The body corporate of a unit under the *Unit Titles Act 1975*, by special resolution, applies to the Registrar-General for the registration of by-laws or amended by-laws and provides either the application to the Unit Title Schemes Supervisor for certification or the Scheme Supervisor’s certification.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Volume | Folio | Location | Lot/Unit Description | Plan |  |
| SCHEME LAND |  |  |  |  |  | (NOTE 2) |

|  |  |  |  |
| --- | --- | --- | --- |
| BODY CORPORATE | Name: |  | (NOTE 3) |

|  |  |  |  |
| --- | --- | --- | --- |
| UNIT PLAN  NUMBER | Number: |  | (NOTE 4) |

|  |  |
| --- | --- |
| Executed under Seal by the Body Corporate  on (Date) ………………  ………………………………………………………….  Signature of Authorised Person  ………………………………………………………….  Full Name  …………………………………………………………..  Signature of Authorised Person  ………………………………………………………….  Full Name |  |

Attached:

1. 🞎 A Certificate issued by the Scheme Supervisor under Section 79AC of the *Unit Titles*

*Act 1975*.

1. 🞎 Consolidated amended by-laws OR new by-laws.
2. 🞎 Special Resolution.

# SCHEDULE OF NOTES

1. This form can only be used for the registration of by-laws or amendment of by-laws under Section 79AC of the *Unit Titles Act 1975*.
2. Volume and Folio references must be given together with a description of the location, the lot number/unit number and plan number for the common property.
3. Insert full name of the Body Corporate as appears/or “as displayed” on the Certificate as to Title for the Body Corporate.
4. Insert the Unit Plan number.
5. Refer to section 95A and 95B of the *Unit Titles Act 1975*.
6. Attach the Certificate issued by the Scheme Supervisor under Section 79AC of the *Unit Titles Act 1975* (if already obtained) and the new amended by-laws as consolidated.
7. Authorised persons must affix the body corporate seal, sign and provide their full names.
8. A registration of a new by-law or amendment of a by-law can only be registered if it has been certified by the Unit Title Schemes Supervisor (Section 79AC of the *Unit Titles Act 1975*). The Scheme Supervisor can be contacted at [office.schemesupervisor@nt.gov.au](mailto:office.schemesupervisor@nt.gov.au).
9. If the Unit Title Schemes Supervisor has already certified the by-laws attach the certification. If not attached, an application (and payment of the prescribed fee) to the Scheme Supervisor will be accepted by the Land Titles Office and referred to the Scheme Supervisor.