



**DEPARTMENT OF BUILDING SURVEYING
FACULTY OF ARCHITECTURE, PLANNING AND
SURVEYING**

**UNIVERSITI TEKNOLOGI MARA
SERI ISKANDAR CAMPUS, PERAK**

**MANAGEMENT PROCESS FOR STRATIFIED
BUILDING**

ADIBAH AMIRA BINTI ROSLAN

2012212672

DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT

DECEMBER 2014 – APRIL 2015

DECLARATION

I hereby admit that this report is the result of my own effort, except for the certain parts that are attached from sources that specified in reference chapter.

Prepared By :

.....
(ADIBAH AMIRA BINTI ROSLAN)

DATE :

Approved By :

.....
(EN MOHAMAD RIDZUAN BIN YAHYA)

DATE:

ABSTRACT

The management for the stratified building is a process to make sure that the building can achieve its performance. All the development in this world has its own objective. To conduct this management there is must have a references as a guidance. As a main references is Building and Common Property (Maintenance and Management) Act 2007 (Act 663) and the Strata Management Act 2013 (Act 757). The Act 663 was amended to Act 757 and now Act 663 is not useful anymore. This is because the description in that Act are not clearly describe. The process to maintain and manage the stratified building are involved a three (3) parties. The first parties is developer which take over the management process during the initial period. The second parties is Joint Management Body (JMB) which take over the management process during the interim period. The third parties is Management Corporation (MC) which undertake the management process at the final period which at that times, the building has get its Strata Title. At the Laguna Biru Apartment which as my case study, the apartment has not get its Strata Title yet. So that, the management process at that apartment just until the interim period only.

ACKNOWLEDGEMENT

Assalamualaikum warahmatullah hiwabarakatuh. First of all I would like to say a full of grateful to Allah in give Its permission and blessings. Without His blessing and permission, my work was not run smoothly. As a lecturer supervisor for me, En. Mohamad Ridzuan Bin Yahya was give his guidance on how to do this task and he spends a lot of time to give an instruction. Thanks a lot to him.

I also would like to say a lot of thankful to all staff at Amas FM Consultant especially to my supervisor, Siti Emiliya Sarida Binti Che Musa whose was give her helps for me to complete this task. In order to complete this task, I need them to give their guidance and instruction. I also needs a references from them.

Thanks also to my parents whose pray and support me for my success in academic and my future. The prayer from them was very useful to me as a blessing. To me, their blessing is very important in my life. Thanks also to all friends and seniors whose give their helps and work together in order to achieve a successful in academic.

Thanks to the people whose give their permission to me to make a research for my topic and also case study . Thanks also to my boss whose willing to explain about what I do not understand.

Thank you for all of you. Without all of you, this task or project will not be completed and submitted on time.

TABLE OF CONTENTS

NO.	TITLE	PAGES
1	ABSTRACT	i
2	ACKNOWLEDGEMENT	ii
3	TABLE OF CONTENT	iii
4	LIST OF FIGURE	v – vi
5	LIST OF CHART	vii
6	CHAPTER 1 : OVERVIEW OF REPORT 1.1 Introduction 1.2 Significances of Report 1.3 Summary	1 – 5
7	CHAPTER 2 : COMPANY BACKGROUND 2.1 Introduction 2.2 Logo 2.3 Vision and Mission 2.4 Services Provided 2.5 Company Information 2.6 Organization Chart 2.7 Current Project and Experiences 2.8 Director Information 2.9 Summary	6 – 20
8	CHAPTER 3 : THE MANAGEMENT PROCESS FOR STRATIFIED BUILDING 3.1 Introduction 3.2 Building Common Property Act (Act 663) 3.3 Strata Management Act (Act 757) 3.4 Vacant Possession (VP) 3.5 The Management Process for Stratified Building 3.6 Developer 3.7 Buyers	21 – 41