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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