

STRATA MANAGEMENT ACT 2013

STRATA MANAGEMENT (MAINTENANCE AND MANAGEMENT) REGULATIONS 2015

FORM 4
(Regulation 11)

HANDING OVER BY DEVELOPER TO JOINT MANAGEMENT BODY

To:

[*Name and address of joint management body*]

Name of developer	
Name of development area (Note 1)	

We, as the developer responsible to maintain and manage the building or land and the common property in the above development area during the developer's management period, pursuant to subsection 15(1) of the Strata Management Act 2013 ("the Act"), now –

1. Transfer all balance of moneys in the maintenance account and in the sinking fund account as follows:

Account of balance in maintenance account: RM.....
Cheque No.:

Account of balance in sinking fund account: RM.....
Cheque No.:

2. Hand over to the joint management body the following –

(a) the keys to the administration office set aside by us under paragraph 9(4)(a) of the Act;

(b) *the audited accounts of the maintenance account and the sinking fund account as at *[date]*;

**(if such accounts have not been audited), the unaudited accounts of the maintenance account and the sinking fund account as at [date], and we undertake that we shall, not more than three months after the expiry of the developer's management period, hand over to you the audited accounts up to the date of transfer of the balances of moneys aforesaid;*

(c) all the assets of the development area, including all keys, consisting of-
.....
(brief description of the assets being handed over);

- (d) all records relating to and necessary for the maintenance and management of the buildings or lands intended for subdivision into parcels and the common property of the development area consisting of:

.....
(brief description of the records being handed over); and

- (e) all invoices, receipts, payment vouchers and bank statements in respect of the maintenance account and sinking fund account consisting of:

.....
(brief description of the invoices, receipts and payment vouchers being handed over).

3. Deliver to you all of the following documents:

- (a) a copy of all approved plans (including as-built plans) for buildings or lands intended for subdivision into parcels relating to the development area, and a copy of the certificate of fitness for occupation or the certificate for completion and compliance;

- (b) **(if the developer has reason to believe that the pipe, wire, cable, chute, duct or other facility is not located as shown on an approved plan or an approved amended plan)* a copy of a document in our possession that indicates, as far as practicable, the actual location of any pipe, wire, cable, chute, duct or other facility for the passage or provision of systems or services, if the pipe, wire, cable, chute, duct or other facility is not located as shown on an approved plan or an approved amended plan:

.....
(brief description of the document);

- (c) a copy of the following contracts entered into by us in respect of the maintenance or management of any building or land intended for subdivision into parcels and the common property comprised in the development area:

.....
[brief description of the contracts];

- (d) a copy of the following:

*schedule of parcels JP No.:.....filed with the Commissioner on.....;

*revised schedule of parcels JP No.:.....filed with the Commissioner on.....;

*amended schedule of parcels JP No.:.....filed with the Commissioner on.....;

*revised amended schedule of parcels JP No.:.....filed with the Commissioner on.....;

*a copy of the proposed strata plan filed with the Director of Survey and Mapping under the provisions of the Strata Titles Act 1985; and

*a copy of the certificate of proposed strata plan issued by the Director of Survey and Mapping;

- (e) the names and addresses of the following contractors, subcontractors and persons who supplied labour or materials to the development area during the construction of the building or land intended for subdivision into parcels and the common property comprised in the development area:

.....
[state name and address of each contractor, subcontractor or supplier];

- (f) the following warranties, manuals, schematic drawings, operating instructions, service guides, manufacturer's documentation and other similar information in respect of the construction, installation, operation, maintenance, repair and servicing of any common property, including any warranty or information provided to the developer by any person referred to in paragraph 3(e) above:

.....
[brief description of the warranties, manuals, etc.];

- (g) the register of parcel owners; and

- (h) the original copy of the following insurance policies effected by us under the Act:

.....
[brief description of the insurance policies].

Dated:.....

.....
Signature of director of developer/*authorised signatory
Name:.....

NRIC No./*Passport No

*Designation:.....

** delete whichever is not applicable*

Note:

(1) For example “Kondominium Pelangi”.

ACKNOWLEDGEMENT OF RECEIPT BY JOINT MANAGEMENT BODY

Date of receipt of Form 4 and all items and documents mentioned in Form 4	
Name and signature of authorised signatory of joint management body	

STRATA MANAGEMENT ACT 2013

STRATA MANAGEMENT (MAINTENANCE AND MANAGEMENT) REGULATIONS 2015

FORM 7
(Regulation 15)

HANDING OVER BY JOINT MANAGEMENT BODY TO MANAGEMENT CORPORATION

To:

[Name and address of management corporation]

Name of development area (Note 1)	
Name of joint management body	

We, as the joint management body responsible to maintain and manage the building or land and the common property in the above development area, pursuant to subsection 27(2) of the Strata Management Act 2013 (“the Act”), now –

1. Transfer all balance of moneys in the maintenance account and in the sinking fund account as follows:

Account of balance in maintenance account: RM.....
Cheque No.:

Account of balance in sinking fund account: RM.....
Cheque No.:

2. Hand over to the management corporation the following –

- (i) *a copy of the additional by-laws made by the joint management body under subsection 32(3) of the Act;
- (ii) *the audited accounts of the maintenance account and the sinking fund account of the joint management body as at *[date]*;
**(if such accounts have not been audited), the unaudited accounts of the maintenance account and the sinking fund account as at [date], and we undertake that we shall, not more than three months from the date of the first annual general meeting of the management corporation, hand over to you the audited accounts of the joint management body;*
- (iii) all invoices, receipts, payment vouchers and bank statements in respect of the maintenance account and sinking fund account up to the date of handing over;
- (iv) all the assets and liabilities of the joint management body and all keys, consisting of –

.....
(brief description of the assets being handed over);

- (v) the following documents delivered by the developer to the joint management body during the handing over by the developer to the joint management body –

.....
(brief description of the documents delivered by the developer); and

- (vi) all records relating to and necessary for the maintenance and management of the building or land and the common property, consisting of –

.....
(brief description of the records being handed over)

** delete whichever is not applicable*

Dated:

.....
Signature of authorised signatory of joint management body

Name:.....
NRIC No./*Passport No.....
Designation.....

Note:

- (1) For example, “Kondominium Pelangi”.

ACKNOWLEDGEMENT OF RECEIPT BY MANAGEMENT CORPORATION

Date of receipt of Form 7 and all items and documents mentioned in Form 7	
Name and signature of member of management committee authorised for management corporation	

STRATA MANAGEMENT ACT 2013

STRATA MANAGEMENT (MAINTENANCE AND MANAGEMENT) REGULATIONS 2015

FORM 13
(Regulation 22)

HANDING OVER BY DEVELOPER TO MANAGEMENT CORPORATION

To:
The Management Committee
[Name and address of management corporation]

Name of development area (Note 1)	
Name of joint management body	

We, as the developer responsible to maintain and manage the subdivided building or land and the common property in the above development area, during the preliminary management period, hereby pursuant to subsection 55(1) of the Strata Management Act 2013 (“the Act”)-

1. Transfer the control of all balance of moneys in the maintenance account and in the sinking fund account to the management committee of the management corporation as follows:

Amount of balance in maintenance account: RM.....
Instruction to bank/financial institution on change of authorised signatories in respect of the maintenance account is attached.

Amount of balance in sinking fund account: RM.....
Instruction to bank/financial institution on change of authorised signatories in respect of sinking fund account is attached.

2. Hand over to the management corporation the following –
 - (a) the keys to the administration office set aside by us under subsection 48(3) of the Act;
 - (b) *the audited accounts of the maintenance account and the sinking fund account of the management corporation as at *[date]*;

**(if such accounts have not been audited), the unaudited accounts of the maintenance account and the sinking fund account as at [date], and we undertake that we shall, not more than three months after the expiry of the developer’s management period, hand over to you the audited accounts up to the date of transfer of control of the balances of moneys aforesaid;*

- (c) all invoices, receipts, payment vouchers and bank statements in respect of the maintenance account and sinking fund account up to the date of handing over;
- (d) all the assets of the development area and all keys, consisting of –

(brief description of the assets being handed over); and
- (e) all records relating to and necessary for the maintenance and management of the buildings or lands and the common property of the development area consisting of –

(brief description of the records being handed over).

3. Deliver to you all of the following documents-

- (a) a copy of all approved plans (including as-built plans) for the subdivided buildings or lands and the common property relating to the development area, and a copy of the certificate of fitness for occupation or the certificate for completion and compliance;
- (b) *(*if the developer has reason to believe that the pipe, wire, cable, chute, duct or other facility is not located as shown on an approved plan or an approved amended plan)* a copy of a document in our possession that indicates, as far as practicable, the actual location of any pipe, wire, cable, chute, duct or other facility for the passage or provision of systems or services, if the pipe, wire, cable, chute, duct or other facility is not located as shown on an approved plan or an approved amended plan-

(brief description of the document);
- (c) a copy of the following contracts entered into by the developer in respect of the maintenance or management of the subdivided building or land and the common property comprised in the development area-

[brief description of the contracts];
- (d) a copy of the following:
 - *schedule of parcels JP No:..... filed with the Commissioner on.....;
 - *revised schedule of parcels JP No:..... filed with the Commissioner on.....;

*amended schedule of parcels JP No:..... filed with the Commissioner on.....;

*revised amended schedule of parcels JP No:..... filed with the Commissioner on.....;

*a copy of the proposed strata plan filed with the Director of Survey under the provisions of the Strata Titles Act 1985;

*a copy of the certificate of proposed strata plan issued by the Director of Survey; and

* a copy of the certified strata plan;

- (e) the names and addresses of the following contractors, subcontractors and persons who supplied labour or materials to the development area during the construction of the subdivided buildings or lands and the common property comprised in the development area-

.....
[state name and address of each contractor, subcontractor or supplier];

- (f) all warranties, manuals, schematic drawings, operating instructions, service guides, manufacturer's documentation and other similar information in respect of the construction, installation, operation, maintenance, repair and servicing of any common property, including any warranty or information provided to the developer by any person referred to in 3(e) above -

.....
[brief description of the warranties, manuals, etc.];

- (g) strata roll; and

- (h) the original copy of the following insurance policies effected by us under the Act -

.....
[brief description of the insurance policies].

Dated:.....

.....
Signature of director of developer/*authorised signatory

Name:.....

NRIC No./*Passport No.....

*Designation.....

**delete whichever is not applicable*

Note:

(1) For example, "Kondominium Pelangi".

ACKNOWLEDGEMENT OF RECEIPT BY MANAGEMENT CORPORATION

Date of receipt of Form 13 and all items and documents mentioned in Form 13	
Name and signature of member of management committee authorised for management corporation	