**OWNERS CORPORATION PROXY**

*Schedule 1, Regulation 8, Owners Corporations Regulations 2018*

Owners Corporation Waterways PS435322B - No1

Annual General Meeting - Tuesday, 28th November 2023

**Under regulation 8 of the Owners Corporations Regulations 2018, I/We:**

|  |  |
| --- | --- |
| **Name(s) of lot owners** |  |
| **of (address)** |  |
| **being the owner(s) of lot(s), lot number(s)** |  |

**Authorise**

|  |  |
| --- | --- |
| **Name of person** |  |
| **of (full address)** |  |

**As my / our proxy:**

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

12 months) **Insert Date**

OR

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

(insert date) **Insert Date**

OR

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

**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)** |  |
| **Declaration** | **☐***(tick here) - I confirm that I have the right to sign this proxy form on behalf of all owners of this lot* |
| **Date** |  |

**Information about Proxies**

This section is for information only and not part of the prescribed form.

 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 owner’s 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.

 **You should check that your proxy is able to vote on your behalf. There are restrictions on the number of lot owners a proxy can vote on behalf of:**

o **if there are 20 or less occupiable lots a person must not vote as a proxy on behalf of more than one lot owner**

o **if there are more than 20 occupiable lots a person must not vote as a proxy on behalf of more than 5% of the lot owners**

o **The above restrictions do not apply if the lot owners for whom the person is authorised to vote on behalf of are members of that persons family, or the person votes as a proxy in the prescribed circumstances**

 If a lot owner is in arrears for any amount of fees or other amount owing to the owners corporation, the lot owner must not vote as a proxy on behalf of another lot owners at a meeting of the owners corporation; or represent another lot owners as a proxy on a committee of the owners corporation

Proxy Form Page **2** of **2**