

## **7. Acceptance of written applications**

- (1) For the purposes of the Act section 42(3), an application in writing is accepted by the executive officer when he or she affixes the Tribunal's seal to it.
- (2) A written application must not be accepted, without the leave of the Tribunal, a judicial member or the executive officer, if it appears to the executive officer that the application —
  - (a) is not substantially complete;
  - (b) does not substantially comply with these rules; or
  - (c) is not properly signed or executed.
- (3) If an application sent or made in accordance with rule 4(1)(b), (2) or (3) is not accepted, the executive officer is to notify the sender of the application —
  - (a) by telephone on the telephone number stated on the application or cover sheet;
  - (b) in writing to the postal address or facsimile number stated on the application or cover sheet; or
  - (c) by email sent to the email address stated on the application or cover sheet.