



Returning your proxy to Perpetual Strata Management

Post your signed and dated proxy form to Perpetual Strata Management Pty Ltd, Level 21, Tower 2 Darling Park 201 Sussex St Sydney 2000 or via facsimile to 02 9006 1010 or via email to info@perpetualstrata.com.au. Voting by proxy ensures meetings are not adjourned due to lack of quorum. Please take the time to vote and have your say in the management of your strata scheme.

Owner and Proxy Details

Date	Strata Plan #	Strata Plan Address

I/we _____ the owner/s of _____
Name **Lot/Unit #**

appoint _____ of _____
Name **lot/unit (if applicable)**

As my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

Period or number of meetings for which appointment of proxy has effect (please tick box):

1 meeting
 _____ meetings
 1 month
 _____ months
No. **No.**

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. If no selection is made by the person giving the proxy, the proxy is effective for one meeting.

Authorities (please tick):

This form authorises the proxy to vote on my/our behalf on all matters.

This form authorises the proxy to vote on my/our behalf on the following matters only:

I hereby nominate myself to be a member of the executive committee.

I hereby nominate _____ of lot _____ to be a member of the executive committee.

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

Signature of owner/s	Signature of proxy

PLEASE TURN OVER FOR FURTHER INFORMATION ON VOTING OPTIONS

Proxy Appointment Form

Notes

1. This form does not authorise voting on a matter if the person appointing the proxy is present at the relevant meeting and personally votes on the matter.
2. This form is ineffective unless it is given to the Secretary of the Owners Corporation at or before the first meeting in relation to which it is to operate and it contains the date on which it was made.
3. 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 proceeding paragraph.
4. For large schemes (over 100 lots) the proxy form must be submitted to the Secretary at least 24 hours prior to the meeting.

Optional Voting (please circle)

I/we request that my/our proxy records my votes as follows:

Motion 1	YES	NO	Motion 8	YES	NO
Motion 2	YES	NO	Motion 9	YES	NO
Motion 3	YES	NO	Motion 10	YES	NO
Motion 4	YES	NO	Motion 11	YES	NO
Motion 5	YES	NO	Motion 12	YES	NO
Motion 6	YES	NO	Motion 13	YES	NO
Motion 7	YES	NO	Motion 14	YES	NO

Voting instructions for the Annual General Meeting

You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights may be exercised only by your company nominee in person, or by proxy appointed by the corporation.

You or your company nominee cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- All contributions levied by the Owners Corporation that are payable at the date of this notice; and
- Any other money that is recoverable by the Owners Corporation from you at the date of this notice.

Quorum

A quorum is necessary for considering and voting on such a motion or at such an election and requires:

- At least one quarter of the number of persons entitled to vote on the motion or at the election are present, either personally or by duly appointed proxy; or
- At least one quarter of the aggregate unit entitlement of the Strata Scheme is represented by the persons who are present and entitled to vote on the motion or at the election, either personally or by duly appointed proxy.

Executive Committee Nominations and Election

A person is not eligible for election as a member of an executive committee unless the person is:

- An individual who is an owner,
- A company nominee of a corporation that is an owner, or
- An individual who is not an owner but who is nominated for election by an owner who is not a candidate for election.

At a meeting of an owners corporation at which its executive committee is to be elected, the chairperson must:

- i. Announce the names of the candidates already nominated in writing for election to the executive committee, and
 - ii. Call for any oral nominations of candidates eligible for election to the executive committee.
1. A written or oral nomination made for the purposes of such an election is ineffective if it is made by a person other than the nominee unless it is supported by the consent of the nominee given:
 - a) In writing, if the nominee is not present at the meeting, or
 - b) Orally, if the nominee is present at the meeting.
 2. After the chairperson declares that nominations have closed, the owners corporation is to decide, in accordance with clause 2(2) of Schedule 3 of the Act, the number of members of the executive committee.
 3. If the number of candidates:
 - a) Is the same as, or fewer than, the number of members of the executive committee decided on, those candidates are to be declared by the chairperson to be, and are taken to have been, elected as the executive committee, or
 - b) Is greater than the number so decided on – a ballot is to be held.

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