

# Notice of Extraordinary General Meeting of the Body Corporate

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Owner's name \_\_\_\_\_

Service Address \_\_\_\_\_

You are advised that an Extraordinary General Meeting for:

Name of Scheme: \_\_\_\_\_

CMS Number: \_\_\_\_\_

is to be held at:

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## AGENDA

Welcome and apologies  
Admittance of proxies and voting papers  
Two Lot Regulation Module

## MOTIONS

1. Confirmation of Minutes
2. Lot Owners Agreement
3. Regulation Module
4. Body Corporate Manager Termination
5. Community Management Statement Preparation and Submission
6. Records Management and Bookkeeping

The full text of each motion is set out in the accompanying 'Voting Paper'.

## AUTHORISED BY

Secretary \_\_\_\_\_

Contact address \_\_\_\_\_

Contact email: \_\_\_\_\_

Prepared in accordance with BCCM Form 4 (effective from 1st June 2010).

# PROXY FORM FOR BODY CORPORATE GENERAL MEETINGS

## BODY CORPORATE SECRETARY DETAILS (Please forward completed form to Secretary or bring to meeting)

Secretary Name: \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact email: \_\_\_\_\_

## AUTHORISATIONS

Name of owner 1 \_\_\_\_\_

Signature \_\_\_\_\_

Dated:            /            /

Name of owner 2 \_\_\_\_\_

Signature \_\_\_\_\_

Dated:            /            /

Lot Number/s \_\_\_\_\_ Plan Number \_\_\_\_\_

Name of scheme \_\_\_\_\_

CMS Number \_\_\_\_\_

## NOMINEE

Appoint (full name) \_\_\_\_\_

as my/our proxy to vote on my/our behalf (including adjournments) at

(please tick one)

☐ The general meeting to be held on \_\_\_\_\_

☐ All general meetings held before:            /            /

☐ All general meetings held during the rest of the body corporate's financial year unless I/we serve you  
with a prior written withdrawal of the appointment.

Signature of proxy holder \_\_\_\_\_

Dated:            /            /

Residential address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_

Postcode \_\_\_\_\_

Postal address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_

Postcode \_\_\_\_\_

Prepared in accordance with BCCM Form 6 (effective from 1st January 2010).