

**Form 1 - Proxy appointment**  
**Strata Schemes Management Act 2015**



**Details**

Date: .....

Owner: Name(s) .....  
 Address .....  
 Owner of Lot ..... in Strata Plan .....  
 ("the Owner")

Proxy: Name .....  
 Address .....  
 ("the Proxy")

Period:  1 meeting (applicable if no option selected)  
 .....meetings  
 1 month  
 .....months  
 12 months  
 .....2 consecutive annual general meetings  
 (Tick or tick and complete whichever applies)  
 ("the Period")

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

**Appointment**

I/We, the Owner, appoint the Proxy as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/ We, the Owner appoint \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the Proxy already holds the maximum number of proxies that may be accepted. ("the First Alternate Proxy")

I/ We, the Owner appoint \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the First Alternate Proxy already holds the maximum number of proxies that may be accepted. ("the Second Alternate Proxy")

I/ We, the Owner appoint \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the Second Alternate Proxy already holds the maximum number of proxies that may be accepted. ("the Third Alternate Proxy")

I/ We, the Owner appoint \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the Third Alternate Proxy already holds the maximum number of proxies that may be accepted. ("the Fourth Alternate Proxy")

I/ We, the Owner appoint \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the Fourth Alternate Proxy already holds the maximum number of proxies that may be accepted. ("the Fifth Alternate Proxy")

I/ We, the Owner appoint \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the Fifth Alternate Proxy already holds the maximum number of proxies that may be accepted. ("the Sixth Alternate Proxy")

I/ We, the Owner appoint \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the Sixth Alternate Proxy already holds the maximum number of proxies that may be accepted. ("the Seventh Alternate Proxy")

**Execution**

*Note: The below list of attestations is not an exhaustive list, but the more commonly used.*

**Individual(s)**

Signature of Owner .....  
 Name [Print] .....

Signature of Owner .....  
 Name [Print] .....

*Note: For multiple owners, all must sign.*

**Company (Corporations Act - Preferred)**

Executed by the Owner pursuant )  
 to section 127 of the Corporations )  
 Act 2001 by: )  
 )

.....  
 Sole Director & Secretary/Director

.....  
 Director/Secretary

**Individual or Company (Authorised Agent)**

Signed for and on behalf of the Owner by its duly authorised agent.

Name of Agent .....

Signature of Agent .....

*Note: Authority must be sighted.*

**Individual or Company (Power of Attorney)**

Signed for and on behalf of the Owner by:

..... (Name)  
 who is authorised by Power of Attorney Book .....  
 No ..... (if applicable) having no notice of its revocation.

.....  
 Signature of Attorney

in the presence of:

Name of witness .....  
 Address of witness .....

.....  
 Signature of Witness

*Note: Power of attorney must be sighted.*

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[Repeat As Needed]

**Authentication**

1

[Tick and complete whichever applies below]:

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

**OR**

**2. This form 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.]

.....  
.....  
.....

**3. If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:**

.....  
.....  
.....

I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

OWNER TO INITIAL:

.....  
DATE:        /        /

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OWNER TO INITIAL:

.....  
DATE:        /        /

# Form 1 - Proxy appointment

## Strata Schemes Management Act 2015

### Notes on appointment of proxies

- 1 This form is ineffective unless it contains the date on which it was made and it is 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 the 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).
- 2 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.
- 3 This proxy is valid for any general meetings held during the period (if any) specified on page 1 of this form. If no period is specified then this proxy ends after 12 months or two annual general meetings, whichever occurs later.
- 4 If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. 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:
  - (a) if the strata scheme has 20 lots or less, one,
  - (b) 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.
- 5 A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
  - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
  - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

### Notes on rights of proxies to vote

- 1 A duly appointed proxy:
  - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
  - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
  - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
- 2 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, building manager or on-site residential property manager, or
  - (c) if the right to vote on any such matter is limited by this form.