

Direct Debit

Last Modified on 02/07/2025 11:17 am AEST

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.

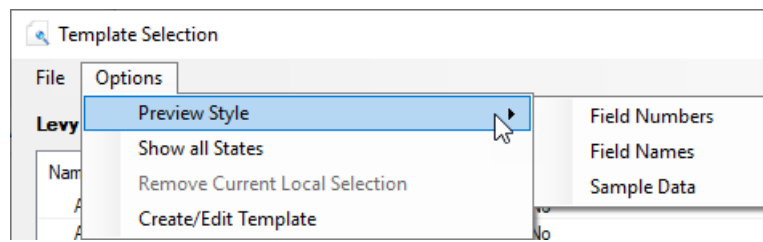
Once StrataPay have received the request, this data will automatically be synchronised daily to the Owner record in StrataMax. For Owners that have an active Direct Debit, Direct Debit payment instructions will appear on the Levy Notice, as long as a template with merge *Field 60* is selected. This file 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 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.



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 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, then 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).
 - 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.

Account	Name	Number	Unit Number	Telephone	Email	Legal	Notes	Owner Ref Num	DDR	No Send
02100011	J		11					00000011	Y	
02100017	C		17					00000071	N	
02100013	H		13					00000106		
02100009			9					00000057		

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.

NOTICE OF CONTRIBUTIONS

Strata Plan No. 1354135

Strata Schemes Management Act 2015

Lot 2

Unit No 2

ABN 18 565 135 135

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

Account	Period	Due Date	Amount	Discount	If Paid By	Net Amount
Admin Fund	01/05/19 to 31/07/19	01/05/2019	100.00	10.00	30/04/2019	90.00
Totals			100.00	10.00		\$90.00

DIRECT DEBIT AUTHORITY SET UP - DO NOT PAY. Enquiries call 07 3333 3333

LNOTE14

LetterHead

Field89

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

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

Field94

The Owners							
CompanyTitle							
Field91 Field92 Field93							
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							
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 Field63 Field64 Field65					Amount Paid \$ Date Paid / /	

Field89

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Field220	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Body Corporate for						
Company Title						
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						
Field61						
Field60						
Teller stamp and initials	Field62 Field63 Field64 Field65				Amount Paid \$ Date Paid / /	

LNOTEWA

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

Owners of Field1			
Strata Plan 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
Totals	Field59		Field54
Field67			
Field81			
Field60			
Field55			
Please make your payment in accordance with the instructions on the attached remittance slip			
Teller stamp and initials	Field82 Field83 Field84 Field85	Amount Paid \$ Date Paid / /	

LNOTEWAX

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

Owners of Field1			
Strata Plan 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
Field67			
Field61			
Field60			
Field55			
Please make your payment in accordance with the instructions on the attached remittance slip			
Teller stamp and initials	Field82 Field83 Field84 Field85	Amount Paid \$	Date Paid / /

LNOT106

Field89

!LEVY NOTICE!

Field4
Field5
Field6
Field7
Field8

CompanyTitle

Field91
Field92
Field93

Notice Date Field10

Lot Number Field97 Unit Number Field95

Account Number Field9 Entitlements Field11

CURRENT							
Account	Period	Total for Year	Due Date	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
Field55
Field60
Field61

Amount Payable **Field359**
Payment Due **Field15**

HISTORY						
Date	Description	Admin	Sink	Other	Total	Balance
Field101	Field102	Field103	Field104	Field105	Field106	Field107
Field109	Field110	Field111	Field112	Field113	Field114	Field115
Field117	Field118	Field119	Field120	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	Field150	Field151	Field152	Field153	Field154	Field155
Field157	Field158	Field159	Field160	Field161	Field162	Field163
Field165	Field166	Field167	Field168	Field169	Field170	Field171
Field173	Field174	Field175	Field176	Field177	Field178	Field179
Field181	Field182	Field183	Field184	Field185	Field186	Field187
Field189	Field190	Field191	Field192	Field193	Field194	Field195

NOTES

Field62
Field63
Field64
Field65

LNOT106A

Field89

!LEVY NOTICE!

Field4
Field5
Field6
Field7
Field8

CompanyTitle

Field91
Field92
Field93

Notice Date Field10

Lot Number Field97 Unit Number Field95

Account Number Field9 Entitlements Field11

CURRENT							
Account	Period	Total for Year	Due Date	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
Field55
Field60
Field61

Amount Payable **Field359**
Payment Due **Field15**

HISTORY						
Date	Description	Admin	Cap. Works	Other	Total	Balance
Field101	Field102	Field103	Field104	Field105	Field106	Field107
Field109	Field110	Field111	Field112	Field113	Field114	Field115
Field117	Field118	Field119	Field120	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	Field150	Field151	Field152	Field153	Field154	Field155
Field157	Field158	Field159	Field160	Field161	Field162	Field163
Field165	Field166	Field167	Field168	Field169	Field170	Field171
Field173	Field174	Field175	Field176	Field177	Field178	Field179
Field181	Field182	Field183	Field184	Field185	Field186	Field187
Field189	Field190	Field191	Field192	Field193	Field194	Field195

NOTES

Field62
Field63
Field64
Field65

LNOT109B

Body Corporate for
CompanyTitle

Field89
NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Field94

Date of Notice		Field10	
A/c No		Field9	
Lot No	Field97	Unit No	Field95
Contrib Ent.		Field11	
Interest Ent.		Field99	

Account	Period	Due Date	Amount	Discount	If received 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						
Field61						
Please make your payment in accordance with the attached slip						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date 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
Field5
Field6
Field7
Field8

Date of Notice		Field10	
A/c No		Field9	
Lot No	Field97	Field220	Field95
Entitlements		Field11	

Field94

CompanyTitle						
Field91Field92Field93						
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						
Field61						
Field60						
Field62						
Field63						
Field64						
Field65						

LNOTE105

Field89

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4 Field5 Field6 Field7 Field8	Date of Notice Field10
	A/c No Field9
	Lot No Field97
	Unit No Field95
	Entitlements Field11

Field94

Field78

The Owners						
Company Title						
Field91Field92Field93						
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						
Field61						
Field55						
Please make your payment in accordance with the instructions on the attached remittance slip.						
Field60						
Teller stamp and initials		Field62				Amount Paid
		Field63				\$
		Field64				Date Paid
		Field65				/ /

LNOTE107

□

LNOTE109

Body Corporate for
CompanyTitle

Field89
NOTICE OF CONTRIBUTIONS

Field4 Field5 Field6 Field7 Field8	Date of Notice	Field10		
	A/c No	Field9		
	Lot No	Field97	Unit No	Field95
	Contrib Ent.	Field11		
	Interest Ent.	Field99		

Field94						
Account	Period	Due Date	Amount	Discount	If received 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						
Field61						
Please make your payment in accordance with the attached slip						
Field60						

Teller stamp and initials	Field62	Amount Paid
	Field63	\$
	Field64	Date Paid
	Field65	/ /

* ~ 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

LNOTE113

Field89

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Field220	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Body Corporate for						
Company Title						
Field91Field92Field93						
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						
Field61						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date Paid / /
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LNOTE114

CompanyTitle

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Field94

Date of Notice	Field10
A/c No	Field9
Share No	Field97
Unit No	Field95

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
Field287	Field288	Field290	Field291	Field292	Field293	Field294

Totals	Field59		Field52	Field53		Field54
Field67						
Field55						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date Paid / /
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Field61

LNOTE125

Body Corporate for
CompanyTitle

Field89
NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Unit No	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Account	Period	Due Date	Amount	Discount	If received 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						
Field61						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date Paid / /
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* ~ received by* 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.

LNOTE129 - Victoria specific template.

Field89

!FEES NOTICE!

CompanyTitle

CompanyAddress1

Notice Date

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!

Field15

Field60

Account

Field12

Field20

Field28

Field36

Field44

Field59

Field67

Field55

Period

Field13

Field21

Field29

Field37

Field45

!CURRENT FEES!

Due Date

Field15

Field23

Field31

Field39

Field47

Amount

Field16

Field24

Field32

Field40

Field48

Discount

Field17

Field25

Field33

Field41

Field49

If paid by

Field18

Field26

Field34

Field42

Field50

Net Amount

Field19

Field27

Field35

Field43

Field51

Date

Field101

Field109

Field117

Field125

Field133

Field141

Field149

Field157

Field165

Field173

Field181

Field189

Description

Field102

Field110

Field118

Field126

Field134

Field142

Field150

Field158

Field166

Field174

Field182

Field190

ACCOUNT HISTORY

Admin

Field103

Field111

Field119

Field127

Field135

Field143

Field151

Field159

Field167

Field175

Field183

Field191

Sink

Field104

Field112

Field120

Field128

Field136

Field144

Field152

Field160

Field168

Field176

Field184

Field192

Other

Field106

Field113

Field121

Field129

Field137

Field145

Field153

Field161

Field169

Field177

Field185

Field193

Total

Field108

Field114

Field122

Field130

Field138

Field146

Field154

Field162

Field170

Field178

Field186

Field194

Balance

Field107

Field115

Field123

Field131

Field139

Field147

Field155

Field163

Field171

Field179

Field187

Field195

!Payment Obligation!

!You must pay the amount due noted above by the due date!

!or the Owners Corporation may apply to the Victorian Civil!

!and Administrative Tribunal (VCAT) for a legal order!

!requiring you to pay.!

!Dispute Resolution!

!If you have enquiries or problems with the fees in this Notice!

!you should contact the Owners Corporation on the telephone!

!number above. If you are not satisfied with the outcome you !

!can contact Consumer Affairs Victoria on 1300 55 81 81 or!

!www.consumer.vic.gov.au who may be able to help conciliate!

!the matter or you can apply directly to the Victorian Civil!

!and Administrative Tribunal (VCAT) to hear your case. More!

!Information on VACT application is available at!

!www.vcat.vic.gov.au!

!NOTES!

Field62

Field63

Field64

Field65

LNOTE130 - Victoria specific template.

!The Owners Corporation!
Field1CompanyTitle
 CompanyAddress1

!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! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, 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
Field59		Field61				
Field57						

!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.!

!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.!

!Enquiries! If you have enquiries on the fees listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the top 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

options 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 differently, the following summary applies:

- You can lodge a complaint by completing an !Owners 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! of all persons being notified of the dispute.!

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

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

!Conciliation through Consumer Affairs Victoria! !You can contact Consumers Affairs Victoria regarding disputes. There may be times when Consumer Affairs Victoria will! 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.

!The Owners Corporation!
CompanyTitle
CompanyAddress1

!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! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, 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

LNOTE141 - Victoria specific template.

CompanyTitle

CompanyAddress1

!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! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, 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
Field59			Field61			
Field57						

Field55

!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.!

!Enquiries! If you have enquiries on the fees listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the top 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

options 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

otherwise, the following summary applies:

- You can lodge a complaint by completing an Owners 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 of all persons being notified of the dispute.!

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

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

!Conciliation through Consumer Affairs Victoria! You can contact Consumers Affairs Victoria regarding disputes. There may be times when Consumer Affairs Victoria will

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

LNOTE143 - Victoria specific template.

!The Owners Corporation!
CompanyTitle
CompanyAddress1

!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 FEES/CHARGES ARE DUE. (IF APPLICABLE, 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

CompanyAddress1

!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! Field15
Field60

!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
Field59			Field61			
Field57						

Field55

!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.!

!Enquiries! If you have enquiries on the fees listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the top 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

!options 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

!differently, the following summary applies:!

!- You can lodge a complaint by completing an !Owners 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 of all persons being notified of the dispute.!

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

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

!Conciliation through Consumer Affairs Victoria! !You can contact Consumers Affairs Victoria regarding disputes. There may be times when Consumer Affairs Victoria will!

!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

LNOTE170

Field89
Field356

Field4
Field5
Field6
Field7
Field8

Notice Date Field10
Lot Number Field97 Unit Number Field95
Account Number Field9
Entitlements Field11 / Field99

Field358
CompanyTitle
Field91Field92Field93

<u>Account</u>	<u>Period</u>	<u>Due Date</u>	<u>Amount</u>	<u>Discount</u>	<u>If paid by</u>	<u>Net Amount</u>
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					Amount Payable	Field359
Field57					Payment Due	Field15
Field60						
Field61						

Field62
Field63
Field64
Field65

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10
A/c No	Field9
Share No	Field97
Unit No	Field95

Field94

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
Field287	Field288	Field290	Field291	Field292	Field293	Field294
Totals	Field59		Field52	Field53		Field54
Field67						
Field55						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date Paid / /
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Field61

CompanyTitle

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice		Field10	
A/c No		Field9	
Lot No	Field97	Field220	Field95
Contrib Ent.		Field11	
Interest Ent.		Field99	

Field94

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
Field287	Field288	Field290	Field291	Field292	Field293	Field294

Totals	Field59		Field52	Field53		Field54
Field67						
Field55						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date Paid / /
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Field61

LNOTE203 & LNOTE_203

Field89

NOTICE OF LEVY CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

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

Owners of Field1			
Strata Plan 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
Totals	Field59		Field54
Field67			
Field81			
Field60			
Field55			
Please make your payment in accordance with the instructions on the attached remittance slip			
Teller stamp and initials	Field82 Field83 Field84 Field85	Amount Paid \$ Date Paid / /	

LNOTE208 - Victoria specific template.

OWNERS CORPORATION FEE NOTICE

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

Field4
Field5
Field6
Field7
Field8

Date of Notice

Field10

Lot Number

Field97

Unit Number

Field95

THE FOLLOWING FEES/CHARGES ARE DUE

Field94

CompanyTitle			
Field385 Field386 Field387			
Account	Period	Due Date	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
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			

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
Field5
Field6
Field7
Field8

Date of Notice

Field10

Lot Number

Field97

Unit Number

Field95

THE FOLLOWING FEES/CHARGES ARE DUE

Field94

CompanyTitle

Field385 Field386 Field387

Account	Period	Due Date	Amount	Discount	If paid before	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

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

LNOTE210

Field89

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8
Field94

Date of Notice

Field10

Lot Number

Field97

Entitlements

Field11

Unit Number

Field95

The Owners

CompanyTitle

Field385Field386Field387

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

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
Field63
Field64
Field65Amount Paid
\$
Date Paid
/ /