

**REQUISITION FOR A STRATA COMMITTEE MEETING**

- WHEN COMMITTEE MEMBERS REQUISITION A COMMITTEE MEETING THE SSMA 2015, SECTION 39 STATES:
  - (3) THE MEETING MUST BE HELD:
    - (A) IN THE CASE OF A LARGE STRATA SCHEME, NOT LATER THAN 28 DAYS AFTER THE REQUEST IS MADE, OR
    - (B) IN THE CASE OF ANY OTHER STRATA SCHEME, NOT LATER THAN 14 DAYS AFTER THE REQUEST IS MADE.

**RETURN TO:** Post: Platinum Strata Management, PO Box 415, Milsons Point NSW 1565 or Email: [info@platinumstrata.com.au](mailto:info@platinumstrata.com.au)

<b>To THE SECRETARY, STRATA PLAN No.</b>		<b>DATE</b>	
Pursuant to Section 39 (2) & (3) of the NSW Strata Schemes Management Act 2015, we, the undersigned Strata Committee members who represent one-third or more of the committee membership require a meeting to be held of the Strata Committee with in the next			
<i>(Tick appropriate box after reading notes above)</i>		and that the motions listed/attached to this requisition be listed on the agenda for consideration.	
<input type="checkbox"/> 14 days	<input type="checkbox"/> 21 days		
<b>COMMITTEE MEMBER REQUESTING A STRATA COMMITTEE</b>			
<b><u>NAME:</u></b>	<b><u>NAME:</u></b>	<b><u>NAME:</u></b>	
<b><u>SIGNATURE:</u></b>	<b><u>SIGNATURE:</u></b>	<b><u>SIGNATURE:</u></b>	
<b><u>NAME:</u></b>	<b><u>NAME:</u></b>	<b><u>NAME:</u></b>	
<b><u>SIGNATURE:</u></b>	<b><u>SIGNATURE:</u></b>	<b><u>SIGNATURE:</u></b>	
<b><u>NAME:</u></b>	<b><u>NAME:</u></b>	<b><u>NAME:</u></b>	
<b><u>SIGNATURE:</u></b>	<b><u>SIGNATURE:</u></b>	<b><u>SIGNATURE:</u></b>	
<b>MOTION(S) FOR INCLUSION</b>			
MOTION No: _____		SUBJECT: _____	
THAT THE OWNERS CORPORATION RESOLVE TO			
MOTION No: _____		SUBJECT: _____	
THAT THE OWNERS CORPORATION RESOLVE TO			
MOTION No: _____		SUBJECT: _____	
THAT THE OWNERS CORPORATION RESOLVE TO			
HOW MANY MOTIONS ARE BEING SUBMITTING?		TOTAL NUMBER OF PAGES SUBMITTED INCLUDING THIS ONE	

DIRECTION ON COMPLETION OF THE MOTION REQUISITION FORM.

1. Only current members of the Strata Committee can request a meeting of the Strata Committee.
2. There must be at least one-third of the total number of the Strata members requesting a meeting for it to be effective.
3. Unit Entitlement is not to be considered in Strata Committee decisions or a request for an SCM.
4. If one of the signatories holds more than one office bearer position that person is only considered once for the purpose of a requesting an SCM.
5. Please indicate the time frame (number of days) in which the meeting is begin requested. Remember that a minimum 72 hour notice of an SCM must be provided to all owners and that a notice is deemed delivered on the fourth day of posting. Therefore you should allow a minimum of seven (7) days.
6. You are required to identify the issue(s) that give cause to the request for an SCM. It must be in the form of a motion. Your motion needs to be written in the form of an outcome that you are aiming to achieve and should be a continuation of the sentence "*That the Owners Corporation resolve that*"
7. "Date": Insert the date that the completed form is lodged.
8. Signatures: The members requesting the meeting must provide their name and sign the form.
9. If there is insufficient space for the motion or motions you wish to have included please complete on separate sheet and attach to this form as a front sheet. Please identify the number of additional pages, if any, at the bottom front of this page.
10. Completed form should be lodged with Platinum Strata Management:  
  
    Email: Scanned signed version to [info@platinumstrata.com.au](mailto:info@platinumstrata.com.au);  
    Mail: PO Box 415 Milsons Point NSW 1565  
    or  
    with the Secretary of your owners corporation.

It is recommended that you maintain a copy of the documentation for your own records.

<p>Strata Schemes Management Act 2015</p> <hr/> <p>39 CONVENING MEETINGS</p> <hr/>
<p>(1) The secretary of the Owners Corporation may convene a meeting of the strata committee at any time.</p> <p>(2) The secretary of the Owners Corporation, or any other member of the strata committee, must convene a meeting of the committee if requested to do so by at least one-third of the members of the committee.</p> <p>(3) The meeting must be held:</p> <ul style="list-style-type: none"><li>(a) in the case of a large strata scheme, not later than 28 days after the request is made, or</li><li>(b) in the case of any other strata scheme, not later than 14 days after the request is made.</li></ul>