Direct Debit

Last Modified on 26/06/2024 3:46 pm AEST



The instructions in this article relate to *Direct Debit*. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The Direct Debit area controls two processes:

- 1. It records the bank account details for refunding an owner's account.
- 2. It confirms which owners have a Direct Debit Authority in place.

Owner EFT Setup

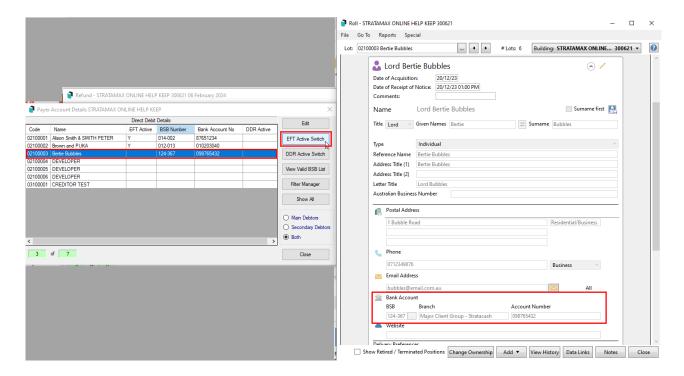
Note that the appropriate permissions are required in the *Security Setup* menu in order to access this function. Specifically the 'Debtor bank account details edit permission'.

This section details the steps needed to enable EFT payments to owners in order to <u>issue a refund</u> or <u>reimbursement</u> by EFT.

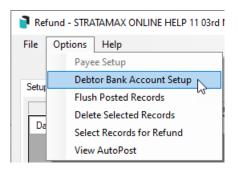
In the even that there is only one contact in the lot, then the bank account information is entered in the *Roll* in the lot owner's contact card and will be cleared if the ownership of the lot changes. Once the owner's bank account details have been entered into the their contact card in the *Roll*, proceed with the below steps to enable the EFT setting for the owner.

However, when there are two or more owners in a lot, the system will by default only observe the first owner (the one at the top), even if there are no bank details in their contact card, and the second owner DOES have bank details recorded.

In this scenario, if the refund needs to go to the second owner, their contact card must be entered in 'Debtor Bank Account Setup'.



- 1. Search or select Direct Debit.
- 2. Select Options > Debtor Bank Account Setup.



- 3. Check that the lot has the owner's correct BSB Number and Bank Account No. If not, they must be entered in the *Roll* in the lot owner's contact card.
 - If there are two or more owners in the lot, and the refund needs to go to the <u>second</u> owner, their contact card must be entered in 'Debtor Bank Account Setup' by clicking the *Edit* button. Then in the 'Debtor Maintenance' window, click the select the *Create / Select Contact* button to search for and select the contact card of the <u>second</u> owner, whilst also making sure there are bank details in their contact card.
- 4. Click the 'EFT Active Switch' button, and a 'Y' will appear in the 'EFT Active column, meaning EFT payments can now been made to this owner in the *Payment Entry* screen.
- 5. Repeat the above steps for each owner that requires a refund or reimbursement by EFT.

StrataPay Direct Debit

For an owner to set up a direct debit for their levy payments, they need to complete a Direct Debit Request on the

StrataPay website here: http://www.stratapay.com/directdebit/. This website also provides options for amending or cancelling a Direct Debit as well.

Once StrataPay have received the request, this data will automatically be sychronised daily to the Owner record in StrataMax. For Owners that have an active Direct Debit, Direct Debit payment instructions will appear on the Levy Notice, as long as a template with merge *Field 60* is selected. This file is also used to identify the lots that have had their Direct Debit Authority removed by the owner.

For information on using StrataPay and Direct Debits, including privacy, security, payment usage, and fees associated with StrataPay transactions, refunds or reversals, dishonoured payments, etc., see the StrataPay Terms and Conditions.

Direct Debit Instructions Levy Template

The direct debit message will appear in Field 60 of the levy notice template; examples of template are below. To amend the Direct Debit instructions on the levy notice, have a look at *Edit Direct Debit Instructions* article. Follow the below steps to check your levy notice template:

- 1. Search or select Levy Notice/Reports
- Click the more button [...] to display a list of all the levy templates. The current template will already be tagged.
- 3. Click Options > Preview Style
 - Field Numbers will display the merge fields as numbers, so the direct debit field will be Field 60.
 - Field Names will display the merge fields as names, so the direct debit field will be Payment Direction
 1.
 - Sample Data will insert some dummy data into the template when the Preview button is clicked.



4. Click the *Preview* button to view the template.

Direct Debit Status / Report

Owner Info will confirm the type of Direct Debit in place, and **Direct Debit** will confirm a Y flag if setup but no confirmation on the type of Direct Debit. This also applies to Utility Groups. This information is automatically updated from the Direct Debit file which is is downloaded and processed by each client regularly.

Direct Debit Types

Client Initiated

The payers reference number and account details are held on our system; however payments are only made when initiated by the payer. Notification can be made by telephone or internet. We will need to be instructed to make a payment of a set amount, together with any service charges which may apply, on a set date.

Fixed

The payer sets a fixed payment amount, together with any service charges which may apply, to be debited from their nominated account either weekly, fortnightly, monthly, quarterly or half yearly intervals beginning on a specified date and continuing until the finish date specified or until further notice.

Auto Balance

Any amount due on the payers account as advised by the biller, together with any service charges which may apply, will be drawn from the payers nominated account or credit card up to 5 business days prior to those levies or other charges becoming due on the account.

For greater ease of reference, an extra field in *Owner Info* has been created to report whether an owner has a Direct Debit setup for levy payments, and if so what type of DDR it is (eg. Auto Balanced, Fixed etc)

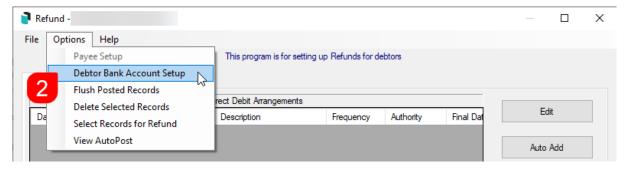
Owner Info

- 1. Search or select Owner Info.
- 2. Select the lot owner and click OK.

Note the Account Status field which displays information relating to their Direct Debit Details if set up. If details appear here, this means the owner has contacted StrataPay and initiated their Direct Debit facility.

Direct Debit

- 1. Search or select Direct Debit.
- 2. Click Options > Debtor Bank Account Setup.

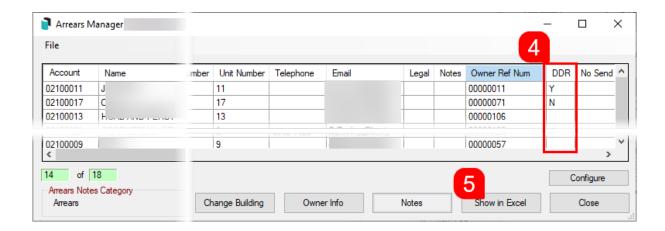


- In the 'Payer Account Details' window, the default can be applied to look at 'Main Debtors' and 'Secondary
 Debtors' by selecting the Both radio button in the bottom right.
- 4. Review the DDR Active window and for any Owners that do have a Direct Debit in place will be flagged with a 'Y'.

Arrears Manager (Direct Debit Report/Extract)

- 1. Search or select Arrears Notice.
- 2. Select Goto > Arrears Manager.
- 3. Ensure 'Include Accounts with Nil or Credit balance' is ticked, the click Close.

- 4. The 'Arrears Manager' screen will appear with a table, which includes a 'DDR' column (you may need to scroll right to see it).
 - o A blank cell means a direct debit has never been set up.
 - o 'Y' means a direct debit has been set up and is active.
 - o 'N' means a direct debit was set up in the past, but is no longer active.
- 5. Click the 'Show in Excel' button to export the table to Excel, where you can edit and print the table to your requirements.



Levy Templates with Field 60

The below templates include Field 60 however not all templates may appear in StrataMax due to state restrictions. To view templates designed for other states from the template selection window select *Other > View All States*.

Before changing the template to *Global* for all buildings, it is recommended to first test a template *Locally* in a single building, and then print preview a test levy notice to confirm that the template is appropriate.

LNOTE XL2019

NOTICE OF CONTRIBUTIONS Strata Plan No. 1354135

Strata Schemes Management Act 2015

ABN 18 565 135 135

Lot 2 Unit No 2 Date of Issue 14 September 2020

Contrib Ent. 1 Interest Ent. 0

Abc Developers Abel McGrath Bayview Centre PO Box 18

Due Date	01/05/19
Payable on or before due date	\$90.00
Payable after due date	\$100.00

Admin Fund 01/05/19 to 31/07/19 01/05/2019 100.00 10.00 30/04/2019 Totals 100.00 10.00
Totals 100 00 10 00
10.00
DIRECT DEBIT AUTHORITY SET UP - DO NOT PAY, Enquiries call 07 3333 3333

LetterHead Field89 NOTICE OF MAINTENANCE CONTRIBUTIONS Date of Notice Field4 Field5 Field10 Field6 Field97 Field7 Lot Number Field8 Entitlements Field11 Unit Number Field95 Field94 The Owners Company Title Field91 Field92 Field93 Period Determined Due Date Discount If paid by Net Amount Account Amount Field12 Field13 Field14 Field15 Field16 Field17 Field18 Field19 Field20 Field21 Field22 Field23 Field24 Field25 Field26 Field27 Field28 Field29 Field30 Field31 Field34 Field35 Field32 Field33 Field36 Field37 Field38 Field39 Field40 Field41 Field42 Field43 Field44 Field45 Field46 Field47 Field48 Field49 Field50 Field51 Field54 Totals Field59 Field52 Field53 Field67 Field55 Please deposit your payment directly into our trust account using the detachable deposit slip below. Please make your cheque payable to: CompanyTitle Field60 Field62 Amount Paid Field63 Field64 Date Paid Field65

NOTICE OF CONTRIBUTIONS Date of Notice

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Field28	Field29	Field31	Field32	Field33	Field34	Field3	
Field36	Field37	Field39	Field40	Field41	Field42	Field4	
Field44	Field45	Field47	Field48	Field49	Field50	Field5	
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Teller stamp and initials	Field62 Field63	Amount Paid
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NOTICE OF LEVY CONTRIBUTIONS

Date of Notice	Field10
A/c No	Field9-Field94
Lot No	Field97
Unit No	Field95

Owners of Field1 Strata Plan Field3,Field91,Field93					
Account	Period	Due Date	Net Amount		
Field12	Field13	Field15	Field19		
Field20	Field21	Field23	Field27		
Field28	Field29	Field31	Field35		
Field36	Field37	Field39	Field43		
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	Field64	Date Paid				
	Field65	1 1				

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NOTICE OF LEVY CONTRIBUTIONS

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Field7			
Field8			

Date of Notice	Field10
A/c No	Field9-Field94
Lot No	Field97
Unit No	Field95

Owners of Field1 Strata Plan Field3,Field91,Field93				
Account	Period	Due Date	Net Amount	
Field12	Field13	Field15	Field19	
Field20	Field21	Field23	Field27	
Field28	Field29	Field31	Field35	
Field36	Field37	Field39	Field43	
Field44	Field45	Field47	Field51	
Field239	Field240	Field242	Field246	
Field247	Field248	Field250	Field254	
Field255	Field256	Field258	Field262	
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	Field	167		
	Field	81		
	Field	60		
	Field	155		

Ple	ase make your payment in accordance with the instructions on the attached remittance slip	
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	Field63	\$
	Field64	Date Paid
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		ield6 ield7					Lot Number	Field 10	Unit Number	Field95
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Field28		Field29		Field213	Field3	1	Field32	Field33	Field34	Field35
Field36		Field37		Field214	Field3	9	Field40	Field41	Field42	Field43
Field44		Field45		Field215	Field4	7	Field48	Field49	Field50	Field51
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	Field110		Field111	Field112	Field113	Field114	Field115			
	Field118 Field126		Field119	Field120 Field128	Field121 Field129	Field122 Field130	Field123 Field131			
	Field134		Field127 Field135	Field136	Field137	Field130	Field139			
Field141	Field142		Field143	Field144	Field145	Field146	Field147			
	Field150 Field158		Field151 Field159	Field152 Field160	Field153 Field161	Field154 Field162	Field155 Field163			
	Field166		Field167	Field168	Field169	Field170	Field 171			
Field173	Field174		Field175	Field176	Field177	Field178	Field179			
	Field182 Field190		Field183 Field191	Field184 Field192	Field185 Field193	Field186 Field194	Field187 Field195			
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Field142		Field143	Field144	Field145	Field146	Field147			
Field166		Field167	Field168	Field169	Field170	Field171			
Field174		Field175	Field176	Field177	Field178	Field179			
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LNOT109B

Company Title

Field89 NOTICE OF CONTRIBUTIONS

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Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
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Totals	Field59		Field52	Field53	Field54
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		Please make your payment in accordance wit	h the attac	hed slip	
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Teller stamp and initials	Field62	Amount Paid
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	Field64	Date Paid
	Field65	1 1

^{*} received by" means received by the body corporate bank or by the body corporate manager. Payments made to an agent are not received by the body corporate until transferred to the body corporate bank account or to the body corporate manager

NOTICE OF CONTRIBUTIONS

Field4			
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Field62 Field63 Field64 Field65

NOTICE OF MAINTENANCE CONTRIBUTIONS

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Field8	Unit No	Field95
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Field36		Field37	Field39	Field40	Field41	Field42	Field43
Field44		Field45	Field47	Field48	Field49	Field50	Field51
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NOTICE OF MAINTENANCE CONTRIBUTIONS

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Field28	Field29	Field30	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field38	Field39	Field40	Field41	Field42	Field43
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Field62	Amount Paid
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Body Corporate fo

CompanyTitle

NOTICE OF CONTRIBUTIONS

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Field28		Field29	Field31	Field32	Field33	Field34	Field35
Field36		Field37	Field39	Field40	Field41	Field42	Field43
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Teller stamp and initials	Field62	Amount Paid
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^{*} received by means received by the body corporate bank or by the body corporate manager. Payments made to an agent are not received by the body corporate until transferred to the body corporate bank account or to the body corporate manager

Field89 NOTICE OF CONTRIBUTIONS Field4 Field10 Date of Notice Field5 A/c No Field9 Field6 Lot No Field97 Field220 Field95 Field7 Field11 Contrib Ent. Field8 Interest Ent. Field99 Field94 Body Corporate for **Company Title** Field91Field92Field93 Due Date Account Period Amount Discount If paid by Net Amount Field12 Field13 Field15 Field18 Field19 Field16 Field17 Field20 Field21 Field23 Field27 Field24 Field25 Field26 Field28 Field29 Field31 Field32 Field33 Field34 Field35 Field36 Field37 Field39 Field40 Field41 Field42 Field43 Field47 Field51 Field44 Field45 Field48 Field49 Field50 Totals Field59 Field52 Field53 Field54 Field67 Field61 Field60 Field62 Amount Paid Field63 Date Paid Field64 Field65

CompanyTitle

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Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field255	Field256	Field258	Field259	Field260	Field261	Field262
Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field271	Field272	Field274	Field275	Field276	Field277	Field278
Field279	Field280	Field282	Field283	Field284	Field285	Field286
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Body Corporate for **Company Title** Field89 NOTICE OF CONTRIBUTIONS Field10 Field4 Field5 A/c No Field9 Field6 Field95 Lot No Field97 Unit No Field7 Contrib Ent. Field11 Field8 Field99 Interest Ent. Field94 Due Date Period Discount If received by* Net Amount Account Amount Field12 Field13 Field15 Field16 Field17 Field18 Field19 Field20 Field21 Field23 Field24 Field25 Field26 Field27 Field28 Field29 Field31 Field35 Field32 Field33 Field34 Field36 Field37 Field39 Field43 Field40 Field41 Field42 Field44 Field45 Field47 Field50 Field51 Totals Field59 Field52 Field53 Field54 Field67 Field61 Field60 Field62 Amount Paid Field63 Field64 Date Paid Field65 means received by the body corporates bank account. Payments made to an agent are not received by the body corporate until transferred to the body corporates bank account. received by

LNOTE129 - Victoria specific template.

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Account		Period		Due Date		Amount	Discount	If paid by	Net Amount
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Field36		Field37		Field39		Field40	Field41	Field42	Field43
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Date	Description	ACCOUNT HI Admin	STORY Sink	Other	Total				noted above by the due date! apply to the Victorian Civil!
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Field117 Field125	Field118 Field126	Field119 Field127	Field120 Field128	Field121 Field129	Field122 Field130	Field123		ispute Res	
Field133	Field134	Field127	Field128	Field137	Field130 Field138				ns with the fees in this Notice! Corporation on the telephone!
Field141	Field142	Field143	Field144	Field145	Field146				stisfied with the outcome you!
Field149	Field150	Field151	Field152	Field153	Field154				ictoria on 1300 55 81 81 or!
Field157	Field158	Field159	Field160	Field161	Field162				may be able to help conciliate
Field165 Field173	Field166 Field174	Field167 Field175	Field168 Field176	Field169 Field177	Field170 Field178				ectly to the Victorian Civil! CAT) to hear your case. More!
Field181	Field182	Field183	Field184	Field185	Field186		information on VA		
Field189	Field190	Field191	Field192	Field193	Field194	Field195	!www.vcat.vic.gov.	au.!	
				Field Field Field Field	63 64				

LNOTE130 - Victoria specific template.

Field1CompanyTitle

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE! !Date of Notice! Field10 Field97 !Unit Number! Field95 !Account Number! Field9 Field4 Field5

!Lot Liability! Field11 !Lot Entitlements! Field99 Field6 Field7 !Amount Payable! Field359 Field8 !Payment Due! Field60 Field15

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Account	Period	<u>Due Date</u>	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
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!The rate of interest has been calculated in accordance with the current rate! Field55 !under the Penalty Interest Rates Act 1983(Vic). The rate is subject to change.!

!Important information on fees and charges! !Payment must be made within 28 days after the date of this notice or by the Due Date whichever is the later.! Emploined: If you have enquiries on the fees isted in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the You pot this form!

(Disputse! The Owners Corporations Act 2006 (the Act), Owners Corporations Regulations) and the Owners Corporation Rules (the Rules) provide a number of loptions in dealing with disputes regarding Owners Corporations, Managers, Lot Owners and Occupiers: These are:

- !- The Owners Corporation Internal Dispute Resolution Process!
- Conciliation through Consumer Affairs Victoria!
 Applications to the Victorian Civil and Administrative Tribunal (VCAT)!

Internal Dispute Resolution process! If you believe the Manager, a Lot Owner or Occupier has breached their obligations under the Rules, Act, or Regulations, you can try to! resolve the problem through the Owners Corporation Internal Dispute Resolution process. The internal dispute resolution process is set out in the Rules. Unless the Rules state! Idifferently, the following summary applies:!

I- You can lodge a complaint by completing an IOwners Corporation Complaint form (available from the Owners Corporation).!

- !- A meeting will be held to discuss the matter with all persons involved in the dispute and representatives of the Owners Corporation. The meeting must be held within 14 days!

I- A meeting will be need to discuss the matter with all persons involved in the dispute and representatives of the Counter of the dispute.

I- Persons involved in the dispute will be notified of decisions by the Owners Corporation.!

I- If you are not satisfied with the outcome you can contact Consumer Affairs Victoria or VCAT (see below).!

I Conciliation through Consumer Affairs Victoria!

I advise you to use the internal dispute resolution process if you have not already done so. For more information on complaints or general enquiries call 1300 55 81 81 or go to! !www.consumer.vic.gov.au!

Applications to the Victorian Civil and Administrative Tribunal (VCAT)! !For all disputes that affect the Owners Corporation you can apply directly to the Victorian Civil and! !Administrative Tribunal (VCAT) to hear your case and make an order. For more information on VCAT applications call 1800 133 055 or go to www.vcat.vic.gov.au!

!NOTES! Field62

LNOTE134 - Victoria specific template.

CompanyTitle

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

		ON FEE NOT	ICEI
11 1W/WHERS			I(F1
CVITEINO	CONFORM	ION FEE NOT	IUL:

!Lot Number! !Unit Number! Field95 !Account Number! Field9 Field4 Field5 Field6 Field7 Field8 !Lot Liability! Field11 !Lot Entitlements! Field99

!Amount Payable! Field359 !Payment Due! Field60

THE FOLLOWING FEES/CHARGES ARE DUE (IF APPLICABLE GST IS SHOWN BELOW)

!Date of Notice! Field10

Field15

Account	Period	Due Date	Amount	Discount If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17 Field18	Field19
Field20	Field21	Field23	Field24	Field25 Field26	Field27
Field28	Field29	Field31	Field32	Field33 Field34	Field35
Field36	Field37	Field39	Field40	Field41 Field42	Field43
Field44	Field45	Field47	Field48	Field49 Field50	Field51
Field239	Field240	Field242	Field243	Field244 Field245	Field246
Field247	Field248	Field250	Field251	Field252 Field253	Field254
Field255	Field256	Field258	Field259	Field260 Field261	Field262
Field263	Field264	Field266	Field267	Field268 Field269	Field270
Field271	Field272	Field274	Field275	Field276 Field277	Field278
Field279	Field280	Field282	Field283	Field284 Field285	Field286

Field59 Field67 Field55 Field61

!The rate of interest has been calculated in accordance with the current rate under the Penalty Interest Rates Act 1983(Vic). The rate! !is subject to change.!

!Payment must be made within 28 days after the date of this notice or by the Due Date whichever is the later.!

!See over for Important information on fees and charges!

!NOTES!

Field62 Field63

Field64

Field65

LNOTE141 - Victoria specific template.

CompanyTitle

Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE! !Date of Notice! Field10

> !Unit Number! Field95 !Account Number! Field9 !Lot Liability! Field11 !Lot Entitlements! Field99

> > Field15

Field4 Field5 Field6 Field7 !Amount Payable! Field359 Field8 !Payment Due! Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Account	Period	<u>Due Date</u>	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
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!The rate of interest has been calculated in accordance with the current rate! Field55 !under the Penalty Interest Rates Act 1983(Vic). The rate is subject to change.! !Important information on fees and charges! !Payment must be made within 28 days after the date of this notice or by the Due Date whichever is the later.!

Employed If you have enquiries on the Reas listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the typ of this form.
Disputes! (The Owners Corporations Act 2006 (the Act), Owners Corporations Regulations (the Regulations) and the Owners Corporation Rules (the Rules) provide a number of topfons in dealing with disputes regarding Owners Corporations, Managers, Lot Owners and Occupiers: These are:!

- The Owners Corporation Internal Dispute Resolution Process!

- I- Conciliation through Consumer Affairs Victoria!
 I- Applications to the Victorian Civil and Administrative Tribunal (VCAT)

Informal Dispute Resolution process! If you believe the Manager, a Lot Owner or Occupier has breached their obligations under the Rules, Act, or Regulations, you can try to Iresolve the problem through the Owners Corporation Internal Dispute Resolution process. The internal dispute resolution process is set out in the Rules. Unless the Rules state! Idifferently, the following summary applies:!

I- You can lodge a complaint by completing an IOwners Corporation Complaint form (available from the Owners Corporation).!

- !- A meeting will be held to discuss the matter with all persons involved in the dispute and representatives of the Owners Corporation. The meeting must be held! Mithin 14 days of all persons being notified of the dispute.!

 Persons involved in the dispute will be notified of decisions by the Owners Corporation

1- Persons involved in the dispute will be notined or declarate by the Owners Corporation.

1- Flyou are not satisfied with the outcome you can contact Consumer Affairs Victoria or VCAT (see below).

1- Concilitation through Consumer Affairs Victoria!

1- You can contact Consumers Affairs Victoria!

1- You can contac !www.consumer.vic.gov.au!

1Applications to the Victorian Civil and Administrative Tribunal (VCAT)! 'For all disputes that affect the Owners Corporation you can apply directly to the Victorian Civil and!

1Administrative Tribunal (VCAT) to hear your case and make an order. For more information on VCAT applications call 1800 133 055 or go to www.vcat.vic.gov.au!

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Field62

LNOTE143 - Victoria specific template.

!The Owners Corporation!

CompanyTitle

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE!

!Date of Notice! Field10 !Lot Number! Field97 !Unit Number! Field95 !Account Number! Field9

Field4 Field5 Field6 Field7 Field8

!Amount Payable! Field359 !Payment Due! Field15 Field60

THE FOLLOWING	CEEC/CHARCEC	A DE DUE	/IE ADDITION DE E	GST IS SHOWN BELOW)!

Account	Period	Due Date	Amount	Discount If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17 Field18	Field19
Field20	Field21	Field23	Field24	Field25 Field26	Field27
Field28	Field29	Field31	Field32	Field33 Field34	Field35
Field36	Field37	Field39	Field40	Field41 Field42	Field43
Field44	Field45	Field47	Field48	Field49 Field50	Field51
Field239	Field240	Field242	Field243	Field244 Field245	Field246
Field247	Field248	Field250	Field251	Field252 Field253	Field254
Field255	Field256	Field258	Field259	Field260 Field261	Field262
Field263	Field264	Field266	Field267	Field268 Field269	Field270
Field271	Field272	Field274	Field275	Field276 Field277	Field278
Field279	Field280	Field282	Field283	Field284 Field285	Field286

Field59 Field67 Field55 Field61

!The rate of interest has been calculated in accordance with the current rate under the Penalty Interest Rates Act 1983(Vic). The rate! !is subject to change!

!Payment must be made within 28 days after the date of this notice or by the Due Date whichever is the later.!

!See over for Important information on fees and charges!

!NOTES!

Field62 Field63

Field64

Field65

LNOTE161 - Victoria specific template.

CompanyTitle
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!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE!

!Date of Notice! Field10 !Lot Number! Field97 !Unit Number! Field95 !Account Number! Field9 !Lot Liability! Field11 !Lot Entitlements! Field99

Field4 Field5 Field6 Field7 Field8

!Amount Payable! Field359 !Payment Due! Field60 Field15

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
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Field55

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- !- Conciliation through Consumer Affairs Victoria! !- Applications to the Victorian Civil and Administrative Tribunal (VCAT)!

Internal Disputs Resolution process! If you believe the Manager, a Lot Owner or Occupier has breached their obligations under the Rules, Act, or Regulations, you can try to! resolve the problem through the Owners Corporation Internal Dispute Resolution process. The internal dispute resolution process is set out in the Rules. Unless the Rules state! Idifferently, the following summary applies:!

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!www.consumer.vic.gov.au!

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Field62

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Field5 Field6 Field7 Field8 CompanyTitle Field9 Field9 Field99 Field9							
Field5 Field6 Field7 Field8 Field8 Field8 Field8 Field8 Field9 Field9 Field99 Field15 Field16 Field17 Field18 Field18 Field18 Field20 Field20 Field21 Field23 Field24 Field25 Field28 Field29 Field31 Field31 Field32 Field33 Field34 Field35 Field36 Field37 Field39 Field39 Field40 Field41 Field42 Field45 Field47 Field48 Field48 Field50 Field240 Field240 Field240 Field240 Field241 Field241 Field255 Field248 Field250 Field250 Field255 Field266 Field266 Field270 Field271 Field272 Field276 Field277 Field37 Field39 Field30 Field38 Field284 Field285 Field38 Field288 Field287 Field37 Field39 Field37 Field37 Field37 Field37 Field37 Field37 Field37 Field37 Field38 Fiel				Notice Da	ate Fiel	d10	
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Field 6 Field 7 Field 8 Field 8 Field 9 Fiel							nibor Froidas
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CompanyTitle	Field8						
CompanyTitle			Field358				
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Field36 Field37 Field39 Field40 Field41 Field42 Field42 Field43 Field49 Field50 Field50 Field50 Field50 Field50 Field50 Field245 Field242 Field244 Field245 Field242 Field244 Field250 Field251 Field253 Field253 Field253 Field253 Field261 Field261 Field261 Field261 Field261 Field267 Field260 Field260 Field277 Field278 Field278 Field278 Field278 </td <td>Field20</td> <td>Field21</td> <td>Field23</td> <td>Field24</td> <td>Field25</td> <td>Field26</td> <td>Field27</td>	Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field44 Field45 Field47 Field48 Field49 Field50 Field51 Field239 Field240 Field242 Field243 Field244 Field245 Field245 Field245 Field245 Field245 Field245 Field245 Field245 Field245 Field253 Field253 Field253 Field253 Field255 Field256 Field258 Field259 Field260 Field261 Field262 Field269 Field267 Field268 Field269 Field277 Field28 Field285 Field285 Field28 Field285 Field28 Field285 Field28 Field28 Field285 Field28 Field28 Field285 Field28 Field28 </td <td>Field28</td> <td>Field29</td> <td>Field31</td> <td>Field32</td> <td>Field33</td> <td>Field34</td> <td>Field35</td>	Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field239 Field240 Field242 Field243 Field244 Field245 Field245 Field245 Field245 Field253 Field253 Field253 Field253 Field253 Field253 Field253 Field253 Field261 Field261 Field261 Field261 Field261 Field262 Field263 Field264 Field266 Field267 Field268 Field269 Field27 Field277 Field278	Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field247 Field248 Field250 Field251 Field253 Field253 Field253 Field253 Field253 Field253 Field261 Field261 Field261 Field261 Field261 Field261 Field261 Field261 Field261 Field269 Field27 Field27 Field277 Field278 Field285 Field285 Field285 Field285 Field285 Field285 Field286 Field38 Payment Due Field3 Payment Due Field3 Field3 </td <td>Field44</td> <td>Field45</td> <td>Field47</td> <td>Field48</td> <td>Field49</td> <td>Field50</td> <td>Field51</td>	Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field255 Field256 Field258 Field259 Field260 Field261 Field261 Field262 Field267 Field268 Field269 Field277 Field283 Field284 Field285 Field285 Field285 Field286 Field285 Field286 Field38 Field285 Field38 Field38 Payment Due Field3 Field61 Field62 Field63 Field63 Field64	Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field263 Field264 Field266 Field267 Field268 Field269 Field271 Field272 Field274 Field275 Field276 Field277 Field277 Field279 Field280 Field282 Field283 Field284 Field285 Field285 Field287 Field289 Field59 Field59 Field690 Field61 Field60 Field61 Field61	Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field271 Field272 Field274 Field275 Field276 Field277 Field277 Field279 Field280 Field282 Field283 Field284 Field285 Field285 Field289 Field59 Field57 Field50 Field61 Field61 Field62 Field63	Field255	Field256	Field258	Field259	Field260	Field261	Field262
Field279 Field280 Field282 Field283 Field285 Field285 Field59 Field67 Field60 Field61 Field62 Field62 Field63	Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field59 Field67 Field60 Field61 Field62 Field63 Field62 Field63							Field278
Field67 Field61 Field62 Field63 Field62		Field280	Field282	_			Field286
Field61 Payment Due Field62 Field63				l Ar	nount Pa	vable	Field359
Field61 Field62 Field63							
Field63				Г	ayınıenı D	ue	Field 13
Ejald&4							
FIBIU04			Field64				

NOTICE OF CONTRIBUTIONS Field10 Field4 Date of Notice Field5 A/c No Field9 Field6 Share No Field97 Field7 Unit No Field95 Field8 Field94 Due Date Account Period Amount Discount If paid by Net Amount Field15 Field23 Field12 Field13 Field16 Field17 Field18 Field19 Field26 Field20 Field21 Field24 Field27 Field25 Field28 Field29 Field31 Field32 Field33 Field34 Field35 Field36 Field37 Field39 Field40 Field41 Field42 Field43 Field44 Field45 Field47 Field48 Field49 Field50 Field51 Field239 Field240 Field242 Field243 Field244 Field245 Field246 Field247 Field248 Field250 Field251 Field252 Field253 Field254 Field255 Field256 Field258 Field259 Field260 Field261 Field262 Field267 Field263 Field264 Field268 Field276 Field269 Field270 Field278 Field266 Field271 Field272 Field274 Field275 Field277 Field279 Field280 Field282 Field283 Field284 Field285 Field286 Field287 Field288 Field290 Field291 Field292 Field293 Field294 Totals Field59 Field52 Field53 Field54 Field67 Field55 Field60 Field62 Amount Paid Field63 \$ Date Paid Field64 Field65

Company Title NOTICE OF CONTRIBUTIONS Field4 Date of Notice Field10 Field5 A/c No Field9 Field6 Lot No Field97 Field220 Field95 Field7 Field8 Contrib Ent. Field11 Interest Ent. Field99 Field94 Account Period Due Date Discount If paid by Net Amount Field12 Field15 Field16 Field17 Field18 Field19 Field13 Field26 Field21 Field27 Field20 Field23 Field24 Field25 Field28 Field29 Field31 Field32 Field34 Field35 Field33 Field36 Field37 Field40 Field42 Field43 Field39 Field41 Field44 Field45 Field47 Field48 Field49 Field50 Field51 Field239 Field240 Field242 Field243 Field244 Field245 Field246 Field247 Field248 Field250 Field251 Field252 Field253 Field254 Field255 Field256 Field258 Field259 Field260 Field261 Field262 Field267 Field263 Field264 Field266 Field268 Field269 Field270 Field271 Field272 Field274 Field275 Field276 Field277 Field278 Field279 Field280 Field282 Field283 Field284 Field285 Field286 Field287 Field288 Field290 Field291 Field292 Field293 Field294 Totals Field59 Field52 Field53 Field54 Field67 Field55 Field60 Field62 Amount Paid Field63 Date Paid Field64 Field65

LNOTE203 & LNOTE_203

NOTICE OF LEVY CONTRIBUTIONS

Field4	Dat
Field5	Ent
Field6 Field7	Lot
Field8	Unit
I	

Date of Notice	Field10
Entitlements	Field11
Lot No	Field97
Unit No	Field95

Owners of Field1 Strata Plan Field3,Field91,Field93					
Account	Period	Due Date	Net Amount		
Field12	Field13	Field15	Field19		
Field20	Field21	Field23	Field27		
Field28	Field29	Field31	Field35		
Field36	Field37	Field39	Field43		
Field44	Field45	Field47	Field51		
Totals Field59			Field54		
	Field6	7			
	Field61				
	Field6				
	Fields	55			

Ple	ase make your payment in accordance with the instructions on the attached remittance slip	
Teller stamp and initials	Field62	Amount Paid
	Field63	\$
	Field64	Date Paid
	Field65	1 1

LNOTE208 - Victoria specific template.

OWNERS	CORPORATION FEE NOTICE				
	ons Act 2006 Section 31, Owners Corporations Re	egulatio	ns 2018 and Owners C	orporation Rules	_
Field4			Date of	Notice	
Field5	Field6		Field	7	
1.10.00			Lot Number	Field97	\dashv
Field7				1 101001	-
Field8			Unit Number	Field95	
HE FOLLOWING FEES/CHA	RGES ARE DUE			Field94	
CompanyTitle					
Field385 Field386 Field387					
Account	Period		Due Date		Amoun
Field12	Field13		Field15		Field1
Field20	Field21		Field23		Field2
Field28	Field29		Field31		Field3
Field36	Field37		Field39		Field4
Field44	Field45		Field47		Field5
Field239	Field240		Field242	2	Field24
Field247	Field248		Field250		Field25
Field255	Field256		Field258	;	Field26
Totals Field59					Field54
	Field67				
Payments must be made within 28 da	ed in accordance with the current rate under the P sys after the date of this notice or by the Due Date, fees and charges and account summary.			(Vic). The rate is s	ubject to change
Field62 Field63 Field64 Field65					
	Field60				

LNOTE208-DISC - Victoria specific template.

OWNERS CORPORATION FEE NOTICE Owners Corporations Act 2006 Section 31, Owners Corporations Regulations 2018 and Owners Corporation Rules LetterHead Field4 Date of Notice Field5 Field10 Field6 Field7 Lot Number Field97 Field8 Unit Number Field95 Field94 THE FOLLOWING FEES/CHARGES ARE DUE CompanyTitle Field385 Field386 Field387 Amount Discount Period If paid before Net Amount Account Due Date Field12 Field13 Field15 Field16 Field17 Field18 Field19 Field20 Field21 Field23 Field24 Field25 Field26 Field27 Field28 Field29 Field31 Field32 Field33 Field34 Field35 Field36 Field37 Field39 Field40 Field41 Field42 Field43 Field45 Field48 Field49 Field50 Field51 Field44 Field47 Field239 Field240 Field242 Field243 Field244 Field245 Field246 Field247 Field248 Field250 Field251 Field252 Field253 Field254 Field255 Field256 Field258 Field259 Field260 Field261 Field262 Totals Field59 Field54 Field55 Field67 Field61 The rate of interest has been calculated in accordance with the current rate under the Penalty Interest Rates Act 1983(Vic). The rate is subject to change. Payments must be made within 28 days after the date of this notice or by the Due Date, whichever is the later. See over for Important information on fees and charges and account summary. Field62 Field63 Field64 Field65 Field60

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4	7
Field5	ı
Field6	ı
Field7	ı
Field8	ı
Field94	١

Date of Notice			
Field10			
Lot Number	Field97		
Entitlements	Field11		
Unit Number	Field95		

The Owners Company Title Field 385 Field 386 Field 387							
Account	Period	Determined	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field14	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field22	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field30	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field38	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field46	Field47	Field48	Field49	Field50	Field51
Totals Field59				Field52	Field53		Field54
Field67							
		Fi	eld55				
Please deposit your payment directly into our trust account using the detachable deposit slip below. Please make your cheque payable to:CompanyTitle							
		Field6	0				
Teller stump and initials Field62						Amount Paid	
Field63						\$;
Field64						Date Paid	
		Field65					1 1