

**5. Filing by facsimile transmission**

- (1) The executive officer is to approve one facsimile number for each office of the Tribunal for the purpose of receiving applications.
- (2) An application sent to the executive officer by facsimile transmission must —
  - (a) be sent to an approved facsimile number; and
  - (b) be accompanied by a cover sheet stating —
    - (i) the filer's name, postal address, telephone number, facsimile number and email address;
    - (ii) the total number of pages (including the cover sheet) being transmitted; and
    - (iii) the date and time the document was sent.
- (3) A person who sends an application to the executive officer by facsimile transmission must —
  - (a) keep the original of the application and the transmission report evidencing successful transmission; and
  - (b) produce the original of the application and the transmission report as ordered by the Tribunal.
- (4) If the Tribunal orders that the original of the application be produced, the first page of the original must be endorsed by the applicant or referring person with —
  - (a) a statement that it is the original of the application sent by facsimile transmission; and
  - (b) the date that the original was sent by facsimile transmission.