



CERTIFICATE OF CURRENCY REQUEST

Process for obtaining a certificate of currency (insurance)

- Certificate is issued at a cost of \$22.00 (including GST).
- Attach proof of payment when submitting this form if paying by bank transfer.
- Do not send cash in the post. We only accept cash in person at our Brisbane office.
- The requested document will be issued within two (2) working days, upon receipt of payment.

Property details

Name of owner			
Property address		Lot number	
Body corporate name (building name)		CTS number	

Please indicate payment method (\$22.00 including GST)

- ☐ **CHEQUE** Payable to Capitol Body Corporate Administration.
- ☐ **CASH** No change is provided; please ensure you have the correct amount.
- ☐ **BANK DEPOSIT** Account name Capitol Body Corporate Administration
BSB 184-446
Account number 223 771 528
- CREDIT CARD*** ☐ MASTERCARD ☐ VISA

Card number _____

Name on card _____

Date of expiry ____ / ____ CVV _____ (3 digit code on back of card)

**When paying by credit card additional charges of 1.8% of the transaction value and \$2.50 will be incurred. We only accept MasterCard and Visa.*

Applicant details

☐ **Owner** ☐ **Agent** (agent name if applicable)

Phone		Fax	
Email			
Postal address			

How would you like to receive your certificate?

☐ Email ☐ Post (standard mail delivery times apply) ☐ Fax

Acknowledgement

☐ I am the owner of the abovementioned lot in the community titles scheme, or I am the owner's agent acting with the express consent of the owner of the lot.

SIGNED _____ DATE _____

NAME _____