

The contents of this document are a suggestion only. It does not constitute legal advice.
Strata corporations are encouraged to obtain legal advice regarding meeting protocol.

The Annual General Meeting [or Special General Meeting] will be held on:

[date] at [time]

(Registration will begin at [time].)

The strata council has decided that there will be no physical meeting. Owners may participate by Zoom:

Zoom link: [insert]

Meeting ID: [insert]

Passcode: [insert]

Those owners who do not want to do so may appoint their own proxy holder using a general proxy provided that person is willing to attend the meeting electronically.

When completing the proxy form please ensure to:

- Insert the name of the person you wish to exercise your proxy;
- Initial any changes;
- Sign the proxy;

Any owner attending electronically and holding proxies is asked to submit a copy in advance to permit verification. Please scan or take a photo of the completed proxy form(s) and email it to [email address] on or before 12:00 noon on **[day before the meeting]** in order for the proxies to be certified at the start of the meeting.