



Notice of disclosure for entering a contract

Body Corporate and Community Management Act 1997, section 122(1)(e)

This form is effective from 25 March 2025

This form can be used by a relevant person to notify the body corporate of associate relationships as well as commissions, payments and other benefits.

In this form:

- **relevant person** means:
 - a body corporate manager, including a body corporate manager acting under a 'Chapter 3 part 5 engagement' in place of a committee.
 - a caretaking service contractor (a service contractor who is also a letting agent for the scheme, or an associate of the letting agent).
- **associate relationship** means a relationship of a type provided in [section 309](#) of the *Body Corporate and Community Management Act 1997* (the Act).
- **contract** means a contract for the supply of good or services.
- **provider** means the individual or corporation providing the goods or services in the contract.

Disclosure of associate relationships

If a relevant person has an associate relationship with a provider, they must give written notice to the body corporate disclosing the relationship if they become aware that the body corporate is:

- considering or proposing to enter into a contract with that provider. The notice must be given **before** the body corporate makes its decision regarding the contract.
- currently a party to a contract with that provider, and the relationship has not previously been disclosed. The notice must be given as soon as practicable after the relevant person becomes aware of the existing contract.

Disclosure of commissions, payments and other benefits

If a relevant person is aware that the body corporate is considering or proposing to enter into a contract, they must give written notice to the body corporate disclosing any commission, payment or other benefit they will be entitled to receive if the body corporate enters into the contract. The notice must be given **before** the body corporate makes its decision regarding the contract.

If a commission, payment or other benefit is monetary, the relevant person must disclose the amount they are entitled to receive.

Penalties

The body corporate can take enforcement action through the [Magistrates Court](#) to have a fine of up to 20 penalty units imposed if a relevant person does not comply with disclosure requirements. The body corporate may wish to obtain [procedural advice](#) and independent [legal advice](#) if they wish to commence a private prosecution. The [fee](#) for filing a [complaint and summons](#) under section 54 of the [Justices Act 1886](#) can be found on the Magistrates Court website.

Further information

General information about disclosing commissions, payments and other benefits can be found on the BCCM website at: www.qld.gov.au/law/housing-and-neighbours/body-corporate/roles/disclosing-benefits.

For more information about disclosure requirements, see the:

- ▶ *Body Corporate and Community Management (Accommodation Module) Regulation 2020* ([sections 143-146](#)).
- ▶ *Body Corporate and Community Management (Commercial Module) Regulation 2020* ([sections 103-106](#)).
- ▶ *Body Corporate and Community Management (Small Schemes Module) Regulation 2020* ([sections 75-77](#)).
- ▶ *Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011* ([sections 19-21](#)).
- ▶ *Body Corporate and Community Management (Standard Module) Regulation 2020* ([sections 153-156](#)).

Section 1 – Body corporate details

Name of scheme: CTS number:
Address of scheme:
Suburb: State: Postcode:

Section 2 – Relevant person details

Role: Body corporate manager Caretaking service contractor
Name (individual and/or corporation):
Address for service:
Suburb: State: Postcode:

Section 3 – Disclosure of associate relationship (if applicable)

I/we have an associate relationship with a provider and have become aware that the body corporate is:
 considering or proposing to enter into a contract with that provider.
 a party to a contract with that provider, and this relationship has not previously been disclosed.

Brief details of the contract:

Name of associate (individual and/or company):

Type of relationship: marriage, de facto relationship or civil partnership
 ascendant and descendant
 partnership
 employer and employee
 fiduciary relationship
 an obligation (whether formal or informal) for one party to act in accordance with the
 directions, instructions or wishes of the other
 corporation and executive officer of the corporation
 corporation and a person who is in a position to control or substantially influence the
 corporation's conduct.

Signature of relevant person: Date: / /

Section 4 – Disclosure of commission, payment or other benefit (if applicable)

I/we have become aware that the body corporate is considering or proposing to enter into a contract and I/we will be entitled to receive a commission, payment or other benefit if that contract is entered into.

Brief details of the contract:

Details of the commission, payment or other benefit (if monetary, the amount must be disclosed):

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Signature of relevant person: Date: / /