

Strata Scheme Management Act 1996

COMPANY NOMINATION FORM

To:

The Secretary,

Strata Plan [insert plan number]

Building Name [if applicable].....

[Address]

[Town]....., NSW, [postcode]

Please take notice, pursuant to Section 118 of the Strata Schemes Management Act 1996, that
[insert full company name that is shown on the Certificate of Title and Strata Roll]

Specifies:

First Nominee				Second Nominee (in absence of 1 st named nominee)			
Name				Name			
Australian address for service of notices is:				Australian address is:			
Unit No		Street No		Unit No		Street No	
Street				Street			
Town				Town			
State		Postcode		State		Postcode	
Email				Email			
Phone		M		Phone		M	

Third Nominee (in absence of 1 st two named)				Fourth Nominee (in absence of 1 st three named)			
Name				Name			
Australian address:				Australian address is:			
Unit No		Street No		Unit No		Street No	
Street				Street			
Town				Town			
State		Postcode		State		Postcode	
Email				Email			
Phone		M		Phone		M	

As company nominees with respect to lot(s)in the above strata plan to exercise or perform on the company’s behalf any power, authority, duty or function conferred by or under the Act. The seal of the above company was hereunto affixed by authority of the Board of Directors in the presences of:

Director

Secretary

Signature:..... Signature:.....

Name:..... Name:.....

Date:...../...../.....

Date:...../...../.....

Affix Company Seal here:

Strata Scheme Management Act 1996

STRATA SCHEMES MANAGEMENT ACT 1996 - SECT 118

Notice to be given to owners corporation of right to cast vote at meeting

118 Notice to be given to owners corporation of right to cast vote at meeting

(1) Person with right to vote at meetings must notify owners corporation. A person who has an interest in a lot that, subject to this Act, gives the person a right to cast a vote either personally or by nominee at meetings of the owners corporation must notify the owners corporation in writing of that interest.

(2) Contents of notice The notice must specify the following information and, if the interest is a mortgage, include confirmation by the mortgagor or be verified by statutory declaration of the mortgagee:

- (a) the person's full name and an Australian address for service of notices,
- (b) the lot concerned and the exact nature of the person's interest in it,
- (c) the date on which the person acquired the interest,
- (d) if the voting entitlement conferred by the interest is one that, according to Schedule 2, is to be exercised by a nominee, the nominee's full name and address for service of notices.

Directions and Important Information

1. Completed form should be lodged with South Coast Property Specialists:

Email: Scanned signed version to info@southcoastps.com.au;

Mail: 5/534 George Bass Drive, Malua Bay NSW 2536 or Fax (02)4471 2913

or with the Secretary of your owners corporation.

2. NSW legislation requires completion and lodgement with the owners corporation to enable the company to be represented and vote at any meeting of the Owners Corporation.
3. A company nominee **cannot** appoint a proxy; therefore it is prudent that the company consider appointing several nominees to ensure its representation.
4. First named nominees will be deemed to have voting priority in disputed situations.
5. In situations where there is more than one nominee identified, notices will be sent to the address of the first person nominated.
6. A company is required to notify in writing the name of any nominee they wish to be withdrawn.

It is recommended that you maintain a copy of the documentation for your own records.