

## 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.:
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 (*if any*):
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 – to provide the following supporting documents: (i) ACRA business profile; and (ii) property ownership search document

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.

*\*I / We, the abovenamed Applicant(s) / duly authorized 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.*

*(\*Delete where not applicable)*

.....  
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 separately 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 paginated consecutively and/or tabbed for ease of reference.
- 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).**