

COMMON SEAL STAMP SIZES.



FS-45 Fold-A-Stamp



IS-53



IS-49

Common seal for Incorporated Associations.

- (1) The Association may have a common seal.
- (2) If the Association has a common seal:
 - (a) the name of the Association must appear in legible characters;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

Common seal for Owners Corporations.

A common seal is a stamp that represents the signature of the owners corporation and contains the owners corporation and plan of subdivision numbers allocated by Land Victoria as well as, if any, the name of the owners corporation.

All owners corporations must have a common seal. It is an important instrument of the owners corporation and its misuse can have serious financial and legal consequences.

The seal must be used on all documents that are created as the result of a resolution passed by the owners corporation; for example, contracts for services, making additional rules or the appointment of a manager.

The following is a list of terms used in relation to plans of subdivision:

PS – Plan of Subdivision

LP – Lodged Plan

RP – Registered Plan

SP – Strata Plan

CS – Cluster Subdivision

PC – Plan of Consolidation

CP – Plan of Consolidation