

## SCHEDULE 2

### Service of documents

#### **Certificate of service**

- 4.—(1) The service of an application must be verified by a certificate of service.
- (2) The certificate of service must—
  - (a) identify the application;
  - (b) identify the further education body;
  - (c) identify the applicant;
  - (d) specify—
    - (i) the court in which the application was made, and the court reference number,
    - (ii) the date of the application,
    - (iii) whether the copy served was a sealed copy,
    - (iv) all persons served, and
    - (v) the manner of service and the date of service; and
  - (e) 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.