

**Strata Schemes Management Act 2015**

**SUBSTITUTE PROXY FORM**  
**Strata Committee Meeting/s**

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

I, \_\_\_\_\_ Committee Member in Strata Plan No. \_\_\_\_\_ appoint \_\_\_\_\_ of Lot \_\_\_\_\_ as my representative for the purpose of the Strata Committee Meeting of the Owners Corporation to be held \_\_\_\_\_ (and any adjournment thereof).

Signature of Strata Committee member \_\_\_\_\_

Signature of Substitute Proxy Representative \_\_\_\_\_

**Notes:**

*If a committee member is unable to attend a committee meeting, Section 34 (1) of the Strata Schemes Management Act 2015 allows the Committee Member to appoint a substitute in his/her absence.*

*Only 2 categories are permitted:*

- (1) *an owner; or*
- (2) *the company nominee of a corporation which is a lot owner.*

*An existing Committee member cannot be appointed unless he or she is also an owner or company nominee of a corporate owner.*

*A strata managing agent cannot be appointed as substitute proxy to the Strata Committee.*

*The appointment cannot have effect until the Strata Committee approves the appointment.*

**IF YOU ARE A STRATA COMMITTEE MEMBER AND UNABLE TO  
ATTEND THE MEETING PLEASE ENSURE YOU APPOINT AN OWNER TO ACT ON YOUR  
BEHALF.**

Please return to our office by post (P O Box 520, Hurstville NSW 1481) or email to  
[admin@sarrafrata.com.au](mailto:admin@sarrafrata.com.au)