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| FORM 21 |
| MEMORANDUM OF SERVICE |
| [Title as in action] |
| Date: |
| To: The Registrar |
| The [originating summons/summons/affidavit/[*other document*]]\* herein was served on — |
| Name of person served: |
| Capacity in which person was served: [*The Respondent* *or as the case may be*]. |
| On: [*Day, date and time of service*]. |
| At: [*Place of service*]. |
| Method of service: [*State how service effected*]. |
| \*Issued by: [*Solicitors for the*]. |
| \*Delete where inapplicable. |