

# OWNERS CORPORATION PROXY FORM

Plan of Subdivision No.

Owners Corporation No.

Schedule 1, Regulation (8) Owners Corporations Regulations 2018

## UNDER REGULATION 8 OF THE OWNERS CORPORATIONS REGULATIONS 2018

**I/We**

(Names 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

(Tick the applicable circle)

**To attend, speak and vote on my/our behalf until** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*[insert date until which proxy authorisation will be valid up to a maximum period of 12 months]*

**OR**

**To attend, speak and vote on my/our behalf at the AGM or SGM of the owner's corporation**

**to beheld 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]*

**To represent me/us on the committee of the Owners Corporation.**

**Print Name**

**Signature**

**Date**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

# NOTES

1. If you direct your proxy to abstain, they will not vote on your behalf on a show of hands or on a poll, and your vote will not be counted towards the required majority.
2. You should check that your proxy is able to vote on your behalf. There are restrictions on the number of lot owners a proxy can vote on behalf of. Your proxy will not be able to vote on your behalf if they are acting as proxy for too many people.

## INFORMATION ABOUT PROXIES

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

You must lodge this form with the Secretary of the Owners Corporation prior to the next Annual General Meeting by



### Writing to

**The Secretary, Owners Corporation Plan No.:  
C/- MICM, 178 City Road, Southbank VIC 3006**



### or via email at

**ocadmin@micm.com.au**

If sending a proxy form via email please:

- List the **Owners Corporation Name** and **Owners Corporation Plan No.**
- Mention **“AGM Proxy Form”** in the subject heading.

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 owners corporation secretary. If appointing a power of attorney as a proxy, you should attach a copy of the power of attorney.

A lot owned in a company name must have a proxy form executed by a duly authorised company representative.

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.