

BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT

BUILDING MAINTENANCE AND STRATA MANAGEMENT
(STRATA TITLES BOARDS) REGULATIONS 2005

STB No. of

In the matter of an application under section(s)
_____ of the Building Maintenance and
Strata Management Act in respect of the
development known as _____ (MCST
Plan No. _____)

**APPLICATION FOR AN ORDER BY A
STRATA TITLES BOARD**

APPLICATION BY AN INDIVIDUAL OR A COMPANY

**Please see Notes of Guidance for general guidance as to the sections authorising this
Application and your eligibility to make an application.**

Section A: Particulars of the Applicant

For Individuals – fill in the particulars of all registered owner(s) if the unit is owned by more than one (1) owner

1. Name(s):
*(Please include
salutation, i.e.
Mr/Ms, etc)*
2. NRIC/Passport No.:
(last 4 alphanumeric
characters)
3. Country of issue of
NRIC/Passport:
4. Address within
Singapore for service
of documents:
5. Contact Details
 - a) Contact No.:
 - b) Email:

For Companies – to provide the following supporting documents: (i) ACRA business profile; (ii) property ownership search document; and (iii) company/board's resolution on the appointment of authorised representative(s)

1. Name:
2. Company
Registration No.:
3. Country of
Incorporation:
4. Address within
Singapore for service
of documents:
5. Contact Details
 - a) Name:
 - b) Contact No.:
 - c) Email:

Section B: Particulars of the Applicant's Unit

1. Address of the
Applicant's Unit
which is the subject
of this Application
2. Name of the Management
Corporation of the
development: The Management Corporation Strata Title Plan No.
3. Address of the
Management
Corporation for
service of
documents:
4. Name of Managing
Agent (*Name of
Company*):
5. Address of
Managing Agent:
6. Name of Managing
Corporation's
 - a) Chairperson:
 - b) Secretary:

Section C: Particulars of the Party (“the Respondent”) against whom the Board is asked by the Applicant to make Order(s)

For Individuals – fill in the particulars of all registered owner(s) if the unit is owned by more than one (1) owner, and to provide the property ownership search document

1. Name(s):
(Please include salutation, i.e. Mr/Ms, etc)
2. Address of the Respondent’s Unit which is the subject of this Application:
3. Known address within Singapore for service of documents *(if different from [2] above)*:
4. Contact Details
 - a) Contact No.:
 - b) Email:

For Companies / MCST – to provide the following supporting documents: (i) ACRA business profile; (ii) property ownership search document; and (iii) name list of all individuals who are presently on Management Council.

1. Name:
2. Company Registration No.:
3. Country of Incorporation:
4. Address within Singapore for service of documents:
5. Address of the Respondent’s Unit which is the subject of this Application *(if applicable)*:
6. Contact Person
 - a) Name:
 - b) Contact No.:
 - c) Email:

Section D: Particulars of Order(s) sought from the Strata Titles Board

- (a) Please state the exact terms of the Order(s) being asked for (i.e. the action(s) that the Applicant(s) want(s) the Respondent(s) to take).

- (b) Please state the section(s) of the Building Maintenance and Strata Management Act under which the Applicant(s) is/are seeking the Order(s).

Section E: Reason(s) for seeking the Order(s)

Please give a clear narration of the nature of the dispute and the events leading up to the dispute and to this application, so that: (i) the Respondent(s) will be informed of the basis of the complaint(s) made in this Application; and (ii) the Board's hearing and understanding of this Application will be facilitated.

All supporting documents which the Applicant(s) intend/intends to rely on should be annexed to this Application.

____, the _____, hereby declare that to the best of ____ knowledge, information and belief the information given in this Application is true and correct and _____ apply herewith to the Strata Titles Boards for the Order(s) as described in Section D.

.....
Signature
Name:

.....
Signature
Name:

Date:

- Note:**
- a) **Four (4) hard copy sets** (1 original and 3 copies of the original) of the Application must be filed with the Strata Titles Boards. Documents submitted will not be returned.
 - b) Where the Respondent is a Management Corporation, the Applicant(s) is/are to submit a name list of all individuals who are presently on the Management Council to the Strata Titles Boards.
 - c) The **minimum font size** for all textual portions of the Application and all supporting document (if any) is **Times New Roman 12 or its equivalent**.
 - d) The Application form and all supporting documents (if any) are to be **printed single-sided, bound/filed and properly annexed and paginated**.
 - e) All photographs (if any) are to be in **full colour and properly labelled**. Floor plan(s) of the relevant premises is/are to be included where applicable.
 - f) **When notified by the Strata Titles Boards, the Applicant(s) is/are to serve a copy of this Application and all supporting documents (if any) on the Respondent(s).**