Certificate of Strata Company –

Change of scheme name and/or address

*Strata* *Titles Act 1985*

Section 30(2) and (3)

Scheme Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Strata Company[[1]](#footnote-2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Strata Company certifies that:

[Select appropriate option(s)]

**Change of scheme name**

by special resolution made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the strata company authorised the change of Scheme Name from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Change of address for service[[2]](#footnote-3)**

by ordinary resolution made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the strata company authorised the change of the address for service of the strata company from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Change of email address for service**

by ordinary resolution made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the strata company authorised the change of the email address for service of the strata company from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The strata company acknowledges and declares that the Amendment of Scheme Notice[[3]](#footnote-4) incorporating the above-mentioned change of scheme name and/or address for service and/or email address for service of the strata company is true and complete.

**Execution**

|  |  |  |
| --- | --- | --- |
| 1. Common Seal[[4]](#footnote-5)   Date of Execution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  The common seal of[[5]](#footnote-6)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  is fixed to this document in accordance with the *Strata Titles Act 1985* section 118(1) in the presence of: | | [AFFIX COMMON SEAL[[6]](#footnote-7) HERE] |
| Member of Council[[7]](#footnote-8): | Member of Council7: | |
| Signature | Signature | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name | |

**OR**

|  |  |  |
| --- | --- | --- |
| 1. No Common Seal4   Date of Execution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed for and on behalf of5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in accordance with the *Strata Titles Act 1985* section 118(2): | | |
|  | | |
| Member of Council /  Strata Manager of strata company[[8]](#footnote-9): | Member of Council /  Strata Manager of strata company8: |
| Signature | Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name |

1. To be completed in the strata company’s old name as “The Owners of + scheme name + scheme type + scheme number” under s.14(2) of the Act, e.g. The Owners of Pretty Ponds Survey-Strata Scheme 12345. [↑](#footnote-ref-2)
2. An address for service must be an address of a place within Australia – see section 215 of the Act. [↑](#footnote-ref-3)
3. The **Certificate of Strata Company – Change of name and/or address** is to be filed as evidence in the **Amendment of Scheme Notice** document. [↑](#footnote-ref-4)
4. See SIG-14 for execution of documents by a strata company. [↑](#footnote-ref-5)
5. To be completed in the strata company’s old name as “The Owners of + scheme name + scheme type + scheme number” under s.14(2) of the Act, e.g. The Owners of Pretty Ponds Survey-Strata Scheme 12345. [↑](#footnote-ref-6)
6. Affix common seal in the strata company’s old name. [↑](#footnote-ref-7)
7. The common seal must be witnessed by 2 members of council. [↑](#footnote-ref-8)
8. Select whichever is applicable. [↑](#footnote-ref-9)