

**Strata Titles Act / Community Titles Act**  
**Body Corporate \_\_\_\_\_ Incorporated**  
**Extraordinary General Meeting**

A General Meeting of your Corporation has been arranged as follows:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Place: \_\_\_\_\_  
\_\_\_\_\_

**Agenda**

1. Chair, apologies, proxies & quorum
2. Review of Body Corporate Management
3. Other business

Signatures below are owners/officers calling the meeting...

Signed \_\_\_\_\_ Unit \_\_\_\_\_

Signed \_\_\_\_\_ Unit \_\_\_\_\_

Signed \_\_\_\_\_ Unit \_\_\_\_\_

(note Secretary or 2 of committee or 1/5 of owners required to call a meeting)

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**PROXY FORM**

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**IMPORTANT:** Your vote is needed. If you cannot attend it is important that you give your proxy to a nominee, someone you trust: other wise the meeting may have to be adjourned due to a lack of a quorum, so please consider your fellow owners. You may instruct your proxy on how to vote on a particular motion.

I \_\_\_\_\_ hereby being a person/persons entitled to attend and vote at general meetings of the above Corporation hereby appoint -

NAME - \_\_\_\_\_

**alternatively Presiding Officer or Secretary**  (tick here)

to be my/our proxy at the extraordinary general meeting of the said Corporation to be held on and at any adjournment or postponement of that meeting.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ SIGNATURE: \_\_\_\_\_

NOTE: Please advise the person you have appointed as your proxy.