

(insert front sheet)

NOTICE OF ACTING AND ADDRESS FOR SERVICE

Notice

(name of solicitor)

acts/now acts (*delete whichever is inapplicable*) as solicitor for the
defendant/respondent (*delete whichever is inapplicable*)

whose address for service is/is now (*delete whichever is inapplicable*)
.....
.....

Date:

(signed)

Solicitor for the defendant/respondent/Director (*delete whichever is
inapplicable*)