

## PROXY APPOINTMENT FORM

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

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.