

BCS Strata Management Pty Ltd
ABN 86 010 633 351
Locked Bag 22, Haymarket, NSW 1238
DX 11609 Sydney Downtown
bcs_sydney@bcsm.com.au
www.bcsm.com.au
Ph. 1300 883 227
Fax. 02 9212 6269



Strata Schemes Management Act 1996
(Form 2, Schedule 8 of the Strata Schemes Management Regulations 2010)

PROXY APPOINTMENT FORM

Date
I/We
the owners of lot
in Strata Plan No.
Appoint
of

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 * 1 meeting [] / * months [] / * 12
months or 2 consecutive Annual General Meetings []. ***Tick or tick and complete whichever applies**
(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings,
whichever is the greater)

- *1 This form authorises the proxy to vote on my/our behalf on all matters.
- OR**
- *2 This form authorises the proxy to vote on my/our behalf on the following matters only:

.....
.....
[Specify the matters and any limitations on the manner in which you want the proxy to vote.]
*Delete paragraph 1 or 2, whichever does not apply.
*3 If a vote is taken on whether
(the strata managing agent) should be appointed or remain in office or whether another managing agent is to be
appointed, I/we want the proxy to vote as follows:
* **Note** – If this matter is not to be considered, then this section 3 is to be deleted from the proxy form

.....
.....
*For examples, read note 1 below. Delete paragraph 3 if proxy is not authorised to vote on this matter.

Signature of owner/s

Notes:

- 1 A proxy is not authorised to vote on a matter:
 - a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, **OR**
 - b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, caretaker or on-site residential property manager.
- 2 This form is ineffective unless it contains the date on which it was made and is given to the Secretary of the Owners Corporation:
 - a) In the case of a **large strata scheme (more than 100 lots- excluding parking or utility lots), at least 24 hours before the first meeting** in relation to which it is to operate; or
 - b) In any other case, at or before the first meeting in relation to which the instrument is to operate.
- 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 preceding paragraph.

Trust us for service Excellence today & beyond

Corporate Lic No: 862864, (NSW) Memberships:
National Community Titles Institute (NCTI), Institute of Strata Title Management Ltd. (NSW), Community Titles Institute QLD Ltd (CTIQ),
Institute of Body Corporate Managers (VIC), Community Associations Institute (USA), Urban Development Institute of Australia (NSW)
Branches: (NSW): Sydney, Central Coast, Miranda, Newcastle, Tweed Heads, Willoughby, Wollongong
(QLD): Brisbane, Cairns, Coolangatta, Gold Coast, Mackay, Noosa, Port Douglas, Townsville (VIC): Hawthorn, Melbourne