

TO: ab_ephc@ab.gov.sg
FROM: [Own e-mail address]
CC: [Please copy all other counsel involved in the case]

1.	Appeal Number:	
2.	Date & Time of PHC :	
3.	Names of Counsel, Law Firms/Organisations and contact details :	Please specify, in respect of each counsel, the following - Counsel for: [Specify the party] Name: Law firm/Organisation: Email add.¹: Mobile phone no.:
4.	Case Status Update:	Please give brief update of the case and state whether parties have complied with the directions given previously, if any.
5.	Seeking Board's Direction on :	Please specify the direction sought from the Board, eg., <ul style="list-style-type: none"> • Adjournment of PHC • Fixing/re-fixing of hearing dates (please specify number of days required and any dates on which counsel are not available for hearing) and other consequential directions • Leave to withdraw the appeal and refund of appeal deposit • Others (please specify)
6.	Reason(s)/Additional information:	Please give brief reasons if an adjournment or extension of time is sought and any other relevant information that is useful for the PHC.
7.	Consent to the application obtained from other parties:	Yes / No
8.	Consent from all parties to conduct of this PHC by e-mail	Yes
9.	Lawyer sending the e-mail	Please specify the counsel's name and the party he represents.

¹ The Registrar hearing the PHC will email the directions to the email addresses furnished here.