Scheme manager

Provision of information about industry

*Community Titles Act 2018* Section 127

*Community Titles Regulations 2019* Regulation 103

The following information is required by law to be lodged periodically at the office of Landgate. It will be used to develop policy and advise the Minister on matters related to scheme managers. Please provide the required information current as at 31 December last[[1]](#footnote-2).

Name of scheme manager[[2]](#footnote-3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact details:**

If business commenced during the last calendar year, please give first trading date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Have you lodged a return in previous years under a different name? If so, please provide the name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Total number of schemes managed** (regulation 103(4)): |  |
| Number of schemes managed with < 6 lots (small schemes): |  |
| Total number of lots in these schemes: |  |
| Number of schemes managed with 6 to 20 lots (medium schemes): |  |
| Total number of lots in these schemes: |  |
|  |  |
| Number of schemes managed with 21 to 50 lots (large schemes): |  |
| Total number of lots in these schemes: |  |
| Number of schemes managed with > 50 lots (very large schemes): |  |
| Total number of lots in these schemes: |  |

|  |  |
| --- | --- |
| Number of Tier 1 schemes managed: |  |
| Total number of Tier 2 schemes and Tier 3 schemes managed that belong to a Tier 1 scheme managed above: |  |
| Number of Tier 2 schemes managed: |  |
| Number of Tier 3 schemes managed: |  |

|  |  |
| --- | --- |
| **Money held in Trust for all schemes** (regulation 103(4)(e)): | |
| Number of schemes managed for which a separate ADI trust account is held |  |
| Total amount of money held in separate ADI trust accounts: |  |
| Number of schemes managed for which there is a pooled ADI trust account:  Total amount of money held in pooled ADI trust account: |  |
|  |
| **Total:** |  |

**General description of services provided** (regulation 103(4)(f)):

**You are not obliged to answer the following questions. However, gathering this information will assist government and industry in making decisions for the future.**

|  |  |
| --- | --- |
| **Scheme Manager Qualifications:** | |
| Number of persons who are principals[[3]](#footnote-4) of the scheme manager: |  |
| Number of those persons who satisfy the educational qualifications in item 1 or 2 of the Table to regulation 96: |  |
| Number of employees, contractors or agents of the scheme manager who are designated persons having a key role[[4]](#footnote-5): |  |
| Number of those persons who satisfy the educational qualifications in items 1 - 4 of the Table to regulation 96: |  |
| Number of employees, contractors or agents of the scheme manager who are qualified persons[[5]](#footnote-6): |  |
| Number of employees, contractors or agents of the scheme manager holding less than the minimum educational requirements for a designated person with a key role performing scheme functions, in the Table to regulation 96: |  |

**Execution**[[6]](#footnote-7)

Execution date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Return must be lodged within 3 months after the end of the calendar year to which the return relates. The first return is due no later than 31 March 2024. Regulation 103(3)). It is required for the calendar year that is the second calendar year to start on or after commencement day; and for each of the next 3 calendar years after that (Regulation 103(2)). [↑](#footnote-ref-2)
2. The individual or entity that has the scheme management contract with a community corporation with ACN/ABN. [↑](#footnote-ref-3)
3. ***principal*** has the meaning in Regulation 90 of the *Community Titles Regulations 2021.* [↑](#footnote-ref-4)
4. ***designated persons having a key role*** – refer to Regulations 90 and 91 of the *Community Titles Regulations 2021*. [↑](#footnote-ref-5)
5. ***qualified person*** has the meaning in Regulation 90 of the *Community Titles Regulations 2021.*. [↑](#footnote-ref-6)
6. See Land Titles Policy & Procedure Guide “SIG-01 Signing of Documents” (and associated guides) in relation to execution requirements. [↑](#footnote-ref-7)