



PROXY APPOINTMENT FORM

STRATA SCHEMES MANAGEMENT ACT 2015

PART A : APPOINTING PROXY

Date: _____ I/We _____ the owners of lot _____
in Strata Plan _____ at Address _____
appoint _____ of _____
as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

PART B : DURATION

What is the duration for which the appointment of proxy has effect? **Tick one** of the 3 (three) options that apply and **specify** the duration where applicable.

☐ _____ months ☐ _____ meetings ☐ 12 months or 2 consecutive annual general meetings

(NOTE: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater)

PART C : AUTHORISATION

What is proxy authorised to do? **Tick one** of the 2 (two) the options that apply.

☐ The proxy is authorised to vote on my/our behalf on all matters.

☐ The proxy is authorised to vote on my/our behalf on the following matters only. (Fill this table)

MOTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FOR															
AGAINST															

MOTION	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
FOR															
AGAINST															

PART D : VOTING REGARDING MANAGING AGENT APPOINTMENT

Skip this part **if proxy is not authorised** to vote on this matter.

If a vote is taken on whether _____ (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:

(For examples, read Note 1 below.)

Signature of owner(s)

Notes

- A proxy is not authorised to vote on a matter:
 - If the person who appointed the proxy is present at the relevant meeting and personally votes on the matter
 - So as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, caretaker or on-site residential property manager.
- This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
- This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
- Proxy form must be submitted to the secretary or strata manager before the meeting commences. For plans greater than 100 lots, the proxy must be submitted no later than 24 hours prior to the meeting start time.