

31. Personal service: how effected

- (1) If a document is required to or may be given by personal service, it is given to —
 - (a) a natural person, by leaving a copy of the document with him or her;
 - (b) a corporation, by leaving a copy of the document —
 - (i) at the registered office of the corporation; or
 - (ii) if there is no registered office, at the principal place of business or the principal office of the corporation,
with some person apparently an officer of or in the service of the corporation and apparently a person who has reached 16 years of age;
 - (c) an unincorporated association, by leaving a copy of the document at the principal place of business or the principal office of the association with some person apparently an officer of or in the service of the association and apparently a person who has reached 16 years of age,or as the Tribunal or a judicial member or non-judicial member may order.
- (2) If a person refuses to accept a document, it may be given to him or her by putting the document down in his or her presence and telling him or her the nature of it.
- (3) It is not necessary in order to effect personal service that the original document be shown.
- (4) Despite subrule (1)(a), personal service on a natural person who is not of full legal capacity is effected by leaving a copy of the document with —
 - (a) the person's litigation guardian appointed under the Act section 40(2) or guardian ad litem;
 - (b) if the person does not have a litigation guardian or guardian ad litem, an administrator of the person's estate appointed under the *Guardianship and Administration Act 1990* or the person's guardian appointed under a law of a State or Territory;
 - (c) if the person does not have a litigation guardian, a guardian ad litem, an administrator or a guardian, an adult person who apparently has the care of the person, including the person in charge of a hospital, nursing home or other care facility at which the person is a patient or resident.
- (5) A document given by personal service is to be taken to have been given to a person at the time the document is left with a person or at a place in accordance with this rule.