

**Form 3 Proxy Appointment Form**

(Clause 26 (3))

**Strata Schemes Management Act 1996**

Date .....  
I/We .....  
the owners of lot .....  
in Strata Plan No. ....  
.....  
appoint .....  
of .....  
as my/our proxy for the purposes of meetings of the owners corporation (including  
adjournments of meetings).

Period or number of meetings for which appointment of proxy has effect  
.....  
..... \*1 meeting/\* ..... meetings/\*1 month/\* .....  
months/\*12 months or 2 consecutive Annual General Meetings

*\*Tick or tick and complete whichever applies  
(Note. The appointment cannot have effect for more than 12 months or 2 consecutive annual  
general meetings, whichever is the greater. If no selection is made by the person giving the  
proxy, the proxy is effective only for one meeting.)*

**\*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.]

*\*Delete paragraph 1 or 2, whichever does not apply.*

**\*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:  
.....  
.....  
.....

*\*Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1  
below.*

Signature of owner/s  
.....

Signature of proxy  
.....

**Notes**

- 1 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, caretaker or on-site residential property manager.
- 2 This form is ineffective unless it is given to the secretary of the owners corporation at or before the first meeting in relation to which it is to operate and it contains the date on which it was made.
- 3 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.