

## Company Nominee Appointment Form

Where a company entity is the owner of a lot, a company nominee must be appointed who will be entitled to vote on the company's behalf at an Annual General Meeting and/or an Extraordinary General Meeting.

A vote cannot be cast until a company nominee is recorded in the Strata Roll in accordance with Section 22 of the Strata Schemes Management Act 2015.

Completed notices can be returned to our office by either:

**Post:** Conti Strata  
 PO Box 443  
 CONCORD NSW 2137

**Fax:** (02) 9799 1008

**Email:** [info@contistrata.com.au](mailto:info@contistrata.com.au)

### Important Notes:

1. Only one nominee can be appointed. If two names are provided, the first name will be entered into the strata roll as the company nominee and the second name will be disregarded.
2. If the appointed company nominee is unable to attend a meeting and wishes to appoint a proxy, a proxy form must be completed by the company entity to take effect for the nominated number of meetings. A company nominee cannot appoint a proxy on the company's behalf.

Should you have any queries, please do not hesitate to contact our office on 9716 8686.

### Owner and Proxy Details:

To The Owners – Strata Plan

(Strata Plan No.)

I/we,

(Company Trading Name & ACN)

Having its registered office at

(Address)

as its lawfully appointed and constituted nominee for lot no.

being a company duly incorporated in the state of

(State)

hereby nominates, constitutes and appoints

(Nominee Name)

(Lot no.)

for the purposes of exercising the rights of the company as he or she may be directed from time to time by the company pursuant to the rights vested by virtue of the Strata Schemes Management Act 2015 (as amended) or by any other, Memorandum of Mortgage, Contract, Agreement deed or arrangements entered into by the Company hereto after.

Dated this  day of , .

(Day) (Month) (Year)

The address for service of notices to the above nominee is:

**NOTE:** Notices such as meeting agendas that are for the attention of the Owner will be sent care of the nominee at this address.

The Common Seal of

(Company Trading Name)

was hereto affixed by authority of the Board of Directors in the presence of:

(Affix Common Seal)

Name of Secretary

Signature of Secretary

Name of Director/Nominee

Signature of Director/Nominee