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SCOTTISH STATUTORY INSTRUMENTS

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**2013 No. 63**

**The Police Appeals Tribunals (Scotland) Rules 2013**

**Sending of documents etc.**

**19.**—(1) Any document or thing required or authorised by these Rules to be sent to any person must be duly sent to that person—

- (a) if it is sent to that person at that person's proper address by a registered post service (as defined in section 125(1) of the Postal Services Act 2000<sup>(1)</sup>) or by a postal service which provides for the delivery of the document or thing to be recorded; or
- (b) if it is delivered to that person or left at that person's proper address.

(2) Any notice or document required or authorised by these Rules to be sent by any person is treated as having been sent—

- (a) where it is sent in accordance with paragraph (1)(a), on the date on which it is received for despatch by the postal operator concerned (as defined in section 125(1) of the Postal Services Act 2000); or
- (b) where it is delivered or left at the proper address, the date on which the person to whom it is addressed receives it.

(3) The proper address of any person to whom any document or thing is required or authorised to be sent in terms of these Rules is—

- (a) in the case of the Registrar, the principal offices of the Authority;
- (b) in the case of an incorporated company or body, the registered or principal office of the company or body; and
- (c) in any other case, the last known address of the person in question.