

## By-Laws Lodgment

Date:

To:

Commissioner of Buildings  
Building Plan and Management Division  
Building and Construction Authority  
52 JURONG GATEWAY ROAD #11-01  
SINGAPORE 608550

Management Corporation Strata Title Plan No. \_\_\_\_\_  
(Name & Address of the Development)

### **LODGMET OF BY-LAWS**

We attach herewith the following documents for the lodgment of by-laws pursuant to section 32(5) of the Building (Strata Management) Act 2004 ("the Act"):

- i) Notice and agenda of the general meeting held on \_\_\_\_\_ in which the by-laws were passed;
- ii) Certified true copy of the by-laws affixed with the common seal of the management corporation and signed by 2 subsidiary proprietors or council members as determined by the management corporation, or, in the absence of such determination, the secretary and any other council member (indicate the names);
- iii) Draft minutes of the general meeting / summary of the resolutions passed for the making of the by-laws at the general meeting, if available; and
- iv) The relevant provisions in the Act on the adoption of the by-laws have been complied with.

I/We submit all information and data in the form for By-Laws Lodgment, and all information and data in respect of the management corporation whether submitted now or in the future, to the **Commissioner of Buildings**, and I/we consent for the **Commissioner of Buildings** to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.

\_\_\_\_\_  
Signature of Secretary / Council Member  
/ Managing Agent

Name: \_\_\_\_\_

MCST Plan No \_\_\_\_\_

Important notes:

- Please note that the by-laws should be lodged with the Commissioner **not later than the 45<sup>th</sup> day** of the passing of the resolution as required under section 32(5) of the Act.
- Please use colour ink/wax/embossment for the common seal (red colour is preferred).