Ontario

Ministry of Government and Consumer Services

# Submission to Include Material in the Notice of Meeting of Owners

A request by owners to include material in a notice of meeting

## Instruction

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

Condominium corporation's name

Optional: Name of the owner who is submitting the form

| Last Name | First Name |
|---|---|
| | |

Optional: Address of the owner who is submitting the form

| Unit Number | Street Number | Street Name | PO Box |
|---|---|---|---|
| | | | |

| Concession | Rural Route |
|---|---|
| | |

| City/Town | Province | Postal Code |
|---|---|---|
| | | |

Optional: additional contact information for the owner who is submitting the form

| Phone number | Email address |
|---|---|
| | |

This submission requests that (check any that apply):

- ☐ material be included in the notice of meeting. Attached to this form is the material to be included.
- ☐ a record of the corporation be included in the notice of meeting. Attached to this form is a description of the record of the corporation to be included or a copy of the record to be included.
- ☐ an addition be made to the business to be presented at the meeting. Attached to this form is a description of the addition to be made to the business of the meeting.

**Note for common elements condominium corporations:** If your corporation is a common elements condominium corporation, all references in this form to "unit(s)" should be read as references to "common interest(s) in the corporation," and all references to "unit owner(s)" should be read as references to "the owner(s) of a common interest in the corporation".

List of owners making the submission:

| Name of owners making the submission | Signature |
|---|---|
| | |
| | |
| | |

Dated this _____ day of _____, _____.

day of month month year

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