



# INFORMATION FOR BODY CORPORATE ROLL

## Section 1 To the Secretary

ERNST BODY CORPORATE MANAGEMENT PTY LTD

P.O. BOX 10374, Southport Q. 4215

Name .....

Address .....

Locality/Suburb ..... State  Postcode

Include the details in this notice in the roll of the body corporate in respect of:

Name of Scheme .....

CTS/CMS No .....

Lot No ..... Plan No .....

IBY CORPORATION  
15/04/2006

## Section 2 Registered Owner

The following person has, by transfer, transmission or in another way, become entitled to be the registered owner of the lot.

Full Name .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above)

Locality/Suburb ..... State  Postcode

Brief details about the way the person became the owner of the lot:

.....  
.....  
.....

Signature of owner (or agent) .....

Date of acquisition  /  /   
D D / M M / Y Y Y Y

Name of agent .....

Dated  /  /   
D D / M M / Y Y Y Y

**Section 3  
Representative  
of Owner**

The following person is a "representative" of the owner under this Act. Attached is a certified copy of the instrument giving representative capacity, or other documentation evidencing the claimed capacity.

Full Name .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above)  
.....

Locality/Suburb ..... State  Postcode

Brief description of instrument or documentation attached:  
.....

Date of appointment as representative  /  /   
D D M M Y Y Y Y

Signature of representative ..... Date  /  /   
D D M M Y Y Y Y

**Section 4  
Leases for  
6 Months or  
More**

The owner has granted a lease, or a lessee from the owner has granted a sub-lease, to the following person over the lot.

Full Name of lessee/sub-lessee .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above)  
.....

Locality/Suburb ..... State  Postcode

The following lease or sub-lease over the whole or part of the lot, has been terminated or transferred.

Full Name of lessee/sub-lessee .....

Date and term lease/sub-lease  /  /   
D D M M Y Y Y Y

Date of termination  /  /   
D D M M Y Y Y Y

If transferred, full name of transferee .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above):  
.....

Locality/Suburb ..... State  Postcode

Signature of owner ..... Date  /  /   
D D M M Y Y Y Y

Date and term of sub-lease  /  /   
D D M M Y Y Y Y

Name of owner .....

**Section 5  
Letting or  
Leasing  
Agent**

The following person is appointed by the owner to let or lease the lot.

Full name of agent.....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above):

.....

Locality/Suburb ..... State  Postcode

The appointment of the following person to let or lease the lot is terminated.

Full name of agent.....

Date of termination  /  /   
D D M M Y Y Y Y

Signature of owner .....  /  /   
D D M M Y Y Y Y

Name of owner .....

**Section 6  
Nominee of a  
Corporation**

The following individual is the nominee of a corporate owner, corporate mortgagee in possession, corporate lessee under a leaseback arrangement or a corporate representative, being corporations entitled to be entered on the body corporate roll as provided for above.

1. Full Name of Nominee .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above):

.....

Locality/Suburb ..... State  Postcode

2. Full Name of Alternative Nominee (if any) .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to the Residential, or Business address)

.....

Locality/Suburb ..... State  Postcode

Authorisation is given in accordance with the regulation module applying to the scheme. Signature of authorised person/s:

1. Signature ..... Date  /  /   
D D M M Y Y Y Y

Name of person signing.....

2. Signature ..... Date  /  /   
D D M M Y Y Y Y

Name of person signing .....

**Section 7  
Mortgagee in  
Possession**

The following mortgagee has taken \*steps to enforce a mortgage over the lot or an interest in the lot.

Full Name of Mortgagee .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above)  
.....

Locality/Suburb ..... State  Postcode

The following mortgagee in possession has \*decided not to enforce the mortgage over the lot or its interest in the lot.

Full Name of Mortgagee .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above)  
.....

Locality/Suburb ..... State  Postcode

\* delete one

Date \*Steps/Decision taken .....

Signature of Mortgagee ..... Date  /  /   
D D M M Y Y Y Y

**Section 8  
Power of  
Attorney**

The following person has been appointed under a power of attorney by the registered owner of the lot (or other person taking precedence over the owner under this Act) which confers on the person the rights and duties of the owner under the Act. A certified copy of the instrument is attached.

Full Name of Attorney .....

Residential/Business address .....

Locality/Suburb ..... State  Postcode

Address for service of notices (if different to above)  
.....

Locality/Suburb ..... State  Postcode

Date of appointment  /  /   
D D M M Y Y Y Y

Signature of Attorney .....

Date  /  /   
D D M M Y Y Y Y