

Document Deposit Form

Name of Firm : _____

Contact Person : _____

Telephone Number: _____

Date : _____

List of documents deposited for (_____)¹ via Drop Box

at _____
(state the court registry/office concerned, e.g. High Court Registry or District Court Registry, etc)

Set out the documents in the table below²

Item no.	Action number	Document Type³
1.		
2.		
3.		
4.		
5.		
6.		

¹ State the purpose of the document submission. Documents suitable for drop boxes should be documents not requiring immediate processing such as for filing only, for ex-parte applications, for sealing of consent orders.

² Use additional sheet if necessary

³ State the title of the document and the party for which it is filed, e.g. 2nd affidavit of Mr ABC (Plaintiff).