

SCHEDULE 4

Service of documents

Certificate of service

- 6.—**(1) The service of an application or petition must be verified by a certificate of service.
- (2) The certificate of service must—
- (a) identify the application or petition;
 - (b) identify the company, where the application or petition relates to a company;
 - (c) identify the debtor, where the application relates to an individual;
 - (d) identify the applicant or petitioner;
 - (e) specify—
 - (i) the court or hearing centre in which the application was made or at which the petition was filed, and the court reference number,
 - (ii) the date of the application or petition,
 - (iii) whether the copy served was a sealed copy,
 - (iv) the person(s) served, and
 - (v) the manner of service and the date of service; and
 - (f) be verified by a statement of truth.
- (3) Where substituted service has been ordered, the certificate must be accompanied by a sealed copy of the order for substituted service.