

# DROP-OFF & COLLECTION SERVICE

Creditors Petition; Tenancy Agreement; Affidavit; Lease; Proof of Debts; Employment Contract; CTC; MC & etc

*In our effort to reduce the spread of COVID-19 and to promote social distancing, the abovementioned documents are to be dropped-off and collected at the Court. Applications are required to undertake as follows:*



1

GO TO INFORMATION COUNTER & COMPLETE **FORM A**



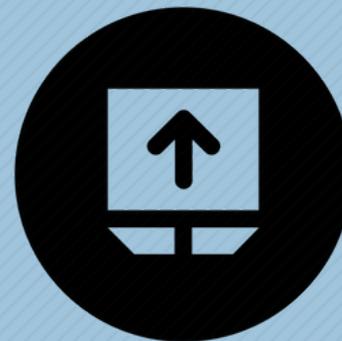
2

ATTACH **FORM A** WITH ENVELOPE CONTAINING DOCUMENTS



3

SUBMIT ENVELOPE AND PAY AT **CASHIER**



4

COLLECT WITHIN 3 DAYS