the full name of the recipient and indicate on whose behalf the recipient acts;
4. State the email address of the recipient;
5. Attach a copy of the sent email with the attached document which was served electronically.

Points to Note about service by electronic mail:-

1. Where a Party seeks to serve a document by electronic means he should first seek to clarify with the party who is to be served:
  - a. whether there are any limitations to the recipient's agreement to accept service by such means;
  - b. the format in which documents are to be sent; and
  - c. the maximum size of attachments that may be received.
2. Documents which are served via an attachment to electronic mail (e-mail) must be signed, legible, complete and emailed in PDF format.
3. A document that is served by electronic mail must be accompanied by an electronic message setting out:
  - (a) the sender's name, address, telephone number, and email addresses;
  - (b) the name of the person to be served;
  - (c) the title or description of the document transmitted; and
  - (d) the name, telephone number and email address of a person to contact if transmission problems occur.
4. The serving Party must ensure that the email was successfully delivered to the intended recipient (no return notice received due to size of the attachment or incorrect spelling of recipient email address).