

(c) The Secretary of State shall forthwith mail one copy of such court process or such notice, order, pleading or process in proceedings before the Commissioner to the defendant in such court proceeding or to whom the notice, order, pleading or process in such administrative proceeding is addressed or directed at its last known principal place of business and shall keep a record of all process so served on him which shall show the day and hour of service. Such service is sufficient, provided notice of such service and a copy of the court process or the notice, order, pleading or process in such administrative proceeding are sent within ten (10) days thereafter by [registered mail] CERTIFIED MAIL, RETURN RECEIPT REQUESTED, BEARING A POSTMARK FROM THE UNITED STATES POSTAL SERVICE, by the plaintiff or the plaintiff's attorney in the court proceeding or by the Commissioner in the administrative proceeding to the defendant in the court proceeding or to whom the notice, order, pleading or process in such administrative proceeding is addressed or directed at its last known principal place of business of the defendant in the court or administrative proceeding, and the defendant's receipt, or receipt issued by the post office with which the letter is [registered] CERTIFIED, showing the name of the sender of the letter and the name and address of the person or insurer to whom the letter is addressed, and the affidavit of the plaintiff or plaintiff's attorney in court proceeding or of the Commissioner in administrative proceeding, showing compliance herewith are filed with the clerk of the court in which such action, suit or proceeding is pending or with the Commissioner in administrative proceedings, on or before the date the defendant in the court or administrative proceeding is required to appear or respond thereto, or within such further time as the court or Commissioner may allow.

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(b) (3) When the Fund has negotiated with the plaintiff and obtained an offer of settlement, if the Fund finds that the offer is reasonable, the Fund shall notify the defendant of the offer in the manner provided by the applicable rules adopted by the Fund. If the defendant approves the offer, the plaintiff shall proceed to settlement as provided by the rules adopted by the Fund and the Court of Appeals. If the defendant rejects the offer, the Fund shall cause a notice to be served on the defendant sent by [registered mail] CERTIFIED MAIL, RETURN RECEIPT REQUESTED, BEARING A POSTMARK FROM THE UNITED STATES POSTAL SERVICE, to his last known address which shall state:

(i) That the Fund shall withdraw from the claim or action without further notice at the expiration of 30 days from the date of the notice;

(ii) That the defendant has 30 days from the date of the notice within which to engage counsel of his own selection to defend him in the claim or action and that his counsel shall enter his appearance for defendant within the 30 day period or that the defendant may enter an appearance in his own behalf in the claim or action within that period; and