

Strata Scheme Management Act 1996 [clause 31(3) Schedule 2]

REQUISITION FOR EXTRAORDINARY GENERAL MEETING

To: The Secretary

[Date] / /

The Owners Corporation

Strata Plan No.:

Pursuant to cl 31(3), Sch 2 of the *Strata Schemes Management Act 1996* (NSW), we, the undersigned persons entitled to vote in respect of lots the total unit entitlement of which is at least one-quarter of the aggregate unit entitlement, hereby requisition the convening of an extraordinary general meeting as soon as practicable after your receipt of this requisition with an agenda to include the following motions which are submitted pursuant to cl 36, Sch 2 of the Act:

(1) THAT the owners corporation resolve that:

(2) THAT the owners corporation resolve that:

** Indicate signing as an owner, mortgagee or covenant chargee*

Lot No	Unit Entitlement	Name	Signature	*Voting Capacity

Note: A supplementary signature sheet is available for additional signatories. It must be attached to motions at time of signing.

Total Unit Entitlement requesting meeting	Scheme Aggregate Unit Entitlement	% of Unit Entitlement requesting meeting [total U.E. ÷ aggregate U.E. x 100= %]

total no. of pages submitted (including this page)	
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Strata Scheme Management Act 1996 [clause 31(3) Schedule 2]

STRATA SCHEMES MANAGEMENT ACT 1996

Schedule 2

31 When general meetings of owners corporation are required to be held

(3) The secretary of an executive committee or, in the secretary's absence, any member of the executive committee must convene an extraordinary general meeting as soon as practicable after receiving a requisition for such a meeting signed by one or more persons entitled to vote in respect of one or more lots, the unit entitlement or the sum of the unit entitlements of which is at least one-quarter of the aggregate unit entitlements.

Please Note: Your strata managing agent acts on behalf of the secretary and executive committee.

Direction on completion of the Requisition for an EGM Form.

1. “Date”: Insert the date that the completed form is lodged or posted.
2. “Strata Plan No.”: The number of the strata plan must be included.
3. “THAT the owners corporation resolve that”: You are required to identify the issue(s) that give cause to the request for an EGM. It must be in the form of a motion. Your motion needs to be written in the form of an outcome that you are aiming to achieve and should be a continuation of the sentence “THAT the owners corporation resolve that”
4. Signatures: The persons requesting the meeting must:
 - i. identify which lot they signing on behalf of
 - ii. the number of unit entitlements assigned to the lot
 - iii. their full name
 - iv. signature
 - v. Capacity in which they sign the form.

Please note:

 - i. A signatory may only be an Owner, Mortgagee or Convent Chargee
 - ii. Co-owners cannot have their unit entitlement counted twice
5. Total Unit Entitlement: Please indicate the total of the unit entitlement of the signatories in the box under the heading ‘Total Unit Entitlement’
6. Aggregate Unit Entitlement as indentified on the Certificate of Title must be included in the box under the heading ‘Aggregate Unit Entitlement’
7. Percentage of Unit Entitlement: Please calculate the percentage of unit entitlement requesting the meeting. This must be a minimum of 25% of the Aggregate Unit Entitlement of the scheme.
8. If there is insufficient space for the motion or motions you wish to have included please complete on separate sheet of paper and attach to this form as a front sheet. Please identify the number of additional pages, if any, at the bottom front of this page.
9. 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 2536 or Fax (02)4471 2913

or with the Secretary of your owners corporation.

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

