

Guide Form 15 Certificate of Corporation about Corporation By-laws



(under section 67 of the *Condominium Regulations*)

Purpose of form

- Condominium corporations use Form 15 to submit revised by-laws to the Condominium Registry office for review.

Important Information

- Members of the condominium corporation (unit owners) who own at least 60% of the common elements need to vote in favour of the proposed by-law changes before the corporation can submit the changes to the Registrar of Condominiums.
- Revised by-laws that are not submitted to the Registrar of Condominiums are not valid or enforceable.
- The form needs to be submitted within 90 days of the unit owners voting in favour of the proposed by-law changes.
- Corporations who are not utilizing the services of a lawyer to revise their by-laws should contact the Condo Registry in advance of submitting hard copies, for guidance.
- Fees are payable to the Registrar of Condominiums and Registrar of Deeds and Land Titles

NOTE: if the Registrar of Condominiums needs to do a comprehensive examination of the bylaws, there may be an examination fee charged. This is usually charged if an entirely new set of by-laws is being submitted.

What you need to complete form

- name and number of the condominium corporation
- by-laws (4 originals)
- completed Land Registration Act Form 28 with original signatures (use the condo common PID, check the 'other' box and specify by-law amendment on the form).
- seal of the condominium corporation
- name, address, and email of each board member.

Note: each board member must be the registered owner of a condominium unit as shown in the records at the Land Registration Office.

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Process for submitting form

- 1 Complete four copies of Form 15 and proposed bylaws (all original signatures).
- 2 Complete one Land Registration Act Form 28 with original signatures.
- 3 Include separate payment as follows:
 - Land Registry - \$43.60
 - Condo Registry - \$62.30 (for acceptance of by-law amendment), and \$93.40 (if a comprehensive examination is required by the Registrar)

NOTE: cheque is made payable to the Minister of Finance

- 4 Submit by Mail or Courier to: Condominium Registration
Maritime Centre, 7N
1505 Barrington Street
PO Box 1003
Halifax, NS B3J 2X1
- 5 The Registrar of Condominiums reviews the proposed by-laws to ensure that changes comply with the *Condominium Act* and Regulations and don't conflict with the current condominium declaration.
- 6 The Registrar of Condominiums will notify you to pick up two copies of the by-laws. One copy is for the condominium corporation's records and the other must be submitted to the Land Registration Office for registration. It is the responsibility of the corporation to ensure that their by-laws are recorded at the Land Registry.

Questions?

If you need assistance you can contact the Office of the Registrar of Condominiums at:

Email: condos@novascotia.ca

Tel: 902-424-5139

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To the Registrar of Condominiums

_____ County Condominium Corporation No. _____ certifies that:

- 1) the attached by-law(s) was/were made by the members of the Corporation at a meeting held
on _____, 20____ for that purpose
- 2) members of the Corporation who own at least 60% of the common elements voted in favour of
the attached by-law(s)
- 3) the attached by-law(s) was/were made in accordance with the Act, the declaration and the
by-laws of the Corporation.

Witness the seal of the Corporation duly affixed by the authorized officers of the Corporation on

_____, 20____.
(month, day)

_____ County Condominium Corporation No. _____

By _____ Signature By _____ Signature