

PROXY FORM

Important notes: please read these carefully before completing **both** pages of this form.

1. A proxy holder does not have to be an owner but must be an adult of full age and capacity.
2. A corporate owner (e.g. a corporate super fund trustee) can only vote by a proxy holder.
3. Co-owners of a lot can only vote by a proxy holder, appointed by **all** the co-owners (the proxy holder can be one of the co-owners).
4. If a sole adult owner (not a co-owner) and his or her proxy holder both attend/participate, only the owner can vote.
5. If the options in this form do not meet your requirements, seek advice.

I /We, _____

being the owner/s of:

(ADDRESS)

Select and complete **only one** of options 1 to 3

- ☐ **Option 1:** _____ [name of proxy holder] and failing their attendance/participation, the chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or
- ☐ **Option 2:** The chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or
- ☐ **Option 3:** _____ [name of proxy holder]

to speak and act and to vote for me/us as my/our proxy holder:

Select and complete **only one** of options A to D, as appropriate

- ☐ **Option A:** at all general meetings, and for all votes taken outside general meetings, except for voting on any proposed resolution relating to the provision of goods, an amenity or a service to the strata company if my/our proxy holder has a direct or indirect pecuniary or other interest in the provision of the goods, amenity or service; or
- ☐ **Option B:** at all general meetings and for all votes taken outside general meetings; or
- ☐ **Option C:** at the general meeting to be held on _____ [insert date of general meeting] and any adjournment of that meeting.
- ☐ **Option D:** Confirmation for online meeting that I will be attending and I declare that I am the noted owner as per the above.

Date of execution: _____ 20__

Execution by natural owner (s)

This form must be signed by each natural owner or by their appointed attorney)

Signature of sole owner:

OR:

Signatures of **all** co-owners
(including proxy holder if a co-owner):

Execution by corporate owner

*This form must be signed by the sole director and sole secretary **OR** two directors or a director and secretary **OR** by the company's appointed attorney*

Sole director and sole secretary

OR

Director

Director/Secretary

OR

Attorney

If signing by an attorney, please provide a copy of the Power of Attorney.

Proxy form Explained

WHAT IS A PROXY FORM? A Proxy Form is a document by which a registered member of a company (in this case, Strata complex) appoints another person (the proxy) to attend a Strata meeting and vote on the member's behalf.

For example: You reside in QLD however there is an Annual General Meeting for your investment property being held in WA.

Options 1-3 Explained

The Chairperson is not always going to be the Strata manager or Chairperson of the council, its who is voted in on the day of the AGM

Option 1: If you are unable to attend, you are able to nominate someone to attend the meeting however, they must be over 18 years of age. If the person that you nominate is unable to attend the chairperson of the meeting will hold your vote.

Option 2: If you would like the Chairperson to have your vote, please tick option 2.

Option 3: If you are unable to attend, you are able to nominate someone to attend the meeting however, they must be over 18 years of age.

Option A-D Explained

Option A: Tick this box if you would like your proxy holder to take on all of your voting rights (AGM, council decisions etc). If your proxy holder has a conflict of interest in a vote, or would get beneficial gain then they cannot have your vote.

Option B: If you would like your above choice of option 1, 2, 3 to stay permanent for each AGM for as long as you own the property, tick this option.

Option C: If you would like your above choice of option 1, 2, 3 be made for this Annual General Meeting only, please select this option.

Option D: Please tick this option if you will be attending the AGM online ONLY (New option due to Covid-19 restrictions)