

#### **4. Notification of preliminary hearing**

- (1) When a complaint has been referred to the Tribunal in accordance with section 90 (2), 93 (1) or 107 (1) of the Act, the registrar shall serve upon all parties named by the Commissioner or the Minister, as the case may be, as parties to the complaint a Notice of Preliminary Hearing.
- (2) A Notice of Preliminary Hearing shall give notice to the parties of the time and place at which the preliminary hearing shall be heard.
- (3) A Notice of Preliminary Hearing shall be in the form set out in Form 2 in Schedule 1.
- (4) The registrar shall serve upon each party a Notice of Preliminary Hearing by either of the following means —
  - (a) by delivering it personally to the person required to be served; or
  - (b) by registered post addressed to the usual or last known place of abode or business of such person.
- (5) It shall be sufficient service if the Notice of Preliminary Hearing is served not less than 7 days before the day set for the preliminary hearing.
- (6) If any party fails to attend a preliminary hearing, the President may direct the registrar to produce to the Tribunal an affidavit of service setting out the time at which and the manner by which service was effected upon that party.