

# Owners Corporation Proxy Form

Schedule 1, Regulation 6, Owners Corporations Regulations 2007

OC 9 (12/07)

Under regulation 6 of the Owners Corporations Regulations 2007, I/We

Name(s) of Lot Owners

Of (address)

Being the owner(s) of lot(s)

Lot number(s)

Authorise

Name of person

Of (address)

As my/our proxy:

**A.**  to attend, speak and vote in person on my/our behalf until (insert date until which proxy authorisation will be valid, up to a maximum period of 12 months)

OR

to attend, speak and vote in person on my/our behalf at the annual general meeting of the owners corporation to be held on

OR

to vote for me/us and on my/our behalf at the ballot having a closing date of (insert date)

OR

I/We direct the proxy to vote in relation to the following resolutions or matters as follows (If relevant, set out specific instructions to your proxy concerning how to vote in relation to particular resolutions or matters)

**B.**  To represent me/us on the committee of the Owners Corporation

Signed by (member(s) giving proxy)

Printed name(s)

Date

## Information about Proxies

If you are unable to attend this important meeting, you are encouraged to complete and return this proxy form to appoint (your BCS Manager) or another person to vote on your behalf, and return it to this office by fax, email or post.

This will ensure that the maximum number of owners are represented at the meeting.

**Note:** In order to execute your voting rights, all charges previously invoiced, must be **settled and cleared** by the Body Corporate's bank prior to the meeting.

### General Notes:

Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your "proxy."

To authorise a proxy you must use the prescribed form and deliver it to the owners corporation secretary.

If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence.

Proxies cannot transfer the proxy to another person.

A Lot Owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a Lot Owner into making another person their proxy.

Owners Corporations must keep the copy of the Proxy authorisation for 12 months.

In order to be valid a named individual must be nominated. Proxies appointing "The chairperson" for example are not valid.