

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 _____