

Make Your Secret Vote Count

There are three steps for a valid secret vote and you must get each correct for your vote to be counted.

Step No. 1

Complete your voting paper

Make your vote clear

You may complete the form any way you like as long as it is clear how you have voted.

General Meeting Example Body Corporate CTS

MOTION #X

Motion by ordinary resolution

This is an example secret motion for the purposes of demonstrating how to complete a secret motion. In reality this will contain information relevant to the motion(s) you are voting on.

Yes ☒ No ☐ Abstain ☐



You may write your vote on the paper if your make a mistake

General Meeting Example Body Corporate CTS

MOTION #X

Motion by ordinary resolution

This is an example secret motion for the purposes of demonstrating how to complete a secret motion. In reality this will contain information relevant to the motion(s) you are voting on.

Yes ☒ No ☒ Abstain ☒



DO NOT identify yourself

Do not write anything on the voting paper that may make it possible to identify who you are

General Meeting Example Body Corporate CTS

MOTION #X

Motion by ordinary resolution

This is an example secret motion for the purposes of demonstrating how to complete a secret motion. In reality this will contain information relevant to the motion(s) you are voting on.

Yes ☒ No ☒ Abstain ☒

Orla made a mistake

Lisa



Step No. 2

Verify your right to vote

Complete the validation envelope

The completed voting paper must be folded and placed within the validation envelope. Seal the envelope. Complete all the details on the envelope.



You must be able to be identified

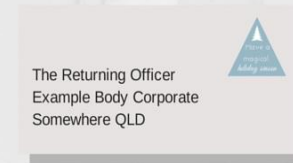
If you are voting as a company nominee or as an Enduring Power of Attorney then you must have completed the appropriate forms and provided them to the Secretary or Body Corporate Manager.

Step No. 3

Submit to Returning Officer

Post to the Returning Officer

Place your completed validation envelope (containing your voting paper) into the stamped envelope addressed to the Returning Officer. Post prior to the general meeting.



Hand to the Returning Officer

If you attend the meeting you may hand your validation envelope and vote directly to the Returning Officer.



DO NOT hand to someone else

The Returning Officer may only accept votes from lot owners.



Valid Votes



Invalid Votes

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