

How to fill out the proxy form.

The following is a step by step as guide to filing out a proxy form for General Meetings.

Please be aware that the following fields are all mandatory and must be filled correctly in order for the proxy to be valid.

1. "Date": The date you fill in the proxy form
2. "I/We". The name of the owner or owners of the Lot as listed in the Strata Roll
3. "The owners of lot": The lot number of which you are the owner.
4. "In the Strata Plan No": The strata plan number for the property you own in.
5. "appoint": The name of person who is to act as the proxy.
6. "of": The proxy holders address or business name
7. "Period": place a cross in the appropriate box to determine the period of time the proxy is to have effect.
8. If you select option one it authorizes the proxy holder to vote on your behalf on all motions on the Agenda.
9. If you select option two you restrict the proxy holder to voting only on the motions as listed on the proxy form. You may also place limitations on the proxy holder and specify how you would like them to vote

Note: Either option one of two must be selected and the alternative option crossed out

Delete section three if this matter is not to be voted on at the meeting *or* if the proxy holder **is not** authorized to vote

If you would like the proxy holder to vote on this matter fill the section as follows:
"If a vote is taken on whether" – the name of the Strata Managing Company
"is to be appointed or remain in office or another managing agent is to be appointed
I/we want the proxy to vote as follows": - The Strata Managing Agent remain in office *or* the Strata Managing Agent be terminated *and/or* A new Strata Managing Agent be appointed

10. First signature line is to be signed by all parties as per part two
11. Second signature line is to be signed by the proxy holder