



Strata Schemes Management Act 1996

**Proxy Appointment Form – General Meeting**

Date .....  
I/We .....  
the owners of lot .....  
in Strata Plan No .....  
appoint The Chairman or .....  
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 (Please tick  the option that applies)

1 Meeting       \_\_\_\_\_ months       12 Months       2 Consecutive Annual General Meetings

*(Note. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is greater.)*

**\*1** This form authorises the proxy to vote on my/our behalf on all matters

OR

**\*2** This for 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 of 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 .....

**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 it was 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 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.