

BUILDING (STRATA MANAGEMENT) ACT 2004

**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 (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

1. Name(s):
*(Please include
salutation, i.e.
Mr/Ms, etc)*

Capacity: subsidiary proprietor/ occupier/ mortgagee in possession/ lessee.
(delete where not applicable)

2. Full NRIC/Passport
No.:
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
Management
Corporation's
 - a) Chairperson:
 - b) Secretary:
5. Name of Managing
Agent (*Name of
Company*):
6. Address of
Managing Agent:

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./
Unique Entity 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 the Exact Order(s) sought from the Strata Titles Board
(i.e. the action(s) that the Applicant(s) want(s) the Respondent(s) to take).

- 1.
- 2.
- 3.

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

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. **Please note that no sound/video recordings shall be included as part of this Application.**

I/We, the abovenamed Applicant(s)/duly authorised representative(s) of the Applicant(s) hereby declare that to the best of my/our knowledge, information and belief the information given in this Application is true and correct and I/we apply herewith to the Strata Titles Boards for the Order(s) as described in Section D.

.....
Signature
Name:

.....
Signature
Name:

Date:

Note:

- a) Please submit a soft copy of the Application for review. Upon confirmation, you are thereafter required to submit **four (4) hard copy sets** (1 original and 3 copies of the original) of the Application and supporting documents (if any) to 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).**