

Owners Corporation Proxy Form

Schedule 1, Regulation 8, Owners Corporations Regulations 2018

OC Plan Number: _____

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 (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)
<input type="text"/>	

Or

	to attend, speak and vote in person on my/our behalf at the annual or special general (or committee) meeting of the owners corporation to be held on (insert date)
<input type="text"/>	

Or

	to vote for me/us and on my/our behalf at the ballot having a closing date of (insert date)
<input type="text"/>	

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)
<input type="text"/>	

B

	To represent me/us on the committee of the owners corporation
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Signed by (member(s) giving proxy)	<input type="text"/>
Printed name(s)	<input type="text"/>
Date	<input type="text"/>

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.

Owners Corporation Committee Nomination Form

Owners Corporations Act 2006, Regulations 2018 and Rules

OC Plan Number: _____

- A member of the committee must be a lot owner or be authorised by a lot owner (hold a proxy) to act on their behalf.
- A person is not eligible to be elected as a committee member if they are in arrears for any fees or other amounts are owed to the Owners Corporation.

From:

Details of person nominating to be elected as a committee member

Name: _____

Address: _____

Postal Address:
(if different from above) _____

Telephone Number: _____

Email Address: _____

I am a: (mark applicable box with an **X**)

<input type="checkbox"/>	A lot owner of lot number(s)	<input type="text"/>
<input type="checkbox"/>	A proxy holder of the lot owner(s) to act on their behalf for lot number(s)	<input type="text"/>

I wish to nominate as a candidate for election as a committee member. Outlined below is a summary of the skills and knowledge I can bring to the committee

Signature	
Date	

COMPANY NOMINEE FORM

To

.....of.....

(Name of Person to be Appointed)

(Address).....

(Company Name)

hereby authorises you to exercise or perform on its behalf any power, authority, duty or function conferred by or under that Act on its owner of Lot.....In OC Plan No.

DATED thisday of(Insert date)

THE COMMON SEAL OF

.....

Was hereunto affixed by authority of its Board of Directors In the presence of:-

Secretary (Print Name/Sign):

Director (Print Name/Sign):

