

**Information required by body corporate***Body Corporate and Community Management Act 1997, section 203***This form is effective from 1 July 2025****Section 1**

Owner's name .....

Postal address .....

Suburb ..... State  Postcode **Section 2**

*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.

**Name of scheme.** .....

CTS/CMS number .....

Lot number ..... Plan number .....

**Section 3**

Brief details of the information which you have failed to provide, and the relevant provision of the Act or regulation module, are as follows.

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**Section 4**

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.

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*Section 203* also provides that you may incur a penalty if you fail to comply with this notice within the required time.

Signature of Secretary ..... Dated:  /  /   
D D / M M / Y Y Y Y

Name of Secretary .....

Address for reply .....

Suburb ..... State  Postcode 

Phone number ..... Fax number .....