

Contract of Appointment Owners Corporation Manager

Owners Corporations Act 2006 Section 119, Owners Corporations Regulations 2007 and Owners Corporation Rules

OC 5 (12/07)

This contract must be completed in accordance with the Owners Corporation Rules, Owners Corporations Act 2006, Owners Corporations Regulations 2007 and Fair Trading Act 1999.

REFERENCE SCHEDULE

Details of Owners Corporation

Owners Corporation Number

Name and Plan Number of Owners Corporation

Name and address of property

ABN

Representatives of the Owners Corporation

Name of main representative

Position held in Owners Corporation

Telephone number

Fax

Email

Name of alternative representative (if any)

Telephone number

Details of Manager

Manager Registration Number

Name of Manager (company or individual)

Business address

Telephone number

Facsimile

Email

ABN

ACN

Other Trading/Business Name(s) (if applicable)

Term of Appointment

Number of years

From (commencement date)

To (expiry date) (if applicable)

PLEASE NOTE: If no notice is given by the Owners Corporation to the Manager at least 28 days prior to the expiry date the Appointment will continue until the expiration of one year after the expiry date which date will then become the expiry date.

© The use of this Appointment is approved and recommended by SCA (Vic) which is the owner of the copyright. Unauthorised reproduction in whole or in part is an infringement of copyright.

1. Insurance**1.1 Manager's professional indemnity insurance details**

Name of insurer

Name of policy holder

Policy Number

Date policy commenced

Date policy expires

Level of cover

1.2 Australian Financial Services Licence and Authorisations

(Insurance Companies/underwriting agencies/Insurance Broker/s)

Instructions: For each authorisation tailor the dealing and advising services you are permitted to provide by your authorising licensee/s. Check your written authority or agreement for details. Create a separate box for each licensee if you act for more than one. ^Delete the inapplicable authorisations.

Details of insurance services (dealing and advising service)	Authorising Licensee(s)
Dealing service Arrange for a person to deal in a general insurance product^ Issue, acquire, vary or dispose of a general insurance product^ Advising service Providing general advice^ Providing factual information^	CHU Underwriting Agencies Pty Ltd
Dealing service Arrange for a person to deal in a general insurance product^ Apply for, acquire, vary or dispose of a general insurance product on behalf of another^ Advising service Providing general advice^ Providing factual information^	Whitbread Associates Pty Ltd

1.3 Insurance Agency Fee and Commissions

1.3.1 INSURANCE AGENCY FEE AND COMMISSIONS

The Owners Corporation acknowledges that it has been fully informed by receipt of this Appointment of the Manager's arrangements with the authorising licensees listed in Clause 1.2 (or with various insurers if the Manager, or the Manager's employer, holds an Australian Financial Services Licence) and that it has agreed that:-

- 1.3.1.1 the manager may receive or retain commissions on the placing of insurance or the insuring of risks by the Owners Corporation;
- 1.3.1.2 if the insurance commission is less than 15% of the premium paid by the Owners Corporation the Owners Corporation will pay to the Manager a fee being the difference between the commission received and 15% of the premium.
- 1.3.1.3 such fee shall be in addition to the fee for services set out in Clause 2.1.

1.3.2 CURRENT PRACTICE

The purpose of this memorandum is to facilitate uniform disclosure of insurance agency fees and commissions received by Managers who are members of SCA (Vic) and who comply with the conditions set out below.

SCA (Vic) endorses the current practice of Managers deriving insurance commissions on insurance premiums paid on behalf of Owners Corporations. The conditions applicable to endorsement by SCA (Vic) are as follows:-

- 1 such fees and commissions do not exceed 20% of the premium payable by the Owners Corporation.
- 2 in all cases the best interest of the client is the paramount criterion when presenting quotations from particular insurance companies or placing insurance with any insurance company or broker that they are an authorised representative of.

The distribution of this document by the Manager to the Owners Corporation members will serve as an announcement that such income is being received and that there is compliance with the restrictions as set out above.

