



**INFORMATION REQUIRED BY BODY CORPORATE**

<b>Section 1</b>	<p><b>To:</b> Name .....</p> <p>Address .....</p> <p>Locality/Suburb ..... State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<b>Section 2</b>	<p><i>Section 203 of the Act states that the body corporate may serve notice on a person who has failed to provide certain information required under the Act or a regulation module. The body corporate considers that you have not provided information in respect of the following lot:</i></p> <p>Name of Scheme .....</p> <p>CTS/CMS No .....</p> <p>Lot No ..... Plan No .....</p>
<b>Section 3</b>	<p>Brief details of the information which you have failed to provide, and the relevant provision of the Act or regulation module, are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<b>Section 4</b>	<p>You are required to either complete the attached notice where indicated or supply the following information, or both, within 28 days. Information required by body corporate:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<b>Section 5</b>	<p><i>Section 203 also provides that you may incur a penalty if you fail to comply with this notice within the required time.</i></p> <p>Signature of Secretary ..... Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> <small>D D / M M / Y Y Y Y</small></p> <p>Name of Secretary .....</p> <p>Address for reply .....</p> <p>Locality/Suburb ..... State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Telephone No ..... Fax No .....</p>