

Strata Schemes Management Act 1996 clause 5(3) (b), Schedule 3

**NOTICE OF RESIGNATION FROM EXECUTIVE COMMITTEE OF AN OFFICE BEARER**

To:

The Secretary,  
Strata Plan [insert plan number] .....

Building Name [if applicable] .....

[Address] .....

[Town] ....., NSW, [postcode] .....

Pursuant to clause 5(3) (b), Schedule 3 of the Strata Schemes Management Act 1996 (NSW),

I, [insert name] ..... hereby

Notify you of my resignation as:

Chairperson

Secretary

Treasurer

Effective from:

The date you receive this notice.

Specified date: ..... / ..... / .....

Yours faithfully,

Signature: .....

Date: ..... / ..... / .....

It is recommended that you maintain a copy of the documentation for your own records.

**STRATA SCHEMES MANAGEMENT ACT 1996 - SCHEDULE 3**

**SCHEDULE 3 – Constitution of executive committee of the owners corporation and meetings of executive committee**

**Part 1 - Provisions relating to constitution of executive committee**

**5 Appointment of chairperson, secretary and treasurer of executive committee**

(3) A person appointed as chairperson, secretary or treasurer holds office as such until:

- (a) the person ceases to be a member of the executive committee, or
  - (b) the receipt by the owners corporation from the person of notice in writing of the person’s resignation from that office, or
  - (c) another person is appointed by the executive committee to hold that office,
- whichever first happens.