



HM Courts &  
Tribunals Service



EX728

**Enforcement form – Acas and Employment Tribunal Fast Track Scheme in England and Wales** – Advisory, Conciliation and Arbitration Service (Acas) settlement (form COT3)

This form should only be used to authorise a High Court Enforcement Officer to enforce your Acas Settlement, by Writ of Control, on your behalf

The details you give must match those on your COT3 form

**Your details (the applicant)**

1. First name(s)

Last name

2. Building and street

Second line of address

Town or city

County (optional)

Postcode

3. Phone number

4. Email address (if you have one)

## Solicitor's/Representative's details (if applicable)

5. First name(s)

Last name

6. Building and street

Second line of address

Town or city

County (optional)

Postcode

7. Reference number

8. Phone number

9. Email address

## Respondent's details

10. Name of individual or company

11. Name of company (If applicable)

12. Building and street

Second line of address

Town or city

County (optional)

Postcode

13. Phone number

14. Email address

## Information to assist with enforcement

15. Please provide details of any information concerning the respondent that may be useful in the enforcement of your settlement (such as, trading stock, vehicle details, last known trading address etc.):

I certify that a declaration that this sum would not be recoverable against the respondent under general law of contract has not been made and that no such application is pending.

I authorise Registry Trust Limited to assign this Acas Settlement to a High Court Enforcement Officer and authorise the assigned Officer, under the supervision of a solicitor, to sign form **N471A** and obtain a Writ of Control to enforce the award.

Applicant's signature

Print name

Date

Day      Month      Year

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

## What do I do next?

Return your completed form, along with:

- the COT3 form provided by Acas
- you will be contacted directly by the HCEO to take payment of the court order fee. Alternatively if you are eligible for a fee remission, please enclose an EX160 form.

### **You can send your completed application form and requested documents to:**

Registry Trust Limited  
Acas and Employment Tribunal Enforcement  
3rd Floor  
12 Carthusian Street  
London  
EC1M 6EB

**or (attachments must be PDF)**

email: [tribunalft@registry-trust.org.uk](mailto:tribunalft@registry-trust.org.uk)

Phone: 020 7391 7299

Once assigned by Registry Trust Limited a High Court Enforcement Officer will contact you to acknowledge safe receipt of your instructions.

Find out how HM Courts and Tribunals Service uses personal information you give them when you fill in a form:

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>