Fill in:

Who served the document(s)?

the **name of the party**

served;

When were the document(s) served?

Where were the document(s) served?

**LIST** and **ATTACH ALL**

document(s) that you served.

# CERTIFICATE OF SERVICE

## I certify that

**I, served on**

**Day/Month/Year**

## at

**Street address or location, city, province**

## with

Tell how service took place by checking appropriate box(es) for:

**by**

an individual;

Leaving a copy of it with him or her.

Mailing a copy of it by registered mail to him or her.

a company as defined in the *Business Corporations Act* ;

Mailing a copy of it by registered mail to the registered office of the company.

Leaving a copy of it at the registered office of the company

at the place of business of the company, with a receptionist or a person who appears to manage or control the company's business there

with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the company.

Insurance Corporation of BC (ICBC);

Mailing a copy of it by registered mail to the legal department at the Insurance Corporation of British Columbia (ICBC). Leaving a copy of it at the legal department at the Insurance Corporation of British Columbia (ICBC).

an extraprovincial company as defined in the *Business Corporations Act*;

a partnership;

a municipal corporation, regional district or other local government body;

a young person;

Mailing a copy of it by registered mail to the attorney shown in the corporate registry. Leaving a copy of it with the attorney shown in the corporate registry.

Leaving a copy of it at the head office shown in the corporate registry if that head office is in British Columbia.

Mailing a copy of it by registered mail to the head office shown in the corporate registry if that head office is in British Columbia.

Mailing a copy of it by registered mail to a partner.

Leaving a copy of it with a partner

at the place of business of the partnership, with a person who appears to manage or control the partnership business there

with a receptionist who works at a place of business of the partnership.

Giving a copy to the clerk, deputy clerk or a similar official.

Leaving a copy of the notice with the defendant’s mother, father or guardian.

a society within the mean- ing of the *Societies Act*;

Mailing a copy of it by registered mail to the mailing address of the society’s registered office on file with the Registrar of Companies.

Leaving a copy of it at the delivery address of the society’s registered office on file with the Registrar of Companies with a director, officer, receiver manager or liquidator of the society.

a corporation incorporated outside British Columbia if it is not an extraprovincial company;

Mailing a copy of it by registered mail to a place of business or registered office of the corporation outside British Columbia.

Leaving a copy of it at a place of business or registered office of the corporation outside British Columbia with a receptionist or a person who appears to manage or control the corporation’s business

with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the corporation.

ordinary mail (and fill in the date mailed);

OTHER SERVICE method

Mailing a copy of it by ordinary mail to that person’s address on

Day/Month/Year

***(Indicate other service method or instructions given by a judge or registrar for service.)***

(NOTE: The date the documents are presumed served (above) is 14 days after this date.)

or alternate method ordered by the Court.

REGISTRY LOCATION

REGISTRY FILE NUMBER

**CERTIFICATE OF SERVICE**

### NOTE: You must give proof of service by *REGISTERED MAIL* by attaching one of the following:

1. **a copy, produced by fax or otherwise, of the signature obtained by Canada Post at the time the document was delivered.**

### a print-out of the delivery confirmation made available on the Internet by Canada Post (http://www.canadapost.ca).

FORM 4

Date

Signature of person who served the document

SCL 004F 03/2017