

# **OWNERS CORPORATION PROXY FORM**

Schedule 1, Regulation 6, Owners Corporations Regulations

**Owners Corporation PS**.....

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 months)

**OR**

- to attend, speak and vote in person on my/our behalf at the annual or special general meeting of the owners corporation to be held on (insert date)

**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

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

1. 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.
2. The proxy authorisation must be a named individual.
3. 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.
4. Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.
5. Proxies must act honestly and in good faith and exercise due care and diligence.
6. Proxies cannot transfer the proxy to another person.
7. A lot owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.
8. It is illegal for someone to coerce a lot owner into making another person their proxy.
9. Owners corporations must keep the copy of the proxy authorisation for 12 months.
10. When a lot is in joint names and a proxy is given to a third party both lot owners must sign the proxy form.
11. When a lot is in joint names and only one owner attends a meeting the lot owner attending the meeting needs to have a proxy, from the other joint lot owner, to enable them to participate in voting.
12. When a lot is in a company name the proxy needs to be signed by a director or other authorised person of the company noting in which capacity they are so authorised to sign on behalf of the company.

**If you are not attending the meeting please forward your Proxy Form to:**

The Secretary  
Owners Corporation PS.....  
C/ - Fawkner May  
560 Camberwell Road  
Camberwell Vic 3124  
info@fawknermay.com.au