

Strata Scheme Management Act 1996 [clause 29.3]

PROXY APPOINTMENT FORM

Directions:

- This form should be lodged with South Coast Property Specialists or faxed to (02)4471 2913 or a scanned copy emailed to info@southcoastps.com.au
 - A proxy must be a real person, not a business or company.
 - Legislation restricts the appointment of a proxy to a maximum period of two (2) Annual General Meetings.
 - Company nominees cannot appoint a proxy. Only a person nominated by the Company can participate in the meeting.
- Please indicate your intentions clearly to avoid any ambiguity and your proxy from being unable to vote on your behalf.

Direction on filling out the Proxy Form.

I /We

The owner(s) of lot(s) in Strata Plan No.

hereby appoint [*insert full name*].....

of [*insert full residential address*].....

as my/our proxy for the purpose of meetings of the owners corporation (including adjourned meetings).

The period for which my/our proxy is appointed is: [*tick only one of the following*]

- A. One specific meeting to be held/...../.....
- B. The period starting/...../..... and finishing/...../..... inclusive.
- C. For twelve (12) months commencing/...../.....
- D. Two consecutive Annual General Meetings commencing/...../.....

This form authorises my/our proxy to vote:

- 1. On all matters without restriction.
- 2. As indicated by the attached completed notice of motions.
- 3. As directed by instructions here.

On matters whether South Coast Property Specialists should be appointed or reappointed; whether another managing agent should be appointed, or whether a management agreement and/or fees be accepted, the proxy is directed to:

[Indicate your preference by ticking the appropriate box]

- i. Support / reject the appointment of South Coast Property Specialists as the managing agent.
- ii. Support / reject the proposed new management fee as indicated in the proposed budget.
- iii. Support / reject the acceptance of a new management agreement.
- iv. As indicated here:

Owner 1.

Signature:

Name:

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

Owner 2

Signature:

Name:

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

Proxy Acceptance

❖ I accept my nomination as proxy for the above mentioned owner(s) and understand that should the owner(s) attend the meeting the voting rights may not be exercised.

❖ I also understand that my proxy can be withdrawn by the owner(s) at any time.

Signature:

Name:

Dated:/...../.....

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- ❖ **This form is not to be used for the substitution of an executive committee member for an executive committee meeting. An `executive committee member substitution form `is required and must be approved by the executive committee.**
- ❖ **Please be aware that the following fields are all mandatory and must be filled correctly in order for the proxy to be valid.**
- ❖ **An owner or owners may appoint any person of their choosing to act as their proxy.**

The following is a step by step guide to filling out a proxy form for any owners corporation meeting.

1. **"Date"**: The date line below your signature(s) must be clearly dated; day/month/year (00/00/00). *This is essential to determine the life span of the proxy.*
2. **"I/We"**. The name of the owner or owners of the Lot as listed in the Strata Roll.
3. **"The owner(s) of Lot(s)"**: The lot(s) number of which you are the owner.
4. **"In the Strata Plan No"**: The strata plan number for the property you are an own in.
5. **"appoint"**: Clearly print the name of the person who is to act as the proxy.
6. **"of"**: The proxy holder's Australian residential address or business name and address.
7. **"period"**: Place a cross in the appropriate box to determine the period of time the proxy is to have effect. To be a valid proxy there must be only one (1) of box A, B, C, or D marked.
 - a. **Box A**: Insert date that will enable your proxy to vote at a proposed meeting. Usually when you will be absent for a meeting and you know the date has been established.
 - b. **Box B**: Insert the date range that will enable your proxy to vote at a proposed meeting(s). Usually when you will be absent for a period and a date for a meeting has not been indicated.
 - c. **Box C**: Insert date that will enable your proxy to vote at any meeting falling in that 12 month period.
 - d. **Box D**: Insert date that will enable your proxy to vote at any meeting falling in that 12 month period plus the subsequent AGM (this option ensures you are represented in the event of the AGM being delayed for any reason).
8. **"Authorisation"** To be a valid proxy there must be only one (1) of box 1, 2, or 3 marked.
 - a. **Option1**: Authorises the proxy holder to vote on your behalf on all motions on the Agenda based on their interpretation o f the meeting(s) discussions.
 - b. **Option2**: Authorises the proxy holder to vote as you have directed by the completed "FOR or AGAINST" boxes on the Notice of Motions. This restricts the proxy holder to voting only on the motions as listed on the Notice of Motions.
 - c. **Option3**: please ensure any special instructions are included and are clear when directing a proxy. (Any ambiguity may see your proxy ruled invalid)**Note**: please draw a line through section three if there are no instructions.
9. **Appointment of Strata Agent**. If a motion to reappoint a managing agent is to be voted on please provide direction to your proxy by marking one (1) of the four boxes marked i, ii, iii, or iv. Option iv requires you to provide written direction to enable your proxy to vote on your behalf.
10. **Signatures**
 - a. **Owner 1**: Sign and print full name below. It is important that you date your form.
 - b. **Owner2**: Sign and print full name below. It is important that you date your form. This is for situations of co ownership. All co-owners must sign the proxy form to be accepted as valid.
11. **"Proxy Acceptance"**: Must be completed by your nominee prior to a meeting.
12. The completed proxy form **must be submitted to the Secretary or Managing Agent prior to the meeting**. For large plans (100 plus lots) this must be no less than 24 hours prior to the meeting.
13. The proxy form is required to be maintained in the owners corporation files for a minimum five years. It is strongly recommended that you maintain a copy for your personal records.