

# STRATA SERVICES CHAPTER MEMBERSHIP APPLICATION FORM

For people who provide  
goods and services to the  
strata industry





# ABOUT SCA (NSW)

Strata Community Association (NSW) is the peak industry body for Strata and Community Title Management in New South Wales. Membership includes strata managers, support staff, committee members and suppliers of products and services to the industry. SCA (NSW) has in excess of 3,000 members who help oversee, advise or manage a combined property portfolio with an estimated replacement value of over \$400 Billion. SCA (NSW) proudly fulfils the dual roles of a professional institute and consumer advocate. Website: <https://nsw.strata.community/>

## MEMBER BENEFITS

- Strata Services Specialist Course
- Use of the strata 'Works Agreement' template\*
- Networking opportunities with other suppliers, strata managers and strata owners
- Invitations to events at member rates
- Company listing and advertising opportunities in the SCA (NSW) Strata ServicesDirectory\*
- Best Practice Guides
- Input into strata policy development
- Voting rights pursuant to the SCA (NSW) Constitution
- Awards and Recognition
- Membership Certificate
- Member logo
- Sponsorship opportunities\*

\*Corporate membership benefits only

## How do I become a member of the Strata Services Chapter?

Complete the application form provided, select the membership type, and provide the required documentation and payment of membership fees.

Once your membership has been approved you will receive a welcome kit that will contain your membership number, membership certificate, and other important documents.

## Strata Services membership categories and fees

Annual subscription runs from 1st July 2020 to 30th June 2021

Personal Membership	Total (incl. gst)
Strata Services Chapter	\$525.00
(+) Plus joining fee	\$100.00
Corporate Membership	Total (incl. gst)
Corporate Strata Services	\$1,475.00
(+) Plus minimum of one (1) personal membership	\$525.00
(+) Plus Joining fee	\$100.00

All Corporate Memberships must have a minimum of one (1) personal membership

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

## How do I qualify to be a member?

Membership is conditional upon Board approval.

Membership Type	Entry Requirements
Personal Membership	<ul style="list-style-type: none"><li>• Provide two reference letters from customers of the applicant or their employer (preferably from SCA (NSW) members.)</li></ul>
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>• Provide two reference letters from customers of the applicant or their employer</li></ul>

The SCA (NSW) Strata Works Agreement template is available for corporate members.

## 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 cancelled until payment is made.

## Applicant Declaration

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

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

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

# Strata Services Membership Form

## Tick choice of Membership Type below:

- ☐ Corporate Strata Services Member only (already an individual strata services member)
- ☐ Corporate Strata Services Member plus individual Strata Services Member
- ☐ Individual Strata Services Member only

## 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 (required for Corporate Membership only)

## Company/Business Details:

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

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

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

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

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

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

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

Phone\*: \_\_\_\_\_ EMAIL\*: \_\_\_\_\_

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

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

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

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

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

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

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

## Personal/Applicant 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 Services Directory

Directory Listings are a complimentary benefit for **Corporate Strata Services Members only**.

Please select up to five (5) categories for your Company listing to appear in the Strata Services Directory (online and print version\*) \*Conditions apply

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Abseil Access                                    | <input type="checkbox"/> Consulting                                | <input type="checkbox"/> Land Developer                 |
| <input type="checkbox"/> Access Control                                   | <input type="checkbox"/> Consulting Reporting                      | <input type="checkbox"/> Landscaping Services           |
| <input type="checkbox"/> Accommodation                                    | <input type="checkbox"/> Conveyancing                              | <input type="checkbox"/> Lawn Services                  |
| <input type="checkbox"/> Accounting Service                               | <input type="checkbox"/> Debt Collection / Recovery                | <input type="checkbox"/> Legal                          |
| <input type="checkbox"/> Acoustic Underlay Services                       | <input type="checkbox"/> Defect Analysis                           | <input type="checkbox"/> Line Marking                   |
| <input type="checkbox"/> Air Conditioning                                 | <input type="checkbox"/> Depreciation Specialists                  | <input type="checkbox"/> Locksmiths                     |
| <input type="checkbox"/> Arborist   | <input type="checkbox"/> Door Replacement & Repair                 | <input type="checkbox"/> Maintenance                    |
| <input type="checkbox"/> Architecture                                     | <input type="checkbox"/> Electrical Services                       | <input type="checkbox"/> Major Works                    |
| <input type="checkbox"/> Asbestos Reports                                 | <input type="checkbox"/> Elevators/Lifts                           | <input type="checkbox"/> Minor Works                    |
| <input type="checkbox"/> Asset Management                                 | <input type="checkbox"/> Energy Efficiency Solutions               | <input type="checkbox"/> OH&S/WHs Services              |
| <input type="checkbox"/> Audit Services                                   | <input type="checkbox"/> Energy Management                         | <input type="checkbox"/> Online Searching               |
| <input type="checkbox"/> Banking Services                                 | <input type="checkbox"/> Engineering Services                      | <input type="checkbox"/> Owners Corporations Management |
| <input type="checkbox"/> Bathrooms  | <input type="checkbox"/> Environmental Consulting                  | <input type="checkbox"/> Painting                       |
| <input type="checkbox"/> Body Corporate Management                        | <input type="checkbox"/> Facilities Management                     | <input type="checkbox"/> Parking Management             |
| <input type="checkbox"/> Bookkeeping Service                              | <input type="checkbox"/> Financial Services                        | <input type="checkbox"/> Pest Control                   |
| <input type="checkbox"/> Building Audits                                  | <input type="checkbox"/> Fire Services                             | <input type="checkbox"/> Plumbing                       |
| <input type="checkbox"/> Building Construction                            | <input type="checkbox"/> Garage Doors                              | <input type="checkbox"/> Pool and Spa Services          |
| <input type="checkbox"/> Building Consultants                             | <input type="checkbox"/> Gardening Services                        | <input type="checkbox"/> Printing and Mailing           |
| <input type="checkbox"/> Building Maintenance & Repairs                   | <input type="checkbox"/> Glass Services                            | <input type="checkbox"/> Professional Association       |
| <input type="checkbox"/> Building Management                              | <input type="checkbox"/> Government                                | <input type="checkbox"/> Project Management             |
| <input type="checkbox"/> Building Services                                | <input type="checkbox"/> Graffiti Removal                          | <input type="checkbox"/> Property Education             |
| <input type="checkbox"/> Business Broker                                  | <input type="checkbox"/> Graphic Design and Printing               | <input type="checkbox"/> Property Management            |
| <input type="checkbox"/> Business Services (purchasing/<br>reception etc) | <input type="checkbox"/> Handyman                                  | <input type="checkbox"/> Property Styling               |
| <input type="checkbox"/> Caretaking                                       | <input type="checkbox"/> Heating                                   | <input type="checkbox"/> Public Relations               |
| <input type="checkbox"/> Carpets and Mats                                 | <input type="checkbox"/> High Pressure Cleaning                    | <input type="checkbox"/> Pumps                          |
| <input type="checkbox"/> Cleaning   | <input type="checkbox"/> Information Technology Services           | <input type="checkbox"/> Quantity Surveyor              |
| <input type="checkbox"/> Colour Consulting                                | <input type="checkbox"/> Insurance                                 | <input type="checkbox"/> Real Estate                    |
| <input type="checkbox"/> Communications                                   | <input type="checkbox"/> Intercom                                  | <input type="checkbox"/> Rubbish Removalists            |
| <input type="checkbox"/> Community Title Schemes                          | <input type="checkbox"/> Interior Design                           | <input type="checkbox"/> Security                       |
| <input type="checkbox"/> Concrete Repair & Treatment                      | <input type="checkbox"/> Internet Services &<br>Telecommunications | <input type="checkbox"/> Shower Screens                 |



- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Signage                   | <input type="checkbox"/> Taxation Services           | <input type="checkbox"/> Valuer                      |
| <input type="checkbox"/> Sinking Funds             | <input type="checkbox"/> Television Systems          | <input type="checkbox"/> Ventilation                 |
| <input type="checkbox"/> Software Solutions        | <input type="checkbox"/> Trade & Associated Services | <input type="checkbox"/> Washing Machine & Dryers    |
| <input type="checkbox"/> Stone Care                | <input type="checkbox"/> Training                    | <input type="checkbox"/> Waterproofing               |
| <input type="checkbox"/> Storage Systems           | <input type="checkbox"/> TV Antenna Services         | <input type="checkbox"/> Window Replacement & Repair |
| <input type="checkbox"/> Strata Management Company | <input type="checkbox"/> Utility Services            | <input type="checkbox"/> Window Treatments           |

#### Directory Listing:

Please provide a description about your business (Maximum 255 characters, includes spaces, full stops, commas etc.)

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## Declaration (to be completed by the applicant)

#### Have you, or any of the directors, partners or shareholders:

- Within the past 5 years been an undischarged bankrupt, suspended payment of debts or compromised with creditors?  
Yes                      No
- Within the past 10 years been convicted within Australia or elsewhere of an offence involving fraud or dishonesty and punishable by imprisonment?  
Yes                      No
- Been a controlling shareholder or director of a corporation which is in liquidation (except for the purpose of reconstruction or amalgamation), had a receiver appointed in respect of any of its assets, suspended payment of its debts or compromised with its creditors?  
Yes                      No
- Been a person who was concerned with the direction and control of a corporation\* that was within five years prior to applying for membership, liquidated (except for the purpose of reconstruction or amalgamation), had a receiver appointed in respect of any of its assets, suspended payment of its debts or compromised with its creditors?  
Yes                      No
- Been in partnership with a person who is ineligible for membership to SCA(NSW)?  
Yes                      No
- In relation to a corporation, has the corporation been, or is the corporation presently:
  - In liquidation (except for the purpose of reconstruction or amalgamation), had a receiver appointed in respect of any of its assets, suspended payment of its debts or compromised with its creditors, or
  - Have a person who is a shareholder or controlling shareholder or director of a corporation that is ineligible for membership based on the above criteria?

\*A person who was concerned with the direction and control of the corporation means a director, secretary or shareholder  
If any answer to the above is “yes”, please advise the relevant circumstances:

## 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 Association Ltd
- ☐ **EFT:** Strata Community Association 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 to:

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

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

**Phone:** 02 9492 8204

### Office Use Only:

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