



# Proxy appointment form

Strata Schemes Management Act 1996 (Clause 28 (2))

Date \_\_\_\_\_

I/We \_\_\_\_\_

the owners of lot/s \_\_\_\_\_ 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   
  \_\_\_\_\_ meetings   
  1 month   
  \_\_\_\_\_ months  
 12 mths or 2 consecutive Annual General Meetings   
  Other ..... please specify

**\*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:

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

**Signature of owner/s** \_\_\_\_\_

**Note**

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 it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
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.