

HOW TO COMPLETE YOUR PROXY FORM –

New Requirements Regarding Proxy

Your proxy MUST be correctly completed to be considered a valid proxy

The following information will get inserted at the relevant section on the proxy

Please refer corresponding letter to the relevant section requiring completion on the proxy form

- A. This is the date you are completing the proxy.
- B. The name/s of all the owners of the lot as listed on the strata roll.
- C. Your lot number and unit number may be different.
- D. You must insert the name and address of an individual.
– Note this cannot be stated as “the Chairperson” or “The Property Manager”.
(Note: You are not able to nominate your Strata Manager as your proxy)
- E. Name and address of individual for second option (This gives you an alternative in the event that your first choice has exceeded the proxy limit). Refer to rules below concerning limitations on proxy.
- F. The name of your first choice.
- G. Place a cross in the appropriate box to determine the period of time the proxy is to have effect.

Select either option 1 **OR** option 2

- H. Option 1 – Authorises the proxy holder to vote on your behalf on all motions on the agenda.
Option 2 – Restricts the proxy holder to vote only on the motions listed.
- I. If there is a motion to sign a new Strata Agency Agreement, to vote in favour you must insert the following “*O’Connors Strata to be appointed*”.
- J. All owners of the lot must sign here.

Limit on Number of Proxies that may be held:

The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:

If the strata scheme has 20 lots or less, one (1) ; or

If the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.