

# Strata Managers Chapter Corporate Membership Application Form

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The Strata Managers Chapter is a *category of membership for businesses and people who manage strata schemes.*

## About SCA (NSW)

Strata Community Australia (NSW) Limited is the leading professional body for the strata and community title sector in NSW.

It brings together people who manage strata schemes, own one or more strata lots and suppliers who provide goods and services to them. SCA (NSW) provides education, advice, and advocacy to enable better understanding of the regulations, obligations, and the rights of those living and working in strata.

## Membership benefits

- Accreditation
- Education and training at member rates
- CPD sessions at member rates
- Networking opportunities with other strata managers, strata owners and suppliers
- Invitations to events at member rates
- Invitation to complimentary SCA (NSW) Christmas party
- Best Practice Guides
- Input into strata policy development
- Voting rights pursuant to the SCA (NSW) Constitution
- 'Around The Grounds' fortnightly e-newsletter from SCA (NSW)
- Access to the online directory of suppliers and strata businesses
- Awards and Recognition
- Membership Certificate
- Member logo
- Use of the strata agreement templates\*
- Window Decal\*
- Sponsorship opportunities\*
- Strata & Community Living Newsletter complimentary generic version\*

*\*Corporate membership benefits only*

## How do I qualify to be a member?

Membership is conditional upon Board approval.

Membership Type	Entry Requirements
Corporate Membership	<ul style="list-style-type: none"><li>• Business needs to be registered for a minimum of 12 months</li><li>• Your ABN must be provided</li><li>• Forward a copy of your current certificate of Professional Indemnity Insurance</li><li>• Supply two reference letters (preferably from SCA (NSW) members)</li></ul>

## Membership types and fees

Annual subscription runs from 1st July 2018 to 30th June 2019

Corporate Membership	
Corporate Strata (Flat Fee)	\$600.00
(+) Lots under Management	\$0.55 per lot
(+) Plus Joining fee	\$100.00*

Please note:

\* All new membership applications include a once off joining application fee of \$100.00

The SCA (NSW) Strata Agreement templates are available for corporate strata members.

To use this agreement you must provide:

- Copy of Professional Indemnity Insurance Certificate
- Signed Terms and Conditions on the application form

## Terms and Conditions

I undertake to be bound by the **SCA (NSW) Constitution, Code of Conduct** and Policies/Practices of SCA (NSW) in force as of the date of my admission to membership and acknowledge the right of the Board and the SCA (NSW) Management to suspend or cancel my membership in accordance with the SCA (NSW) Constitution and Code of Conduct.

Please note: as per the SCA (NSW) Constitution you agree to pay the members' guarantee amount if the winding up of the company should occur (which is \$50).

I acknowledge that SCA (NSW) does not provide a guarantee for growth of my business.

## Cancellation Policy

Your membership can be cancelled should you breach the Code of Conduct and good business practise within the strata industry. There will be no refund if your membership is cancelled.

No refund will be provided by SCA (NSW) should you wish to cancel your membership during the calendar year.

SCA (NSW) reserves the right to cancel membership should payments not be received by the third notice period. Should a member wish to rejoin after cancellation they will need to pay a once off joining application fee.

Personal membership can only be cancelled by the person that the membership belongs to. Membership cancellation is required in writing.

## Payment Policy

Invoices must be paid promptly within a 14 day period as specified on the invoice.

SCA (NSW) will provide members with a reminder letter should payment not be received within 14 days.

A third reminder letter will be issued together with a late fee. If payment is still not received after the third letter membership will be cancelled and all other services with SCA (NSW) will be suspended until payment is made.

## Applicant Declaration

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Corporate Membership Application Form

**Attach the following documents with your application:**

- Two (2) written references per membership. (Preferably from a current SCA (NSW) member)
- Copy of current certificate of Professional Indemnity Insurance or Public Liability Insurance
- Copy of current license certificate for Licensee-in-charge

**Company/Business Details:**

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

Trading Name\*: \_\_\_\_\_

ABN: \_\_\_\_\_ Number of lots managed: \_\_\_\_\_ Total Number of Employees: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Street Address\*: \_\_\_\_\_

\_\_\_\_\_ State\*: \_\_\_\_\_ Postcode\*: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

Website\*: \_\_\_\_\_ Fax\*: \_\_\_\_\_

**\* Contact Details to appear in online Strata Directory: (if different from above)**

Business Name: \_\_\_\_\_ Contact Name \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address\*: \_\_\_\_\_

\_\_\_\_\_ State\*: \_\_\_\_\_ Postcode\*: \_\_\_\_\_

**Licensee-in-Charge Details:**

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Other Name known by (e.g. Maiden Name): \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (direct) \_\_\_\_\_ (Mobile): \_\_\_\_\_

Work Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Strata Management Companies membership covers all strata manager employees as nominated by Principal or Licensee-in-charge/ Branch Manager.

Please list all strata manager (Licensed and Registered) employees to be complimentary members under your Corporate Strata Management company membership:

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

Name:	Email:
Ph:	Licence/Registration No.

If you have more than nine employees, please make duplicate copies of this page or provide the above requested information in a word or excel table.

# Payment details

**Billing contact:** Tax invoice/receipt and membership renewal notices will be sent to the below contact

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

Postal Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**PAYMENT OPTIONS:**

- Cheque:** Made payable to Strata Community Australia Ltd
- EFT:** Strata Community Australia Ltd, Macq, BSB: 182-222, A/C: 303108401
- Credit Card:** May incur a fee - MasterCard/Visa - 1.5% Fee, Amex – 3.25% Fee

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

Credit Card Number:

Signature: \_\_\_\_\_

Payment Amount \$ \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_ CCV: \_\_\_\_\_

**REMITTANCE ADVICE** - Please return application form with your payment either by post or email

**Post:** SCA (NSW), Suite 102, Level 1, 845 Pacific Highway CHATSWOOD NSW 2067

**Email:** membership.nsw@strata.community

**Office Use Only:**

Administrative Process	Initial & Date Actioned	Administrative Process	Initial & Date Actioned
Create New Member Profile in database. Membership Number:		Website login set up	
Application form received:		Date Payment processed:	
Payment received:		Tax invoice/receipt sent:	
Welcome Pack sent:		Date Membership Approved by Board:	
Agency Agreement templates sent:		SSD contact details entered:	