

# Form 4

(section 51)

*Service and Execution of Process Act 1992*

## Notice to Respondent

**You should read this notice and the attached document very carefully**

**If you have any trouble understanding them you should get legal advice as soon as possible**

Attached to this notice is an application (“the attached process”) issued out of the ACT Civil & Administrative Tribunal.

Service of the attached process outside Australian Capital Territory is authorised by the *Service and Execution of Process Act 1992* if the application made against you concerns:

- (a) real property within the Australian Capital Territory; or
- (b) a contract, wherever made, for the supply of goods or the provision of services of any kind (including financial services) within the Australian Capital Territory; or
- (c) an act or omission within the Australian Capital Territory; or
- (d) the carrying on of a profession, trade or occupation within the Australian Capital Territory; or
- (e) a pension or benefit under a law of Australian Capital Territory; or
- (f) the validity of an act or transaction under a law of the Australian Capital Territory.

The attached process is served in reliance on item (b).

### Your rights

If you think that none of the above items applies in this case, you should get legal advice as soon as possible on what to do to stop the ACT Civil & Administrative Tribunal dealing with this application against you.

### Contesting this application

If you want to contest this application, you must take any action set out in the attached process as being necessary to contest the application. You have only 21 days after receiving the attached process to do so.

The Response must contain an address in Australia where documents can be left for you or sent to you and your address.