**Certificate of Strata Company –**

**Effecting subdivision**

*Strata Titles Act 1985*

Section 35(1)(b), (c) and (e)

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

The Owners of[[1]](#footnote-2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (strata company) certifies that it has by [ ]  **resolution without dissent** / [ ]  **unanimous resolution**[[2]](#footnote-3) approved the:

[select one]

|  |
| --- |
|[ ]  Type 1(a) subdivision (enlargement of common property) and authorised the acceptance of the transfer dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [description of land] by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of transferor]; or |
|  |  |
|  |  |
|[ ]  Type 1(b) subdivision (conversion of lot(s)[[3]](#footnote-4) \_\_\_\_\_\_\_\_ to common property) and authorised the acceptance of the transfer detailed below:Lot no: \_\_\_\_\_\_\_ Date of Transfer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Transferor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; or |
|  |  |
|  |  |
|[ ]  Type 2 subdivision (disposal of common property) and authorised the disposal by transfer (if freehold scheme) dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of transferee] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [brief description of land] or surrender to the owner of the leasehold scheme[[4]](#footnote-5) dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_; or |
|  |  |
|  |  |
|  |  |
|[ ]  Type 4 subdivision (re-subdivision) and by resolution without dissent authorised the acquisition or disposal by transfer dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the strata company of any common property; |
|  |  |
|  |  |

and approved an amendment of the schedule of unit entitlements (if any) in conjunction with the subdivision.

**Execution**

|  |  |
| --- | --- |
| 1. Common Seal[[5]](#footnote-6)

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

**OR**

|  |
| --- |
| 1. No Common Seal5

Date of Execution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed for and on behalf of6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 as “[scheme name + scheme type + scheme number]” under s.14(2) of the Act, e.g. Pretty Ponds Survey-Strata Scheme 12345. [↑](#footnote-ref-2)
2. Select whichever is applicable. Type 4 must be unanimous resolution for the Application and, if subject to a transfer, also a resolution without dissent. [↑](#footnote-ref-3)
3. List lot numbers. [↑](#footnote-ref-4)
4. Owner of the leasehold scheme has the meaning in section 3(1) of the Act. [↑](#footnote-ref-5)
5. See SIG-14 for execution of documents by a strata company. [↑](#footnote-ref-6)
6. Insert the name of the strata company (i.e. The Owners of + scheme name + scheme type + scheme number), e.g. The Owners of Pretty Ponds Survey-Strata Scheme 12345. [↑](#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)