

SCHEDULE 4

Regulation 28

Service of documents

1. The provisions of this Schedule apply to the service of a notice or requirement in writing under these Regulations.
2. A notice or requirement may be served on, or given to, a person by—
 - (a) delivering it to that person in person;
 - (b) leaving it at that person's proper address; or
 - (c) sending it by post or electronic means to that person's proper address.
3. In the case of a body corporate, a notice or requirement may be served on, or given to, a director of that body.
4. In the case of a partnership, a notice or requirement may be served on, or given to, a partner or a person having control or management of the partnership business.
5. If a person to be served with, or given, a notice or requirement has specified an address in the United Kingdom (other than that person's proper address) at which that person or someone on that person's behalf will accept service, that address must also be treated as that person's proper address.
6. For the purposes of this Schedule, "proper address" means—
 - (a) in the case of a body corporate or its director—
 - (i) the registered or principal office of that body; or
 - (ii) the email address of the secretary or clerk of that body;
 - (b) in the case of a partnership, a partner or person having control or management of the partnership business—
 - (i) the principal office of the partnership; or
 - (ii) the email address of a partner or a person having that control or management;
 - (c) in any other case, a person's last known address, which includes an email address.
7. In this Schedule, "partnership" includes a Scottish partnership.