Record of Giving Forms

s.337 OR s.340

Instructions:
- **to be completed by person who physically gives the form by means of postage or physical delivery; and**
- **print this record, sign, attach copy of signed form and the material provided to the person along with the form (marked Attachment 1) and keep on file.**

DETAILS OF PERSON FORM DIRECTED TO

Title   Name

Address

TYPE OF FORM GIVEN?

Form: 337   340

DETAILS OF PERSON GIVING THE FORM

Title   Name

HOW WAS THE FORM GIVEN?

By delivering it to the person personally:

I delivered the form on the following date and time:

I was able to identify the person the form was given to by:

OR

By post:

Date posted:

I sent the form by the following postal method:

Registered post   Express post   Ordinary post

Tracking Number (Please attach sticker for Registered Post/Express Post):

The address on the envelope was the address of the last place I knew to be the person's residence, namely:

OR

By leaving the form addressed to the person at the last place I knew to be the person's residence, namely:

Date and time form left:

How / where was form left:

OR

By giving the form, addressed to the person, to a police officer to serve to the person, at the last place I knew to be the person's residence, namely:

Name, rank and registered number of police officer:

COPY OF SIGNED FORM ATTACHED

Copy of signed form is attached and marked "Attachment 1"

NAME AND SIGNATURE OF PERSON GIVING FORM

Name:

Signature:

Date: