



Proof of Service on a Business or Organization



- The Dispute Notice lists who your claim is against. These are the “respondents”.
- You must serve the Dispute Notice package (Dispute Notice and Respondent Instructions) on each respondent.
- You must submit a Proof of Service form **within 10 days** of serving a respondent.
- Submit a separate form for each respondent you served. If the respondent is a person, sole proprietor, or strata corporation, find the correct form at <https://civilresolutionbc.ca/forms>
- See details about the ways you can serve each type of respondent at <https://civilresolutionbc.ca/service>
- There is no fee for submitting this form.
- Submit your completed form by email, mail, or fax to:

Email: RSC@crtbc.ca

Fax: 1-250-356-6552

Mail: Civil Resolution Tribunal

PO Box 9239 STN Prov Govt

Victoria BC V8W 9J1

- Or save time and submit your Proof of Service by logging into your CRT Account at <https://portal.civilresolutionbc.ca/>



Personal Information and Privacy

The CRT collects personal information from people and organizations involved in CRT claims. We only ask for information that's required to process and resolve the dispute under the *Civil Resolution Tribunal Act* and the CRT's Rules. Read the CRT's Access to Information and Privacy Policy at <https://civilresolutionbc.ca/privacy> to learn about the information we collect, how we use it, how long we keep it, and what information is shared.

If you have any questions about the collection or use of your personal information, please contact us.

Email: info@crtbc.ca

Mail: ATTN Privacy Officer

Civil Resolution Tribunal

PO Box 9239, Stn Prov Govt

Victoria BC V8W 9J1



Proof of Service Form	
Dispute Number (eg., SC-2020-000001)	Date the respondent received or confirmed receiving the Dispute Notice package
Respondent's Legal Business or Organization Name	
<p>Type of business or organization:</p> <p><input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Society/Non-profit</p> <p><input type="checkbox"/> Cooperative Association</p> <p><input type="checkbox"/> Other (Please specify): _____</p>	
<p>What address did you serve the Dispute Notice package to? (if applicable)</p>	
<p>Type of address:</p> <p><input type="checkbox"/> The address shown for registered office with the Registrar of Companies</p> <p><input type="checkbox"/> The address shown with the Registrar of Companies for any attorney appointed for the extraprovincial company</p> <p><input type="checkbox"/> A place of business of a partnership, company, or extraprovincial company</p> <p><input type="checkbox"/> Other (Please specify): _____</p>	

**How did you serve the Dispute Notice package?**

Note: Email, text, and messaging are not approved methods for serving the Dispute Notice package on a business or organization.

- By registered mail** requiring a signature and I have a delivery receipt from Canada Post.

Canada Post tracking number: _____

- By courier** requiring a signature and I have a signed proof of delivery from the courier company.

Courier tracking number: _____

- In person:** The package was hand delivered to the address shown for the registered office.

Name of person it was served to: _____

- In person at a place of business:** The package was handed directly to a receptionist or to a person who appears to manage or control the business there.

Name of person it was served to: _____

- In person** to a partner, director, officer, receiver manager, or liquidator, trustee in bankruptcy.

Name of person it was served to: _____

- CRT directions:** I asked for a different way to serve the respondent and followed the CRT's directions.

Details:



I confirm that:

- The respondent or their authorized representative has been properly served a copy of the Dispute Notice package by the method indicated above, in accordance with the CRT Rules or directions.

- The information that I have provided in this form is accurate. I understand that intentionally or recklessly providing false or misleading evidence or other information may be an offence under the *Civil Resolution Tribunal Act*.

Signature

Date signed