

# Notes for defendant

## Directors disqualification section 8A application

**Please read these notes carefully - they will help you to decide what to do about this claim.**

- You have 14 days from the date on which you were served with the claim form (see below) in which to respond to the claim by completing and returning the acknowledgment of service enclosed with this claim form. The acknowledgement of service should be completed and returned to the court office and a copy sent to the claimant named on the claim form.
- If you **do not return** the acknowledgment of service (Form N503), you will be allowed to attend any hearing of this claim but you will not be allowed to take part in the hearing unless the court gives you permission to do so.

**Court staff can tell you about procedures but they cannot give legal advice. If you need legal advice, you should contact a solicitor or Citizens Advice Bureau immediately**

### Responding to this claim

#### Time for responding

The completed acknowledgment of service must be returned to the court office (and a copy sent to the claimant named on the claim form) within 14 days of the date on which the claim form was served on you.

If the claim form was:

- sent by post, the 14 days begins 7 days from the date of the postmark on the envelope.
- delivered or left at your address, the 14 days begins the day after it was delivered.
- handed to you personally, the 14 days begins on the day it was given to you.

If the claim form was issued in the High Court in London, the acknowledgment of service should be returned to the Companies Court, General Office, Room TM 2.09, Royal Courts of Justice, The Strand, London, WC2A 2LL

#### Completing the acknowledgment of service (N503)

You should complete section A or B as appropriate and all of section C.

#### Statement of truth

This must be signed by you, your solicitor or your litigation friend, as appropriate.

#### Written evidence

Any evidence which you wish to be taken into consideration by the court must be filed in court within 28 days from the date of service of the claim form upon you. The evidence must be in the form of an affidavit.

#### Serving other parties

At the same time as you file your affidavit evidence with the court, you must also send copies of both the form and any written evidence to the claimant named on the claim form.

#### What happens next

The date of the first hearing of the claim is set out under 'hearing'.