

Form 4

Section 51 *Service and Execution of Process Act 1992*

Notice to respondent

You should read this notice and the attached document very carefully. If you have any trouble understanding them you should get legal advice as soon as possible.

Attached to this notice is an application/referral (“the attached process”) issued out of the Queensland Civil and Administrative Tribunal at Brisbane.

Service of the attached process outside of Queensland is authorised by the *Service and Execution of Process Act 1992* if the claim made against you concerns:

- a) real property within Queensland; or
- b) a contract, wherever made, for the supply of goods or the provision of services of any kind (including financial services) within Queensland; or
- c) an act or omission within Queensland; or
- d) the carrying on of a profession, trade or occupation within Queensland; or
- e) a pension or benefit under a law of Queensland; or
- f) the validity of an act or transaction under a law of Queensland.

The attached process is served in reliance on item(s):

- a) [letter(s) corresponding to ground(s) relied on].

Your rights

If you think that none of the above items applies in this case you should get legal advice as soon as possible on what to do to stop the Queensland Civil and Administrative Tribunal dealing with this claim against you.

Contesting this claim

If you want to contest this claim, you must:

- a) take any action set out in the attached process as being necessary to contest the claim
- b) file a response in the Queensland Civil and Administrative Tribunal.

You have only 28 days after receiving the attached process to do so.

The response must contain

- an address in Australia where documents can be left for you or sent to you.
- your address.