

## 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

<b>Please see Notes of Guidance for general guidance as to the sections authorising this Application and your eligibility to make an application.</b>
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**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.:  
(last 4 alphanumeric characters)
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 (*Name of  
Company*):
5. Address of  
Managing Agent:
6. Name of  
Management  
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 / MCST – to provide the following supporting documents: (i) ACRA business profile; (ii) property ownership search document; and (iii) name list of all individuals who are presently on Management Council.

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. **Please note that no sound/video recordings shall be included as part of this Application.**

I/We, the abovenamed Applicant(s)/duly authorised 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.

.....  
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 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 **printed single-sided, bound/filed and properly annexed and paginated**.
- 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).**