Proxy

Notes for your Guidance

+ Insert full name and address of creditor, contributory or member on the top line.
+ On the second line, insert the name of the person you appoint as your proxy. You may insert "the Chairperson of the meeting" if you wish.
+ On the next line insert the organisation the proxy holder represents or works for (not required if the Chairperson is your proxy).
+ You may appoint an alternate proxy on the fourth line who may act if your first appointed proxy cannot attend the meeting. You may insert "the Chairperson of the meeting" if you wish.
+ If the proxy is a general proxy the form requires no addition.
+ If the proxy is a special proxy the form must include instructions regarding the use of the proxy (i.e. details of the resolution and whether the proxy holder is to cast a vote in favour or against the resolution or abstain from voting).
+ Date and sign the Proxy form using one of the following various forms of execution:
  - Sole Trader - Sign the proxy yourself.
  - Partnership - e.g. sign - "Smith & Associates
Per John Smith - Partner"
  - Company - (i) By a director or secretary, e.g. "J Smith – Director".
(ii) By a person duly authorised to sign on behalf of the company, e.g.

    "Smith & Sons Pty Ltd. ACN: _____
Per: J Smith
A person duly authorised to sign on the company's behalf".

    OR

    "Smith & Sons Pty Ltd. ACN: _____
By its duly constituted attorney J Smith".

    NB: If signing on behalf of a company the following example is not sufficient:

    "Smith & Sons Pty Ltd. ACN: _____
Per: J Smith"
+ "Certificate of Witness" is only to be used where the Proxy is being completed on behalf of a person who is blind or incapable of writing. In all other cases a witness to the signature of the person appointing the Proxy is not required and you may ignore the section headed "Certificate of Witness".