

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 <u>StrataPay Terms and Conditions</u>.

Direct Debit Instructions Levy Template

The direct debit message will appear in Field 60 of the levy notice template; examples of templates 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.
- 2. 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.

🔍 Ter	nplate Selection		
File	Options	_	
Levy	Preview Style		Field Numbers
	Show all States		Field Names
Nam	Remove Current Local Selection		Sample Data
	Create/Edit Template	No	

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.

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 clickClose.
- 4. The 'Arrears Manager' screen will appear with a table, which includes a 'DDR' column (you may need to scroll right to see it).
 - A blank cell means a direct debit has never been set up.
 - 'Y' means a direct debit has been set up and is active.
 - '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.

Arrears N	lanager								-	
File								4		
Account	Name	mber	Unit Number	Telephone	Email	Legal	Notes	Owner Ref Num	DDR	No Send 🔨
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02100017	C		17					0000071	N	
02100013	Honormonenon		13					00000106		
02100009			9	3876 7160	104000040400	01014		00000057		~
<										>
14 of Ameans Note	18 es Category							5	C	onfigure
Arrears	a category	Ch	nange Building	Own	er Info	Notes		Show in Excel		Close

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

Lot 2 Unit No 2			Date Conti Intere	of Issue rib Ent. est Ent.	14 Septer 1 0	nber	2020
Abc Deve	lopers		Due Date				01/05/19
Abel McG Bayview (rath Centre		Payable on	or before	due date		\$90.0
PO Box 1	8		Payable afte	r due date			\$100.0
Account	Period	Due Date	Amount	Discount	If Paid	Ву	Net Amour
Totals			100.0	00 10	.00	_	\$90.00
DIRECT DEBIT AUTHOR	RITY SET UP - DO NOT PAY.	Enquiries call	07 3333 3333	•		_	

etterHead	d		F	ield89				
	NOTICE	OF MAI	NTENAN	ICE C	ONTR	IBUT	IONS	;
	Field4				Da	te of Notic	e	1
	Field5					Field10		-
	Field6				Lot Numbe	er Field	97	-
	Field8				Entitlemen	ts Field	11	-
					Unit Numb	er Field	95	-
	Field94							
The Owners			C					
			Company Field91	/ IITIE Field92 Fiel	d93			
Account		Period	Determined	Due Date	Amount	Discount	If paid by	Net Amou
Field12		Field13	Field14	Field15	Field16	Field17	Field18	Field
Field20		Field21	Field22	Field23	Field24	Field25	Field26	Field2
Field28		Field29	Field30	Field31	Field32	Field33	Field34	Field
Field36		Field37	Field38	Field39	Field40	Field41	Field42	Field4
Field44		Field45	Field46	Field47	Field48	Field49	Field50	Fields
Fotals F	ield59				Field52	Field53		Field54
			Field67					
			- Fi	eld55				
	Please deposit y	our payment direct Please make y	ly into our trust ad our cheque pa	count using	the detach	able deposi Title	it slip belov	Ν.
			Field6	0				
Teller stamp and i	nitials		Field6	2				Amount Paie
			Field6	3				3
			Field6	4				Date Paid
			Field6	5				1 1

	NOTICE (OF CONTRIB	Field89 UTION	1S		
Fi	eld4		Date of No	tice F	ield10	
Fi	eld5		A/c No	F	ield9	
Fi	eld6 eld7		Lot No	Field97 F	ield220	Field95
Fi	eld8		Contrib En	t. F	ield11	
			Interest En	t F	ield99	
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Body Corporate for	Cor	npanyTitl	е			
Account	Period	Due Date	Amount	Discou	nt If paid by	Net Amou
Field12	Field13	Field15	Field16	Field1	7 Field18	Field1
Field20	Field21	Field23	Field24	Field2	5 Field26	Field2
Field28	Field29	Field31	Field32	Field3	3 Field34	Field3
Field36	Field37	Field39	Field40	Field4	1 Field42	Field4
Field44	Field45	Field47	Field48	Field4	9 Field50	Field5
Totals Field59			Field52	Field5	3	Field5
		Field67				
		Field60				
		FIEIDOV				
Teller stamp and initials		Field62 Field63 Field64			\$	Amount Pai
		Field65				1 1

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	NC		CONT	^{Field89} RIBUTIO	NS	
	Field4			Date of Notice	Field10	
	Field5			A/c No	Field9-Field	94
	Field6			Lot No	Field97	
	Field8			Unit No	Field95	
		Owner Strata Plan Field	rs of Fie 3,Field91Fie	Id1 eld92,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
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	Please make you	r payment in accordance with the i	instructions	on the attached re	mittance slip	
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	Field89
NOTICE OF LEVY	CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

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

		Ov Strata Plan I	vners of Field1 Field3,Field91Field92,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
Totals	Field59			Field54
		F	ield67	
		F	Field61	
		F	ield60	
		Fie	eld55	
	Please make	your payment in accordance with	h the instructions on the attached remittance s	lip
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Field89 !LEVY NOTICE! Field4 Field5 Field5							Con	Field9 Field9 Field9 Field9	yTitle	
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	Fiel	d8					Lot Number	Field97	Unit Number	Field95
							Account Number	Field9	Entitlements	Field11
						т ——				
Account		Period		Total for Yea	r Due Dat	te	Amount	Discount	If paid by	Net Amount
Field12		Field13		Field211	Field15		Field16	Field17	Field18	Field19
Field20		Field21		Field212	Field23		Field24	Field25	Field26	Field27
Field28		Field29		Field213	Field31		Field32	Field33	Field34	Field35
Field36		Field37		Field214	Field39		Field40	Field41	Field42	Field43
Field44		Field45		Field215	Field47		Field48	Field49	Field50	Field51
Field59 Field67							Amou	unt Pay	able	Field359
Field55							Pavm	nent Du	е	Field15
Field61										
	Description		14-14	51-h	- HISTORY	(Poloso			
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Field109	Field110		Field111	Field112	Field113	Field114	Field115			
Field117	Field118		Field119	Field120	Field121	Field122	Field123			
Field125	Field126		Field127	Field128	Field129	Field130	Field131			
Field133	Field134		Field135 Field143	Field135	Field13/	Field138 Field146	FIEI0139 Eield147			
Field149	Field150		Field151	Field152	Field153	Field154	Field155			
Field157	Field158		Field159	Field160	Field161	Field162	Field163			
Field165	Field166		Field167	Field168	Field169	Field170	Field171			
Field1/3	Field1/4 Field182		Field183	Field1/6	Field177	Field186	Field1/9 Field187			
Field189	Field190		Field191	Field192	Field193	Field194	Field195			
					- NOTES					
					Field62	2				
					Field63	3				
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Account Field12 Field20 Field28 Field36	Field6 Field6 Field8 Field8	Period Field13		Total for Year		NT	Notice Date Lot Number Account Number	Field10 Field97 Field9	Unit Number Entitlements	Field95 Field11
Account Field12 Field20 Field28 Field36	Field7 Field8 Field8	Period Field13		Total for Year		NT	Lot Number Account Number	Field97 Field9	Unit Number Entitlements	Field95 Field11
Account Field12 Field20 Field28 Field36	Field8	Period Field13 Field21		Total for Year		NT	Account Number	Field9	Entitlements	Field11
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Field36	-	ield29		Field213	Field3	1	Field32	Field33	Field34	Field35
101000		ield37		Field214	Field3	9	Field40	Field41	Field42	Field43
Field44	F	ield45		Field215	Field4	7	Field48	Field49	Field50	Field51
Field59							Amo	int Pav	ahlo	Field35
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riciuoi					- HISTOR	Y				
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Field109	Field118		Field119	Field12	Field121	Field122	Field123			
Field125	Field126		Field127	Field128	Field129	Field130	Field131			
Field133	Field134		Field135	Field136	Field137	Field138	Field139			
Field141	Field142		Field143	Field144	Field145	Field146	Field147			
Field149 Field157	Field158		Field151	Field160	Field165	Field162	Field163			
Field165	Field166		Field167	Field168	Field169	Field170	Field171			
Field173	Field174		Field175	Field176	Field177	Field178	Field179			
Field181	Field182		Field183	Field184	Field185	Field186	Field187			
FIEI0189	FIEI0190		FIEI0191	FIel0192	FIEI0193	Field194	FIEI0195			
					- NOTE	8 ——				
					Field	52				
					Field	53				
					Field	64				

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				Field89	9		
		NOTICE OF	F CONTRIE	BUTIO	NS		
	Field4			Date of N	lotice	Field10	
	Field5			A/c No		Field9	
	Field6			Lot No	Field97	Field220	Field95
	Field8			Entitleme	ents	Field11	
	Field94						
		Co	mpany Title				
		Field	91Field92Field93				
Account		Period	Due Date	Amount	Disc	ount If paid b	y Net Amount
Field12		Field13	Field15	Field1	6 Field	117 Field18	Field19
Field20		Field21	Field23	Field2	4 Field	125 Field26	Field27
Field28		Field29	Field31	Field3	2 Field	133 Field34	Field35
Field36		Field37	Field39	Field4	0 Field	41 Field42	Field43
Field44		Field45	Field47	Field4	8 Field	H49 Field50	Field51
Totals F	ield59			Field5	2 Field	153	Field54
			Field67				
_			Field61				
			Field60				
		Field62					
		Field63					
		Field64					
		Field65					

			Field89				
	NOTICE OF MAINT	ENANCE O	CONTR	IBUT	IONS		
	Field4		Date of Not	ice Fi	Field10		
	Field5		A/c No	Fi	Field9		
	Field6 Field7		Lot No	Fi	Field97		
	Field8		Unit No	Fi	Field95		
			Entitlement	s Fi	eld11		
	Field94		Field78				
The Owners	Co	ompanyTitle					
		Field91Field92Fie	ld93				
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	
Totals	Field59		Field52	Field53		Field54	
		Field67					
		Field55					
	Please make your payment in accordance	e with the instructions	on the attache	ed remitta	nce slip.		
	54.4.	Field60					
Tetler stamp and in	utraty	Field62				Amount Paid	
		Field63				\$ Data Dail	
		Field64				Date Paid	
Teller stamp and in	riease make your payment in accordanc	Field60 Field62 Field63 Field64 Field64 Field65	on the attache	eo remitta	ince slip.	Amount Paid \$ Date Paid / /	



				Field®					
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F	Field4			Date of N	otice	Field10)		
F	Field5			A/c No		Field9			
I F	Field7			Lot No	Field97	Field22	0	Field95	
F	Field8			Contrib E	nt.	Field11	1		
				Interest E	int.	Field99)		
F Rody: Comparate for	Field94								
Body Colporate for		Co	mpanyTitle						
			Field91Field92Field	d93					
Account		Period	Due Date	Amount	Disc	ount If	f paid by	Net Amount	
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Field20		Field21	Field23	Field24	Field	25 Fi	ield26	Field27	
Field28		Field29	Field31	Field32	2 Field	33 Fi	ield34	Field35	
Field36		Field37	Field39	Field40) Field	41 Fi	ield42	Field43	
Field44		Field45	Field47	Field48	Field	49 Fi	ield50	Field51	
Totals Fields	59			Field52	2 Field	53		Field54	
			Field67						
			Field61						
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			Field63				\$		
			Field64					Date Paid	
			Field65					1 1	





LNOTE129 - Victoria specific template.

Field89	NOTICE!		CompanyT	ïtle		Notice Dat	e Field	10	
			oompanyAud	10331		Lot Numbe	er Fields	97 Unit Nu	mber Field95
						Account N	umber Fields)	
	Field4					Lot Liabilit	у	Field11	
	Field5					Lot Entitler	ments	Field99	
	Field7					!Amo	unt Pay	able!	Field359
	Fieldo					!Payn Fieldf	nent Du	e!	Field15
				ICUE		FSI			
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
Field59									Field61
Field67 Field55							!P	ayment Obli	igation!
T ICIUJJ		ACCOUNT H	STORY				You must pay the	amount due no	ted above by the due date!
Date	Description	Admin	Sink	Other	Total	Balance	and Administrative	Poration may a Tribunal (VCA	T) for a legal order!
Field101 Field109	Field102 Field110	Field103	Field104 Field112	Field105 Field113	Field105	Field107 Field115	requiring you to p	ay.!	
Field117	Field118	Field119	Field120	Field121	Field122	Field123	!0	ispute Res	olution!
Field125	Field126	Field127	Field128	Field129	Field130	Field131	If you have enqui!	ries or problems	s with the fees in this Notice!
Field133 Field141	Field134 Eield142	Field135	Field136	Field137 Field145	Field138 Field146	Field139 Eield147	lyou should contai	t the Owners C	corporation on the telephone!
Field141	Field150	Field151	Field152	Field153	Field154	Field155	Ican contact Cons	umer Affairs Vic	toria on 1300 55 81 81 or!
Field157	Field158	Field159	Field160	Field161	Field162	Field163	!www.consumer.vi	ic.gov.au who n	nay be able to help conciliate!
Field165	Field166	Field167	Field168	Field169	Field170	Field171	the matter or you!	can apply direc	tly to the Victorian Civil!
Field173 Field181	Field174 Field182	Field175 Field183	Field176 Field184	Field177 Field185	Field178 Field186	Field179 Field187	land Administrativ	e Tribunal (VCA	(T) to hear your case. More!
Field189	Field190	Field191	Field192	Field193	Field194	Field195	!www.vcat.vic.gov	au.!	is available at
				Field Field Field	(NOTES) 62 63 64		-		
				Field	65				

LNOTE130 - Victoria specific template.

	Fiel	The Owners Con d1Company CompanyAdd	rporation! yTitle Iress1			
Owners Corporation OWNERS Fin Fin Fin Fin Fin Fin	s Act 2006 Section 31 Owners C CORPORATION F eld4 eld5 eld6	orporations Regulations 2018 EE NOTICE!	and Owners Corpo	oration Rules! !Date of Notice !Lot Number! !Unit Number! !Account Numi !Lot Liability! !Lot Entitlemen	e! Field10 Field97 Field95 ber! Field9 Field11 Field99	
Fi	eld7 eld8		!Amou !Pavm	unt Paya Ient Due	able! F el	ield359 Field15
			Field6	0		
	THE FOLLOWING	FEES/CHARGES ARE DUE	(IF APPLICABLE	GST IS SHOW	WN 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
Field59		Field61				
Field67		5	The rate of interest has	e been calculated	in accordance	with the current rate
Field55		1	under the Penalty Inter	rest Rates Act 19	83(Vic). The rate	is subject to chang
Interpretation in the second s	e enquiries on the fees listed in this Note se Corporations Act 2006 (the Act), Own disputes regarding Owners Corporations tion Internal Dispute Resolution Process! Consumer Affairs Victoria!	e you can contact the Owners Corpo ers Corporations Regulations (the Re , Managers, Lot Owners and Occupie	ration on the telephone egulations) and the Own ers: These are:!	number or at the a ers Corporation Ri	address listed on ules (the Rules) p	the top of this form.! rovide a number of!
- Applications to the Vi	ctorian Civil and Administrative Tribunal (VCAT)!	anched their objections	under the Pulse	Act on Requision	es unu can textel
Incernal Dispute Read Income the problem the Idifferently, the following	rough the Owners Corporation Internal D g summary applies:	ager, a Lot Owner or Occupier has or spute Resolution process. The intern	eauned their obligations hal dispute resolution pro	ocess is set out in t	the Rules. Unless	is, you can try to! s the Rules state!
 You can lodge a com A meeting will be held of all persons being 	plaint by completing an IOwners Corpora d to discuss the matter with all persons in notified of the dispute.!	tion Complaint) form (available from 1 volved in the dispute and represental	the Owners Corporation tives of the Owners Cor).! poration. The mee	ting must be held	within 14 days!
- Persons involved in t	he dispute will be notified of decisions by	the Owners Corporation.!				
!- If you are not satisfied !Conciliation through	d with the outcome you can contact Cons Consumer Affairs Victoria! !You can	umer Affairs Victoria or VCAT (see b contact Consumers Affairs Victoria re	elow).! garding disputes. There	may be times whe	en Consumer Aff	airs Victoria will!
ladvise you to use the i	nternal dispute resolution process if you i	have not already done so. For more i	nformation on complaint	ts or general enqui	ries call 1300 55	81 81 or go to!
Applications to the V Administrative Tribuna	/.au: ictorian Civil and Administrative Tribu I (VCAT) to hear your case and make an	nal (VCAT)! For all disputes that a order. For more information on VCAT	Hect the Owners Corpo Fapplications call 1800	ration you can app 133 055 or go to w	ly directly to the www.vcat.vic.gov.	Victorian Civil and! au!
		Field62				

LNOTE134 - Victoria specific template.

!OWNER	S CORPORATION	FEE NOTICE!		IDate of Notice! Field1(ILot Number! Field9; IUnit Number! Field9; Idaceust Number! Field9;) 7 5		
	Field4 Field5		Lot Liability! Field11				
	Field6			Lot Entitlements: Fleidst	, 		
	Field7		!Amo	ount Payable!	Field35		
	rieluo		!Payı	ment Due!	Field1		
	ITHE FOLLOWIN	IC FEESICHARGES ARE DU		E GST IS SHOWN BELOW	ni.		
Account	Period	Due Date	Amount	Discount If paid by	Net Am		
Field12	Field13	Field15	Field16	Field17 Field18	Fiel		
Field20	Field21	Field23	Field24	Field25 Field26	Fiel		
Field28	Field29	Field31	Field32	Field33 Field34	Fiel		
Field36	Field37	Field39	Field40	Field41 Field42	Fiel		
Field44	Field45	Field47	Field48	Field49 Field50	Fiel		
Field239	Field240	Field242	Field243	Field244 Field245	Field		
Field247	Field248	Field250	Field251	Field252 Field253	Field		
Field255	Field256	Field258	Field259	Field260 Field261	Field		
Field263	Field264	Field266	Field267	Field268 Field269	Field		
Field271	Field272	Field274	Field275	Field276 Field277	Field		
Field59 Field67 Field65 Field61	Field200	rieu2o2	FIBIU203	meluzo4 Freiuzo3	rield.		

LNOTE141 - Victoria specific template.

	(CompanyTit	t le ress1			
Owners Corporation	IS Act 2006 Section 31 Owners Co CORPORATION F	Proventions Regulations 2018	and Owners Corpo	ration Rules! Date of Notice Lot Number!	! Field1 Field9	0
Fi	ield4 ield5 ield6			Unit Number! Account Numb Lot Liability! Lot Entitlemen	Field9 ber! Field9 Field1 nts! Field9	15 1 19
F	ield7 ield8		!Amou !Paym Field6	unt Paya Ient Due 0	able! e!	Field359 Field15
	!THE FOLLOWING	FEES/CHARGES ARE DUE.	(IF APPLICABLE,	GST IS SHO	WN BELOV	V)!
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
Field59		Fi	ield61			
Field67		91	The rate of interest has	been calculated	in accordance	ce with the current rate!
Important inform Enquiries! If you ha IDisputes! IThe Own Ioptions in dealing with I- The Owners Corpore I- Conciliation through I- Applications to the V	nation on fees and charges! ve enquiries on the rees listed in this Notio ers Corporations Act 2005 (the Act), Owne disputes regarding Owners Corporations, ation Internal Dispute Resolution Process? Consumer Affairs Victoria! Citorian Civil and Administrative Tribunal (1 ictorian Civil and Administrative Tribunal (1)	Payment must be made within 2 e you can contact the Owners Corpor ers Corporations Regulations (the Re, Managers, Lot Owners and Occupie VCAT):	8 days after the date of ration on the telephone gulations) and the Own rrs: These are:!	of this notice or b number or at the a ers Corporation Ri	y the Due Da address listed ules (the Rule:	te whichever is the later.! on the top of this form.! s) provide a number of!
Internal Dispute Res Iresolve the problem to Idifferently, the followin	olution process! If you believe the Mana rough the Owners Corporation Internal Di ng summary applies:	iger, a Lot Owner or Occupier has bro spute Resolution process. The internition Complaint form (available form t	eached their obligations al dispute resolution pro	under the Rules, cess is set out in t	Act, or Regula the Rules. Uni	ations, you can try to! less the Rules state!
- A meeting will be he within 14 days of all - Persons involved in	Id to discuss the matter with all persons in persons being notified of the dispute.! the discute will be notified of decisions by :	volved in the dispute and representati the Owners Corporation !	ives of the Owners Corp	poration. The mee	ting must be h	eid!
I- If you are not satisfie !Conciliation through !advise you to use the !advise you to use the	ed with the outcome you can contact Cons of Consumer Affairs Victoria! 'You can contact dispute resolution process if you have	umer Affairs Victoria or VCAT (see be contact Consumers Affairs Victoria re-	elow).! garding disputes. There formation on complaint	may be times who	en Consumer	Affairs Victoria will 55.81.81 or on tol
Advise you to be the www.consumer.vic.go (Applications to the ' Administrative Tribuna	w.au: w.au: victorian Civil and Administrative Tribur al (VCAT) to hear your case and make an (nal (VCAT)! !For all disputes that a order. For more information on VCAT !NOTE Field62	ffect the Owners Corpor rapplications call 1800 - 28!	ration you can app 133 055 or go to w	ly directly to the www.vcat.vic.g	he Victorian Civil and! ov.au!

LNOTE143 - Victoria specific template.

Owners Corporat	ions Act 2006 Section 31 Owners S CORPORATION	Corporations Regulations 20 FEE NOTICE!	18 and Owners Corj	ooration Rules! !Date of Notice! Field !Lot Number! Field !Unit Number! Field	10 97 95
	Field4			Account Number! Field	9
	Field5				
	Fieldb Field7		1Ame	unt Davable	Elald250
	Field8		IAMO	unit Payable!	Field 30
			<u>!Payr</u>	nent Due!	Field1
			Field	60	
Account	ITHE FOLLOWIN	G FEES/CHARGES ARE DU	JE. (IF APPLICABL	E, GST IS SHOWN BELO	W)!
Account Field 40	Penod Field 2	Due Date	Amount Fieldac	Discount in paid by	Net Amou
Field12	Field 13 Field 24	Field15	Field10	Field17 Field10	Field
Field28	Field29	Field31	Field32	Field33 Field34	Field
Field36	Field37	Field39	Field40	Field41 Field42	Field
Field44	Field45	Field47	Field48	Field49 Field50	Field
Field239	Field240	Field242	Field243	Field244 Field245	Field24
Field247	Field248	Field250	Field251	Field252 Field253	Field2
Field255	Field256	Field258	Field259	Field260 Field261	Field2
Field263	Field264	Field266	Field267	Field268 Field269	Field2
Field271	Field272	Field274	Field275	Field276 Field277	Field2
Field279	Field280	Field282	Field283	Field284 Field285	Field2
Field59 Field67 Field55					
Field61					
The rate of inter	est has been calculated in acco	rdance with the current rate	e under the Penalty	Interest Rates Act 1983	Vic). The rate!
lis subject to cha	ange.!				
Payment must b	e made within 28 days after the	date of this notice or by th	e Due Date whiche	ver is the later.!	
See over for	Important information on f	ees and charges!			
		INC	DTES!		
		Field62			
		Field64			
		1 101001			

LNOTE161 - Victoria specific template.

	Example Descent Section 3 forwares corporations Regulations 2016 and Owners Corporation Relest. Memory Section 3 forwares corporations Regulations 2016 and Owners Corporation Relest. Memory Section 3 forwares corporations Regulations 2016 and Owners Corporation Relest. Memory Section 3 forwares corporations Regulations 2016 and Owners Corporation Relest. Memory Section 3 forwares Corporation Regulations 2016 and Owners Corporation Relest. Field 5 Link Numberline 7 Field 5 Link Numberline 7 Field 5 Link Entitiements 7 Field 5 Regulation 2000 Release. Field 5 Release 7 Field 5 Release 7 Field 5 Release 7 Field 5 Release 7 Field 5 Field 5 Field 7 Field 7 Field 7 Field 7					
Owners Corporation	ns Act 2006 Section 31 Owners Co	proventions Regulations 2018 a	and Owners Corpo	ration Rules!		
!OWNERS	CORPORATION F	EE NOTICE!	9	Date of Notice	Field1	0
			1	Lot Number!	Fields	97
				Unit Number!	Fields	15
F	ield4		2	Account Numi	Eiold4	1
F	ield5			Lot Entitlemen	its! Fields	19
F	ield6		-			~
F	ield7		!Amou	int Paya	able!	Field359
F	leidő		IPavm	ont Due	1	Field15
			Field6			Tieluis
	THE FOLLOWING	FEESICHARGES ARE DUE				MI.
		LEGIONAROED ARE DOE.	in All Elonder,	00110 01101	DELO	·).
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
Field59		Fie	Nd61	heen enloyinted	in accordan	as with the surrent rate!
Field55		: " !ur	ider the Penalty Intere	et Rates Act 19	B3(Vic). The r	ate is subject to change.!
Important inform	mation on fees and charges!	Payment must be made within 28	days after the date o	f this notice or b	y the Due Da	te whichever is the later.!
Enquiries! If you ha	we enquiries on the fees listed in this Notice	e you can contact the Owners Corpora	ation on the telephone r	umber or at the a	ddress listed	on the top of this form.!
loptions in dealing with	h disputes regarding Owners Corporations,	Managers, Lot Owners and Occupier	s: These are:!	rs corporation ru	lies (the Mule	s) provide a number of:
!- The Owners Corpora	ation Internal Dispute Resolution Process!					
!- Conciliation through Is Applications to the V	Consumer Affairs Victoria! Victorian Civil and Administrative Teibunal 0	WCATH				
Internal Dispute Res	solution process! !If you believe the Mana	eger, a Lot Owner or Occupier has brea	ached their obligations	under the Rules,	Act, or Regula	ations, you can try to!
Iresolve the problem the	hrough the Owners Corporation Internal Di	spute Resolution process. The internal	I dispute resolution pro	cess is set out in t	the Rules. Un	less the Rules state!
differently, the following - You can lodge a con	ng summary applies:! mplaint by completing an IOwners Corporat	tion Complaint form (available from th	e Owners Compration)			
- A meeting will be he	Id to discuss the matter with all persons in	volved in the dispute and representativ	es of the Owners Corp	 oration. The mee	ting must be h	neid!
within 14 days of all	persons being notified of the dispute.!	the Owner Comparison (
- Persons involved in - If you are not satisfie	ed with the outcome you can contact Consi	the Owners Corporation.! umer Affairs Victoria or VCAT (see be)	ow1.			
Conciliation through	h Consumer Affairs Victoria! !You can o	contact Consumers Affairs Victoria reg	arding disputes. There	may be times whe	en Consumer	Affairs Victoria will!
advise you to use the	internal dispute resolution process if you h	ave not already done so. For more inf	ormation on complaints	or general enqui	ries call 1300	55 81 81 or go to!
Applications to the	Victorian Civil and Administrative Tribu	nal (VCAT)! For all disputes that aff	ect the Owners Corpora	ation you can app	ly directly to t	he Victorian Civil and!

!Applications to the Victorian Civil and Administrative Tribunal (VCAT)! ...For all disputs that affect the Owners Corporation you can apply directly to the Victo !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



NOTICE OF CONTRIBUTIONS

Field4			Da	te of Not	ice I	Field	d10	
Field5			A/e	c No	F	Field	d9	
Field6				ne Ma		-	407	
Field7			3	are No	'	riek	097	
Field8			Ur	nit No	I	Field	d95	
Field94						_		
Account	Period	Due Date	Ar	nount	Discou	Int	If paid by	Net Amount
Field12	Field13	Field15		Field16	Field1	17	Field18	Field19
Field20	Field21	Field23		Field24	Field2	25	Field26	Field27
Field28	Field29	Field31		Field32	Field3	33	Field34	Field35
Field36	Field37	Field39		Field40	Field4	11	Field42	Field43
Field44	Field45	Field47		Field48	Field4	19	Field50	Field51
Field239	Field240	Field242	F	ield243	Field24	44	Field245	Field246
Field247	Field248	Field250	F	ield251	Field25	52	Field253	Field254
Field255	Field256	Field258	F	ield259	Field26	30	Field261	Field262
Field263	Field264	Field266	F	ield267	Field26	88	Field269	Field270
Field271	Field272	Field274	F	ield275	Field27	76	Field277	Field278
Field279	Field280	Field282	F	ield283	Field28	34	Field285	Field286
Field287	Field288	Field290	F	ield291	Field29	92	Field293	Field294
Totals Field59			F	Field52	Field5	3		Field54
		Field67						
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Teller stamp and initials		Field62				-	A	mount Paid
1		Field63					\$	
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í II		Field65						1 1
		Field81				_		



LNOTE203 & LNOTE_203

	NOTICE OF	LEVY CONT	Field89 RIBUTIC	NS Field10	
	Field6 Field7 Field8		Lot No Unit No	Field11 Field97 Field95	
	Strat	Owners of Fie	/d1 eld92,Field93		
Account	Pe	eriod	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 Fi	eld59	F1 1107			Field54
		Field61			
		Field60			
		Field55			
F	Please make your payment in accorda	ince with the instructions	on the attached re	mittance slip	
Teller stamp and initia	15	Field62 Field63 Field64			Amount Paid \$ Date Paid

LNOTE208 - Victoria specific template.

OW	NERS CORPORATION FEE NOTICE	nulatio	ns 2018 and Owners C	Corporation Rules	
Field	14		Date of	f Notice	7
Field	5				-
Field	16		Fiel	d10	_
Field	17		Lot Number	Field97	
Field	18		Unit Number	Field95	
HE FOLLOWING FE	ES/CHARGES ARE DUE			Field94	_
Field385 Field386 F	Field387		Due Dev		Amount
Account	Period		Due Date	2	Amount
Field12	Field13		Field15		Field19
Field20	Field21 Field29		Field23		Field27
Field36	Field37		Field39		Field43
Field44	Field45		Field47		Field51
Field239	Field240		Field242	2	Field246
Field247	Field248		Field250	D	Field254
Field255	Field256		Field258	В	Field262
Totals Field59					Field54
	Field67				
Field61 The rate of interest has be Payments must be made See over for Important inf Field62	een calculated in accordance with the current rate under the Pe within 28 days after the date of this notice or by the Due Date, ormation on fees and charges and account summary.	enalty I whiche	nterest Rates Act 1983 ver is the later.	3(Vic). The rate is s	ubject to change.
Field63 Field64 Field65					
	Field60				

LNOTE208-DISC - Victoria specific template.

	Civilers Corpora	itions Act 2006 Section 31, Owne	NOTICE ars Corporations Regulat	ions 201	8 and 0	Owners C	orpora	tion Rules	
etterHead	Field4 Field5 Field6 Field7 Field8				Date of Notice				
					Field10				
					Lot Num Unit Nur		Fie	d97	
							Fie	d95	
							Field94		
Field385 Fie	ld386 Field387								
Account		Period	Due Date	Am	ount	Discou	unt	If paid before	Net Amoun
Field12		Field13	Field15	Fie	ld16	Field	17	Field18	Field19
Field20		Field21	Field23	Fie	ld24	Field:	25	Field26	Field27
Field28		Field29	Field31	Fie	ld32	Field	33	Field34	Field35
Field36		Field37	Field39	Fie	ld40	Field	41	Field42	Field43
Field44		Field45	Field47	Fie	ld48	Field	49	Field50	Field51
Field239		Field240	Field242	Field	1243	Field2	44	Field245	Field246
Field247		Field248	Field250	Field	1251	Field2	52	Field253	Field254
Field255		Field256	Field258	Field	1259	Field2	60	Field261	Field262
Totals Field	59								Field54
			Field55 Field67						
Field61 The rate of intere Payments must t See over for Imp Field62	st has been calcul e made within 28 ortant information (ated in accordance with the curre days after the date of this notice of n fees and charges and account	ent rate under the Penalty or by the Due Date, whic t summary.	y Interest hever is	t Rates the late	Act 1983 r.	(Vic).	The rate is subje	ct to change.
Field62 Field63 Field64	ortant information (in fees and charges and account	! summary.						

Field89 NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4	Date of Notice		
Field5	Fie	eld10	
Fieldo	Lot Number	Field97	
Field8	Entitlements	Field11	
Field94	Unit Number	Field95	

The	Owners	

Company Title									
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	Field5	9				Field52	Field53		Field54
				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									
Teller stamp and	initials			Field62					Amount Paid
				Field63					\$
				Field64					Date Paid
				Field65					1 1