WORKING SHEET FOR A NOTICE OF DEMAND (FORM 20 FOR AN MC; FORM 11 FOR A JMB)

Working draft, not the prescribed form · Strata Management Act 2013 (Act 757), s. 78 (MC) and s. 34 (JMB) · Peninsular Malaysia and Labuan

Name of the development and its MC or JMB (with registered address)

Parcel no. and building or block no.

Proprietor (MC) or parcel owner (JMB) the notice is for, as on the strata roll or the register

Date the notice is served and how (personally, registered post, or attached at the address)

Date by which payment is demanded (not less than two weeks from the date of service for an MC, s. 78(1); not less than fourteen days from the date of service for a JMB, s. 34(1))

Resolution or notice that made the sums due, with its date (the MC's resolution, the developer's notice in the preliminary management period, or the JMB's notice)

Which body is demanding payment (tick one)

- ☐ Management corporation (MC): prescribed Form 20 (s. 78(1), reg. 31)
- ☐ Joint management body (JMB): prescribed Form 11 (s. 34(1), reg. 20)

Sums due (prepare the figures here, then enter them on the prescribed form)

Item	Period covered	Amount (RM)	Resolution or notice that made it due
Charges (maintenance fee)			
Contribution to the sinking fund			
Interest on late payment (only where the prescribed form covers it)			
Total demanded			

Checks before you serve (tick when done)

- ☐ MC after the preliminary management period, Charges: determined at a general meeting and due on the terms of the resolution (s. 60(4))
- ☐ MC after the preliminary management period, sinking fund contribution: the prescribed Form 20 names ss. 61(4) and 61(5); we did not read their text, so check with your lawyer what makes the contribution due
- ☐ Preliminary management period (from vacant possession until one month after the MC's first AGM): the developer gave the notice and the proprietor has had fourteen days from receiving it; the developer may recover in the name of the management corporation in the manner set out in s. 78 (s. 52(4))

- ☐ JMB, Charges and sinking fund contribution: the parcel owner has had fourteen days from receiving the joint management body's notice (s. 25(5))
- ☐ Where interest is claimed: the rate was determined as the Act provides and does not exceed ten per cent per annum (s. 60(3)(c); s. 25(6)(b) for a JMB)
- ☐ The notice is served personally, by registered post to the last-known address, or by attaching it at a prominent part of that address (s. 144)
- ☐ The period given is not less than two weeks from the date of service (MC) or fourteen days from the date of service (JMB)
- ☐ The prescribed form is used (Form 20 for an MC; Form 11 for a JMB), and this sheet is kept as the working file

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Use the prescribed form

Use the prescribed Form 20 in the Regulations (reg. 31); this sheet helps you prepare the figures. For a JMB, use the prescribed Form 11 (reg. 20). Form 11 is titled "NOTICE TO DEMAND PAYMENT OF SUM DUE BY PURCHASER OR PARCEL OWNER".

Other sums are not part of this demand: Form 20 covers the sums under ss. 52(4), 60(4), 60(5), 61(4) and 61(5) only, so leave out fines, deposits and any other debt. The prescribed Form 20 names the breach (ss. 52(4), 60(4), 60(5), 61(4) and 61(5)), the sums, and says that the MC "may file a summons or claim in a court of competent jurisdiction or in the Strata Management Tribunal".

Person signing for the body (name and office)

Name, office, signature and date

Working template prepared by Unitify as a reference. It is not a prescribed form and not legal advice. It rests on the Strata Management Act 2013 (Act 757) and the Strata Management (Maintenance and Management) Regulations 2015 as read in the official gazette texts on 16 November 2026, and it covers Peninsular Malaysia and Labuan only. It is a working draft and not the prescribed Form 20 or Form 11: use the prescribed form in the Regulations; this sheet helps you prepare the figures. This reflects the official text of Act 757 (2013) and the 2015 Regulations as we read them on 16 November 2026. We could not read a consolidated version; check for later amendments with your lawyer or the COB. Have your lawyer check it before you use it.