

Legal Notice, Service, Complaint and Limitation Master

Chapter in 2 minutes • Date calculations, service methods, authority, jurisdiction, condonation and filing evidence. • Use one controlled file with owner, reviewer, source, deadline and evidence. • Separate statutory offence, civil recovery, bank complaint, tax/accounting and ADR tracks. • Reconcile entity authority and personal responsibility. • Close only after payment/order, accounting, tax and retention controls are completed.	Execution gates • Legally enforceable transaction • Instrument classification and stamp • Authority/mandate and custody • Presentation, return and notice clocks • Evidence, forum and entity liability • Settlement, accounting and retention
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Provision/control map

Provision	Subject	Control
Gate 1	Underlying debt/transaction	Contract-invoice-delivery-ledger-tax reconciliation.
Gate 2	Cheque and mandate	Authority check before issue/acceptance.
Gate 3	Presentation/return	Calendar and bank-evidence control.
Gate 4	Notice/service	Dual-review notice and service tracker.
Gate 5	Forum/limitation	Jurisdiction and limitation memo.
Gate 6	Trial/settlement/appeal	Single litigation ledger.

Evidence file Instrument/image; mandate; contract/invoice/delivery; ledger/bank/tax; presentment/return; notice/service; calculations; settlement/orders; source log.	Default response Freeze timeline; verify debt and authority; preserve originals; validate bank memo; calculate statutory/civil clocks; decide cure, notice, settlement and filing.
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