

SCHEDULE

Method of sending, delivering or serving documents, etc

24.—(1) Any document required or authorised by these provisions to be sent or delivered to, or served on, any person shall be duly sent, delivered or served on that person—

- (a) if it is sent to that person at his or her proper address by post in a registered letter or by recorded delivery;
- (b) if it is sent to him or her at that address by facsimile transmission or any other means which produces a document containing a text of the communication, in which event the document shall be regarded as sent when it is received in a legible form; or
- (c) if it is delivered to him or her or left at his or her address.

(2) Any document required or authorised to be sent or delivered to, or served on, an incorporated company or body shall be duly sent, delivered or served if sent or delivered to or served on the secretary of the company or body.

(3) The proper address of any person to or on whom any such document is to be sent, delivered or served shall, in the case of a secretary of any incorporated company or body, be that of the registered or principal office of the company or body and, in any other case, be the last known address of the person in question.