

ENGAGEMENT FOR ADMINISTRATION SERVICES AGREEMENT

Body Corporate Services Pty Ltd
ABN 82010120144
Ground Floor, 26 Marine Parade, Southport, QLD, 4215

DATE This Agreement is made Wednesday 21st January 2026

PARTIES

Body Corporate for
ALEXANDER APARTMENTS CTS 10782
Of 2943 SURFERS PARADISE BLVD, SURFERS PARADISE QLD 4217
("Body Corporate")

AND

Body Corporate Services Pty Ltd ABN 82010120144

Of the office of BCS Strata Southport
Ground Floor, 26 Marine Parade, Southport, QLD, 4215
("Manager")

SCHEDULES

The following schedules form part of this Engagement:

- * Schedule A – Reference Schedule
- * Schedule B – Services
- * Schedule C - Additional Services
- * Schedule D – Hourly rate for Additional Services
- * Schedule E – Associated Charges
- * Schedule F – Disclosure of relationships

THE PARTIES AGREE

1. ENGAGEMENT

The Body Corporate hereby engages the Manager as an independent contractor to supply administrative services to the Body Corporate.

2. Term

- (a) The Engagement is for the Term stated in Item 1 of Schedule A commencing on the Beginning Date and expiring on the End Date.
- (b) Subject to the Act, upon the expiry of the Term, this Engagement shall continue on a monthly basis unless the Body Corporate decides at a general meeting not to extend this engagement.

3. DUTIES OF THE MANAGER

The Manager:-

- (a) must supply the Agreed Services to the Body Corporate;
- (b) may (but is not obliged to) supply the Additional Services to the Body Corporate;
- (c) has the custody and use of the common seal of the Body Corporate;
- (d) may sign notices (including by-law contravention notices) on behalf of the secretary of the Body Corporate;
- (e) must at all times comply with the Act and any other legislation, regulations, codes of conduct or other statutory requirements in operation with respect to the provision of the Services;
- (f) may, in an emergency and/or if required by a Government or statutory authority, acting reasonably in the circumstances, supply the Additional Services to the Body Corporate without request;
- (g) may provide community information to the Body Corporate and its members in the form of newsletters, fact sheets, and other correspondence. This may cover topics related to community living and common property, including amended rules and standards, industry developments, and emerging opportunities, such as sustainability.

4. POWERS OF THE MANAGER

- (a) The Body Corporate authorises the Manager to perform all of the powers of the executive members of the Committee of the Body Corporate to the full extent permitted by the Act PROVIDED THAT this shall not be considered an appointment of the Manager under Chapter 3 Part 5: Engagement of Body Corporate manager to carry out functions of committee and executive members.
- (b) However, the Manager must only use these authorised powers when the Manager determines that there are circumstances that dictate the Manager must use the authorised power, or it is a matter of a routine or administrative nature.
- (c) The authorisation granted to the Manager does not make the Manager responsible for performing the functions that the Body Corporate or the Committee is required to perform under the Act, nor does the authorisation relieve the Body Corporate or the Committee of these functions.
- (d) The authorised powers do not extend to the Manager being required to obtain a second quote for the re-appointment of the Manager.

5. REMUNERATION

- (a) In consideration of the Manager supplying the Agreed Services, the Body Corporate must pay the Agreed Services Fee (Schedule A Item 2) to the Manager.
- (b) In consideration of the Manager providing any Additional Services, the Body Corporate must pay the Manager on an hourly basis at the rates of the person providing those Additional Services as set out in Schedule D or the amount disclosed for the Additional Service in Schedule C.
- (c) The Additional Services and other Charges (Schedule C and D) may be subject to change from 1 July each year. The changes will be advised to all bodies corporate either by circular or publication on the BCS Community Hub no later than 14 days prior to 1 July of each year. The aggregate increase of fees and charges in Schedules C and D will not exceed 7.5% in any one year.
- (d) The Agreed Services and Associated Charges Fees (Schedule A Items 2 & 3) payable under this Engagement shall increase annually on each anniversary of the Beginning Date by the greater of the percentage increase in the CPI or the percentage stated in Item 5 of Schedule A.
- (e) The Manager may:
 - (i) charge the Body Corporate for Associated Charges at the rate stated in Item 3 of Schedule A. The Associated Charges may include a margin above cost payable to the Manager; and
 - (ii) keep fees paid for information which the Manager must supply about the Body Corporate under the Act; and
 - (iii) keep fees paid to it for services supplied at the request of lot owners or third parties; and
 - (iv) retain commissions paid by the providers of goods and services to the Body Corporate as stated in Schedule F.
- (f) The Body Corporate must pay the Manager the Agreed Services Fee, Additional Fees and Associated Charges in the manner stated in Item 4 of Schedule A and within 14 days of receipt of invoice.
- (g) All amounts stated as payable under this Engagement include GST. If the rate of GST changes, then these fees and charges will increase or decrease accordingly so that the Manager receives the same GST exclusive payment as it received before the change in the rate of GST.

6. BODY CORPORATE NOMINEE

- (a) The Committee may nominate a person to provide instructions to the Manager on behalf of the Body Corporate.
- (b) In the absence of a nomination in writing, the chairperson for the time being of the Body Corporate is taken to be the nominee.

7. DISCLOSURE OF RELATIONSHIPS

- (a) The Manager may be involved with the Body Corporate entering into contracts with providers of:-
 - (i) repair and maintenance services, and
 - (ii) insurance services, and
 - (iii) professional services.
- (b) The Manager discloses that it has a relationship with the service providers as set out in Schedule F.
- (c) The Manager may receive a fee or commission from the provider of such services as set out in Schedule F in addition to the fees that are payable under this Engagement.
- (d) If the Body Corporate enters into a contract with the providers of services disclosed in Schedule F, the Body Corporate acknowledges that it made its decision to enter into those contracts, after having been given this Engagement in writing setting out the terms of the relationship with the Manager and the commission payable to the Manager.
- (e) The Manager is an authorised representative of Body Corporate Brokers, CHU Underwriting Agencies Pty Ltd, BAC Insurance Brokers Pty Ltd, Honan Insurance Group Pty Ltd and Whitbread Insurance Brokers Pty Ltd.
- (f) The Manager is qualified to give general advice and information about insurance, not personal advice. If the Body Corporate requires specialist insurance advice the Manager can refer the Body Corporate to an insurance advisor. If the Manager recommends that your building insurance should be placed with the Insurers, the Body Corporate acknowledges and agrees that the recommendation is general advice (not personal advice).
- (g) The Body Corporate should read the Product Disclosure Statement before making a decision to purchase that insurance.

8. LIABILITY AND INDEMNITY

- (a) Subject to the further provisions of this clause 8, each party's liability is limited to an amount of three times the fees paid or payable by the Body Corporate to the Manager under this Engagement in the twelve months prior to the event giving rise to the claim. For the first twelve months, the amount is calculated by the average of monthly fees paid or payable multiplied by twelve. Each party's liability is reduced to the extent that it is caused or contributed to by the other party.
- (b) Subject to paragraphs (c) and (d) of this clause 8, where the Manager provides services as the agent to the Body Corporate as the principal, the Body Corporate will indemnify immediately on demand and hold indemnified the Manager against:
 - (i) any expense, cost or debt incurred by the Manager in good faith in providing Services or Additional Services under this Engagement;
 - (ii) the Manager, in good faith, relying on and acting upon instructions from the Body Corporate, including its officers and Committee;
 - (iii) the Manager failing to perform Services or Additional Services because of the Body Corporate not having sufficient funds to allow the Manager to carry out its functions;
 - (iv) actions, suits, proceedings, costs, claims, expenses, or demands by third parties against the Manager which may arise in the course of or as a result of the Manager's administration of the Body Corporate, including reasonable legal expenses incurred by the Manager in defence of or initiation of any legal proceedings as well as any excess payable under the Manager's professional indemnity insurance.
- (c) The limitation of liability shall not apply:
 - (i) in the event of dishonesty, fraud, or wilful breach of the Engagement;
 - (ii) to an indemnity provided under the Engagement; or
 - (iii) to the Body Corporate's liability to pay fees under the Engagement.
- (d) The Manager will not be liable to the Body Corporate and is deemed discharged from all liability in respect of Services and Additional Services, whether under the law of contract, tort or otherwise, at the expiration of three years from the date of the act or omission giving rise to the liability, and the Body Corporate (and persons claiming through or under the Body Corporate) shall not be entitled to commence any action or claim against the Manager in respect of that act or omission after that date.

9. TRANSFER

This Engagement may be transferred in accordance with the requirements of the Act.

10. TERMINATION

- (a) This Engagement may be terminated in accordance with the Act, but the Manager may terminate this Engagement by giving 60 days written notice to the Body Corporate.
- (b) The Manager may also terminate this Engagement immediately by written notice if:
 - (i) the Body Corporate has not or has not been able to take out insurance as required by law;
 - (ii) a staff member of the Manager in providing Services or Additional Services, feels threatened or harassed, or experiences otherwise inappropriate behaviour from an owner, occupier, or representative of the Body Corporate,

and the Body Corporate fails to address the inappropriate behaviour within seven days of receiving written notice from the Manager including particulars of the behaviour; or

(ii) the Body Corporate is not able to meet its payment obligations under this Engagement.

(c) The Body Corporate must, within 30 days of the date of termination of this Engagement account to the Manager for any amounts outstanding that are payable under this Engagement including the cost of effecting the termination and the transfer of records to the Body Corporate.

(d) Subject to any right of the Manager to a lien, the Manager must deliver the records and other property of the Body Corporate in the possession of the Manager to the Body Corporate within 30 days of the expiry or termination of this Engagement.

11. ELECTRONIC DOCUMENT STORAGE

Without placing any obligation on the Manager, the Body Corporate authorises the Manager to hold any document belonging to the Body Corporate in photographic or electronic image form.

The Manager will, on a request made in accordance with the legislation, give to the Body Corporate a copy of the documents held in photographic or electronic image form.

12. COMPLAINTS HANDLING PROCEDURE

(a) The Manager takes any complaint seriously and aims to resolve it quickly.

(b) If a member of the Body Corporate has a complaint in relation to this Engagement, then they may notify the Manager in writing or via email to: customercare@bcsm.com.au

(c) On receiving a complaint the Manager will follow this procedure in an effort to remedy the situation:

(i) The Manager will promptly acknowledge the complaint in writing.

(ii) The Manager will appoint a member of its senior management team to investigate the complaint.

(iii) The Manager will decide in a timely manner what action should be taken to remedy the complaint.

(iv) The Manager will take such action as may be reasonable to remedy the complaint.

(v) The Manager will advise the complainant of the action taken to remedy the complaint and what further action may be taken by the complainant if the complainant is not happy with the resolution adopted by the Manager.

13. DEFINITIONS AND INTERPRETATION

13.1 Definitions

In this Engagement, the following words will have the following meanings, except to the extent the context otherwise requires:-

Act means The Body Corporate & Community Management Act 1997

Additional Services means the services set out in Schedule C;

Associated Charges means the charges payable under Item 3 of Schedule A and set out in Schedule E;

Beginning Date means the start of the term of this Engagement recorded in Item 1 of Schedule A;

CPI means the Consumer Price Index (All Groups) for the City of Brisbane as published by the Australian Bureau of Statistics, with the percentage of CPI being the CPI increase (if any) over the twelve months to the relevant quarter (weighted average), or if the bureau stops publishing the CPI, then the index recommended by the Property Council of Australia as the index that most appropriately replaces the CPI;

End Date means the expiry date of this Engagement recorded in Item 1 of Schedule A;

Engagement means this administration agreement;

Fee means the fee payable to the Manager set out in Item 2 of Schedule A;

Further Term means the term of any right or option of extension or renewal of the engagement recorded in Item 1 of Schedule A or Clause 2 (b);

Manager means Body Corporate Services Pty Ltd;

Agreed Services means the services set out in Schedule B;

Term means the term of this Engagement recorded in Item 1 of Schedule A.

13.2 Interpretation

In the interpretation of this Engagement, unless the context otherwise requires:-

(a) words importing the singular include the plural and vice versa and words importing one gender include the other gender;

(b) words and phrases defined by the Act shall have the meanings assigned to them by the Act except where the context otherwise requires;

(c) words denoting persons include all bodies, associations, trusts, entities corporate and unincorporated and vice versa;

(d) a reference to an Act of Parliament or section or schedule of that Act will be read as if the words 'and any statutory modification or re-enactment of it or substitution of it' were added to the reference and includes all statutory instruments issued from time to time under that Act;

(e) where a word or phrase is given a particular meaning, other parts of speech or grammatical forms of that word or phrase have corresponding meanings;

- (f) references to a recital, clause, schedule or annexure will be construed as references to a recital, clause, annexure to this Engagement;
- (g) a reference to a document or agreement includes reference to that document or agreement as amended, notated, supplemented or varied;
- (h) headings will be disregarded in the interpretation of this Engagement;
- (i) if any day appointed or specified by this Engagement falls on a Saturday, Sunday or public holiday in the city in which the scheme is located the day so appointed will be deemed to be the next day which is not such a day;
- (j) a reference to a party will be construed as a reference to a party to this agreement and include reference to the party's successors, representatives or permitted assigns;
- (k) where a party comprises two or more persons an agreement or obligation to be performed or observed by that party binds those persons jointly and severally and a reference to that party includes a reference to any one or more of those persons;
- (l) This Engagement is governed by the laws of the state in which the Body Corporate is registered.

SCHEDULE A – REFERENCE SCHEDULE

Item 1	
Term	1 Year
Beginning Date:	01/02/2026
End Date:	31/01/2027
Item 2	
Fee (Agreed Services), per annum inclusive of GST:	\$9,900.00
Item 3	
Fee (Associated Charges), per annum inclusive of GST:	\$6,600.00
Item 4	
Agreed Services, Associated Charges & Other Charges:	Monthly in arrears
Additional Services:	On receipt of invoice
Item 5	
Review Percentage:	5%

SCHEDULE B – AGREED SERVICES

The cost of these services is provided for by payment of the "Agreed Services Fee" detailed in Schedule A Item 2.

Secretarial
<p>In relation to the Annual General Meeting:</p> <ul style="list-style-type: none"> • call for nominations for committee; and • call for the submission of meeting agenda motions from owners; and • prepare and distribute the notice of meeting in accordance with instructions from the secretary or committee; and • prepare and distribute the meeting agenda with the required attachments in accordance with instructions from the secretary or committee; and • attend the meeting, maintaining a voting register and meeting tally sheet (see Schedule C regarding reconvened meetings); and • provide advice on meeting procedure to the chairperson of the meeting as and when requested; and • record and distribute minutes of the meeting in accordance with instructions from the secretary or committee. <p>In relation to 4 committee meeting(s) per annum:</p> <ul style="list-style-type: none"> • prepare and distribute the notice of meeting(s) in accordance with instructions from the secretary or committee; and • prepare and distribute the meeting agenda(s) with the required attachments in accordance with instructions from the secretary or committee; and • prepare interim financial accounts including a statement of financial position and an income and expenditure statement for each fund; and • attend the meeting (up to two hours), maintaining a voting register and meeting tally sheet; and • provide advice on meeting procedure to the chairperson of the meeting as and when requested; and • record and distribute minutes of the meeting in accordance with instructions from the secretary or committee. <p>In relation to general secretarial services:</p> <ul style="list-style-type: none"> • accept the service of notices on behalf of the Body Corporate; and • respond to communications and correspondence relating to schedule B Agreed Services.
TREASURY SERVICES
<ul style="list-style-type: none"> • open, operate and reconcile a bank account in the name of the Body Corporate; and • establish, maintain, and reconcile an administrative fund; and • establish, maintain, and reconcile a sinking fund; and • prepare financial accounts including a statement of financial position and an income and expenditure statement for each fund for each financial year; and • prepare draft financial budget(s) in accordance with instructions from the treasurer or committee for owners' consideration at the general meeting; and • issue contribution notices to owners in accordance with the general meeting resolutions, excluding special levies; and • receipt and record contribution monies paid by owners into the appropriate funds; and • process and pay invoices and other outgoings for goods and services supplied to the Body Corporate in accordance with instructions from the treasurer or committee; and • issue a monthly reconciliation report (compliant with the Act) to the treasurer or treasurer's nominee.
OTHER ADMINISTRATIVE SERVICES
<ul style="list-style-type: none"> • effect the insurance(s) in accordance with instructions from the Body Corporate; and • maintain a roll of lots and a schedule of contribution and interest entitlements; and • maintain a register of Body Corporate assets; and • maintain a register of Body Corporate engagements and authorisations; and • maintain a register of authorisations affecting common property; and • maintain a register of allocations under any exclusive use by-law(s); and

- maintain custody of (store) records required to be kept pursuant to the Act; and
- make stored records available for inspection on payment of the statutory fee by the party requesting the inspection; and
- provide information certificates required by the Act on payment of the statutory fee by the party requesting the inspection.

SCHEDULE C – ADDITIONAL SERVICES

These services are subject to additional charges. The cost of these additional services **is not** covered by the "Agreed Services Fee" listed in Schedule A Items 2 & 3.

These services will be charged for on an hourly basis at the rates of the person providing the Service as set out in Schedule D or the amount disclosed for the Service in this Schedule C, or otherwise as disclosed from time to time. All fees stated are inclusive of GST.

Additional Services comprise any services not stated in Schedule B (Agreed Services) that may be supplied at the request of the Body Corporate, including but not limited to:

Item	Charge	Unit
Meetings		
Reconvened Meetings	Hourly rate	per hour (min 1hr)
Voting Outside Committee Meetings	Hourly rate	Per hour (min 1hr)
Extraordinary General Meetings	Hourly rate	Per hour (min 1hr)
Meetings outside the number and/or hours specified in Schedule B (Agreed Services)	Hourly rate	Per hour (min 1hr)
Attendance at on-site meetings	ATO mileage rate	Per kilometre
Engagement of an independent returning officer	3rd party cost	Per engagement
Levies & Debt Management		
Issuing special levy/s to owners in accordance with general meeting resolutions (including printing & postage)	\$6.00	per lot
Levy Recovery Stage 1 (on-charged to lot owner)	\$53.00	Per letter
Levy Recovery Stage 2 -1 st letter (on-charged to lot owner)	\$90.00	Per letter
Levy Recovery Stage 3- 2 nd letter (on-charged to lot owner)	\$95.00	Per letter
Levy Recovery Stage 4 – provide briefing/ instructions to mercantile agent/ lawyer at commencement of and during debt recovery/legal action including ongoing liaison and case management (on-charged to lot owner)	Hourly rate	Per hour (min 1hr)
Payment Plan – establishment of approved payment plan and ongoing monitoring	\$74.00	Per payment plan
Payment Plan – default, including providing written advice to lot owner (on-charged to lot owner)	\$37.00	Per payment plan
Monitoring and/or follow up of non-levy debts including on-charged amounts	Hourly rate	Per hour
Maintenance & Repairs		
Issuing quote requests for the repair or replacement of Body Corporate property or assets	\$47.00 & hourly rate for co-ordinating	Per quote request
Preparation and issuing of work orders to contractors attending to repair or replacement of Body Corporate property or assets	\$47.00 & hourly rate for co-ordinating	Per work order
Coordination of on-site access for contractors including provision of keys or fobs	\$47.00	Per request
Meeting with contractors on site, following up with contractors re: incomplete works, and/or verification with site contact re: completed works in order to process payment of invoices	Hourly rate & ATO mileage for any travel	Per hour
Management of After-Hours emergency calls	Hourly rate	Per hour (min 15min)
Issue & supply common property key/s or security fob/s to individual owner/ approved resident (paid by requestor)	\$47.00	Per request
Maintenance of Administrative & Sinking Funds, Accounting & Taxation		
Preparation of information for ABN/GST registration or cancellation	\$158.00	Per request
Business Activity Statement, including preparing and supply of financial records, giving instruction to, and attendance upon an independent tax agent (including the cost of tax agent)	\$359.00	Per return
Instalment Activity Statement, including preparing and filing the instalment activity statement (return) with the Australian Taxation Office.	\$133.00	Per return
Preparation and payment of wages to Body Corporate employees	Hourly rate	Per hour
Preparation of Enhanced Accounting Reports (only if specifically approved by Body Corporate)	Hourly rate	Per report
Taxation Return, including preparing and supplying financial records, giving instruction to, and attendance upon an independent tax agent (including the cost of tax agent),		
2-15 lots	\$336.00	Per lodgement
16-30 lots	\$385.00	Per lodgement
31-50 lots	\$662.00	Per lodgement
51+ lots	\$805.00	Per lodgement
Arrange an annual financial audit of the Body Corporate's financial records by an independent qualified auditor (not including auditor's fee)	\$20.00	Per lot
Arrange and perform functions related to financial loan management, including application preparation, providing documentation and ongoing administration	Hourly rate	Per hour
Accounts receivable processing	\$15.00	Per request
Reconciliation and administration of utility account on-charging	Hourly Rate	Per hour
Establishing a new Investment Account Facility for the Body Corporate with a financial institution with whom the Manager has an existing established relationship	\$72.00	Per investment
Establishing a new Investment Account Facility for the Body Corporate with a financial institution with whom the Manager does not have an existing established relationship	Hourly rate	Per hour

Processing transfers, rollovers, and closures of existing investment account facility	\$39.00	Per investment
Dishonoured transaction fee, to be charged to the lot owner	\$66.00	Per transaction
Processing stop payments	\$66.00	Per transaction
Rectifying deficiencies in records at takeover of management (applicable only for newly acquired management)	Hourly rate	Per hour
Insurances		
Insurance claims, including preparation, lodgement, and monitoring of insurance claims	Hourly rate	Per hour (min .5hr)
Liaise with non-broker affiliated insurers in relation to claims history, lodging of claims, or requesting quotations/updated renewal terms	Hourly rate	Per hour (min .5hr)
Source and supply insurance certificate of currency to individual owners or interested parties (paid by applicant)	\$37.00	Per request
Records		
Retrieval of physical archive boxes	\$32.00	Per box
Digitization of records, on request (not including any 3 rd party costs e.g. scanning of large plan files or external scanning)	Hourly rate & any 3 rd party costs	Per hour
Regulatory Compliance – where applicable		
Filing of returns and lodgement of documents with the appropriate statutory authority (e.g. Workplace Health and Safety Return, Workers Compensation Return) and/or the lodgement of documents (Titles Office).	Hourly rate	Per hour (min .5hr)
Instructing consultants to advise the Body Corporate of requirements relating to Workplace, Health and Safety, Fire Protection, and other statutory obligations.	Hourly rate	Per hour (min .5hr)
Annual Lift Certification	Hourly rate	Per hour (min 1hr)
Annual Pool Compliance		
Compliant Pool	Hourly rate	Per hour (min .5hr)
Non-compliant Pool	Hourly rate	Per hour (min 1hr)
Annual Land Valuation, including distribution of updated valuation to each lot owner (including disbursements required for distribution)	\$13.00	Per lot
Community Health & Safety Guidelines & Due Diligence Package (Note: maintaining this service/package is an optional subscription)		
2 to 16 lots	\$220.00	per annum
17 to 166 lots	\$1.10	per lot per month
167 lots and over	\$2,200.00	per annum
Trade Compliance Cost	\$110.00	Per annum
Optional Services (only where selected by the Body Corporate)		
Assisting with preparation and/or filing of applications and submissions to the BCCM Commissioner's office, QCAT, or other authorities.	Hourly rate	Per hour
Extra services resulting from an on-site building manager/caretaker ceasing to perform services	Hourly rate	Per hour
Assisting committee with bylaw enforcement, including arranging for bylaw breach letters and/or preparation of contravention notices	Hourly rate	Per hour
Arranging professional services, including instructing and attendance upon solicitors, accountants, quantity surveyors, engineers, and other professional service providers (not inclusive of any quote request or work order charge where applicable).	Hourly rate	Per hour
Any other services other than agreed services which can be provided by the Manager, including third party costs and associated increases to these third party costs, or legislation changes introduced after the commencement of this Engagement.	Hourly rate	Per hour
Services stated in Schedule B (Agreed Services) required to be undertaken outside of the hours of 8.30am to 5.00pm.	Hourly rate	Per hour
Services stated in Schedule B (Agreed Services) and C (Additional Services) required to be undertaken on weekends or public holidays.	Double the hourly rate for relevant staff	Per hour
Respond to communications and correspondence in relation to Schedule C Additional Services.	Hourly rate	Per hour
Statutory Compliance & General Administration Fees		
Replacement of Certificate of Classification, Community Management Statement, CTS Search Statement, Survey Plan, Title Search, Historical Title Search, or BUP/GTP.	Hourly rate plus 3 rd party fee	Per item
Searches (charged to requestor)	As per regulations	Per search
Information Certificates (charged to requestor)	As per regulations	Per certificate
Information necessary to complete Disclosure Statement	Hourly rate	Per hour (min 1hr)
Copy of Specified Record (charged to requestor)	As per regulations	Per impression
Preparation of records including financials for exiting plan (at termination of agreement)	Hourly rate	Per hour (min 3hr)
Disbursements for Additional Services		
Postage	3 rd party cost (e.g. Australia Post)	Per mailing
Courier	3 rd party cost	Per item
Envelopes		
DL envelope	\$0.40	Per item
A4 envelope (C4)	\$1.05	Per item
Reply paid DL envelope	\$1.60	Per item
Reply paid A4 envelope	\$2.85	Per item
Secret voting envelope	\$1.05	Per item
Ballot envelope	\$1.05	Per item
Returning office envelope DL reply paid	\$1.60	Per item

Printing and photocopying	As per regulations	Per impression
Electronic Mail	\$0.15	Per email

SCHEDULE D – HOURLY RATES FOR ADDITIONAL SERVICES

All fees stated are inclusive of GST.

Item	Charge	Unit
Strata Manager – during office hours & after hours up to 8pm	\$265.00	Per hour
Strata Manager - after 8pm Mon–Fri, Weekends & Public Holidays	\$530.00	Per hour
Administration Staff – during office hours & after hours up to 8pm	\$265.00	Per hour
Administration Staff - after 8pm Mon–Fri, Weekends & Public Holidays	\$530.00	Per hour
Senior Manager – during office hours & after hours up to 8pm	\$290.00	Per hour
Senior Manager – after 8pm Mon–Fri, Weekends & Public Holidays	\$580.00	Per hour

SCHEDULE E – ASSOCIATED CHARGES

The items listed in this schedule are paid for by the fee paid pursuant to schedule A Item 3 for services listed in Schedule B (Agreed Services). For Schedule C (Additional Services), additional costs may apply.

- Phone calls, outgoing & incoming
- Photocopying, collating, and stapling (limited to 40 pages per mail pack)
- Printing, collating, and stapling (limited to 40 pages per mail pack)
- Electronic data storage
- Cheques & Remittance advices
- Envelopes (all)
- Labels (name)
- Letterhead
- Levy Notices
- Payment of invoices by bank direct credit
- Postage costs (excludes 3rd party pricing changes)
- Reconciliation Statement costs
- *NB: Excludes 3rd party cost increases or charges required due to legislation changes.*

SCHEDULE F – DISCLOSURE

The following providers pay a rebate, discount or commission to the Manager:

Name of company/ person	Amount/ percentage of rebate, discount or commission	Other information relating to the disclosure
CHU Underwriting Agencies Pty Ltd	Up to 20% of base premium	Also reported in each AGM notice paper
Body Corporate Brokers Pty Ltd	Up to 20% of base premium	Also reported in each AGM notice paper
BAC Insurance Brokers Pty Ltd	Up to 20% of base premium	Also reported in each AGM notice paper
Whitbread Insurance Brokers Pty Ltd	Up to 20% of base premium	Also reported in each AGM notice paper
Honan Insurance Group Pty Ltd	Up to 20% of base premium	Also reported in each AGM notice paper
Driessen Insurance Brokers Pty Ltd	Up to 20% of base premium	Also reported in each AGM notice paper
Austbrokers Sydney Pty Ltd	Up to 20% of base premium	Also reported in each AGM notice paper

The Manager is an authorised representative of CHU Underwriting Agencies Pty Ltd, Body Corporate Brokers Pty Ltd, BAC Insurance Brokers Pty Ltd, Honan Insurance Group Pty Ltd, and Whitbread Associates Pty Ltd. The Manager is permitted to give “general advice” within the meaning of the Corporations Act 2001 (Cth) and will therefore only ever provide the Body Corporate with “general advice” which is general information about insurance product solutions which is contained in materials provided by the relevant Insurance Broker for your Body Corporate’s consideration. If the Body Corporate requires specialist insurance advice and/or “personal advice” within the meaning of the Corporations Act 2001 (Cth), the Manager will refer the Body Corporate to the relevant Insurance Broker and/or an appropriate insurance product advisor. Any recommendation the Manager may offer your Body Corporate about any insurance product solution offered by an Insurance Broker is only “general advice” and is not “personal advice”. The Manager recommends the Body Corporate carefully read all documentation provided to the Body Corporate by the relevant Insurance Broker, in particular any Product Disclosure Statement before making any decision in relation to the taking out of any insurance policy and/or renewal of any insurance policy for your Body Corporate. The Manager has a relationship with Driessen Insurance Brokers Pty Ltd which allows the Manager to assist the Body Corporate in arranging insurance, if Driessen is the chosen insurance broker. Driessen has not appointed the Manager as an authorised representative and the Manager cannot provide “general advice”. The Manager has a relationship with Austbrokers Sydney Pty Ltd, whereby the Manager acts as a distributor for the broker on insurance policies that are selected by the Body Corporate.

The Manager has a relationship with Kemps Petersons Pty Limited trading as Kemps Peterson Receivables (“KPR”) and Kemps Petersons Legal Pty Ltd (“KPL”) which are related bodies corporate of the Manager. The Manager may recommend the Body Corporate consider engaging the services of KPR and/or KPL for debt recovery and related strata legal advisory services for your Body Corporate in connection with this Engagement or otherwise.

The body corporate management’s parent company, Prudential Investment Company of Australia Pty Ltd (PICA), sources the provision of services for items such as electricity brokerage, and other related services to bodies corporate from various companies, including those as listed below. *Information to allow quotations and provision of these services may be provided to these companies on behalf of the bodies corporate.*

Name of company/ person	Amount/% of rebate, discount, or commission	Other information relating to the disclosure
Bulk Energy	Referral fee of up to 50% of upfront Energy Broker Commissions and up to 33.33% of all trailing Energy Broker Commissions.	The amount of commission payable is disclosed prior to the scheme entering into a contract.

EXECUTION

This Engagement may be executed in any number of counterparts and all counterparts taken together will constitute one instrument. The parties agree that this Engagement, may be signed, and is taken to have been signed, if an authorised signatory uses an electronic or digital signature.

Signed for and behalf of Body Corporate Services Pty Ltd ABN 82010120144 in accordance with Section 126 of the Corporations Act 2001 (Cth) in the presence of:

Sarah James

(Signature of Branch Manager)

Grace Whitmore

(Signature of Witness)

Sarah James

(Branch Manager)

Grace Whitmore

(Witness)

Signed for and on behalf of the Body Corporate by its duly authorised representatives:

D. Higgins

(Signature)

Petrea Prior

(Signature)

DAWN HIGGINS

(Name)

PETREA PRIOR

(Name)

CHAIR

(Designation)

B/C COMMITTEE MEMBER

(Designation)