

**Building Maintenance and Strata Management (Strata Titles Boards)  
Regulations 2005**

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#### BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT 2004 (ACT 47 OF 2004)

#### BUILDING MAINTENANCE AND STRATA MANAGEMENT (STRATA TITLES BOARDS) REGULATIONS 2005

In exercise of the powers conferred by section 136 of the Building Maintenance and Strata Management Act 2004, the Minister for National Development hereby makes the following Regulations:

#### PART I

#### PRELIMINARY

#### Citation and commencement

1. These Regulations may be cited as the Building Maintenance and Strata Management (Strata Titles Boards) Regulations 2005 and shall come into operation on 1st April 2005.

#### Definitions

2. In these Regulations, unless the context otherwise requires —

“application” means an application made to a Board —

- (a) under Division 2 of Part VI of the Act; or
- (b) under section 84A, 84C, 84D, 84E or 84FA of the Land Titles (Strata) Act (Cap. 158);

*[S 360/2010 wef 15/07/2010]*

“registrar” means the registrar of the Boards appointed by the Minister under section 99(1) of the Act.

## PART II

### APPLICATION TO BOARD

#### **Form and manner of application**

**3.—**(1) Every application made to a Board and every document filed or furnished to the registrar or a Board under these Regulations shall be in such form as the president may from time to time approve.

(2) The president may modify the form used in any particular case.

(3) Every application made to a Board shall —

- (a) be filed with the registrar;
- (b) be accompanied by the relevant fee specified in the Schedule;
- (c) if made under section 84A, 84C, 84D, 84E or 84FA of the Land Titles (Strata) Act, be made in 6 copies;
- (d) if made under Division 2 of Part VI of the Act —
  - (i) be made in 4 copies; and
  - (ii) be served by the applicant on every other party to the dispute or matter to which the application relates; and
- (e) if made by an authorised representative on behalf of an applicant, be accompanied by a copy of the letter of authorisation issued by the applicant to the authorised representative.

*[S 360/2010 wef 15/07/2010]*

#### **Written notice of strata management dispute to be served**

**4.—**(1) Where an application under Division 2 of Part VI of the Act is made, the registrar shall cause a written notice to be served on —

- (a) every person who is referred to in the application as a respondent;
- (b) the management corporation or subsidiary management corporation relevant to the dispute or matter; and
- (c) any other person who, in the opinion of the registrar, is likely to be affected if an order is made by the Board.

(2) The written notice referred to in paragraph (1) may —

- (a) specify the order sought by the applicant; and

- (b) invite every respondent, the management corporation, the subsidiary management corporation or a person on whom the notice is to be served (if any) to file with the registrar, within the time specified in the notice, a written submission in respect of the dispute or matter.

### **Management corporation, etc., to display and serve notice**

5. Upon being served a written notice referred to in regulation 4(1)(b), the management corporation or subsidiary management corporation or both, as the case may be, shall —

- (a) immediately cause the notice or a copy thereof to be prominently displayed on a notice board maintained by the management corporation on the common property, or by the subsidiary management corporation on the limited common property, as the case may be, until the time specified in the notice for the filing of a written submission referred to in regulation 4(2)(b) expires; and
- (b) if directed by a registrar to do so, immediately serve a copy of the notice on any person whose name appears on the strata roll of the management corporation.

## **PART III**

### **PROCEEDINGS OF BOARD**

#### **Constitution of Board and objection to members of Board**

6.—(1) The registrar shall refer every application to the president who shall immediately constitute a Board for the purposes of determining by mediation-arbitration the dispute or matter to which the application relates.

(2) The registrar shall notify every party to the dispute or matter of the constitution of the Board.

(3) Any party to the dispute or matter who objects to any of the members of the Board for any reasonable cause shall, within 7 days of the date of the notification by the registrar under paragraph (2), file his objection with the registrar.

(4) An objection filed with the registrar under paragraph (3) shall state the grounds of the objection.

(5) The president may require the party who filed an objection under paragraph (3) to furnish to him, through the registrar, within such time as he may determine, such further