



Gold Coast
Sydney
Northern Beaches
Central Coast
Newcastle
Port Stephens
Northern Rivers

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BODY CORPORATE COMMITTEE NOMINATION FORM INSTRUCTIONS

1. This form must be properly completed otherwise the nomination may be invalid.
2. Each Lot Owner can **only nominate one** person to the Committee. However, if the owner owns more than 1 lot, they may nominate persons for the election as follows:
 - a) If the Lot Owner owns 2 lots or there are fewer than 7 lots in the scheme, the owner may nominate 2 persons.
 - b) If the Lot Owner owns more than 2 lots and there are 7 or more lots in the scheme, the owner may nominate 3 persons.
3. A Lot Owner can nominate themselves to the Committee (Self-nomination). A Lot Owner can nominate a member of their family or an owner of another lot.
4. A Candidate can be nominated to **more than one** position on the Committee.
5. Insert the full name of the Nominator/s where provided.
6. If the Nominator and the Candidate are one and the same, only complete Part A of this form.
7. If the Nominator and the Candidate are not the same party, you must complete Parts A & B.
8. The Nominator/s and the Candidate must sign the form where provided.
9. Candidates will be notified in writing that their nomination has been received.
10. If the Lot Owner owes a body corporate debt when the nomination is received, the owner's nomination or nominations are taken not to comply with regulations.
11. A member of the Body Corporate or a person nominated by a member of the Body Corporate is not eligible to be a voting member if the member owes a Body Corporate debt when the voting members of the Committee are chosen.
12. A Lot Owner must be financial, both at the time of nomination to the Committee and the time of election to the Committee.

Building Name - Plan Number

**BODY CORPORATE COMMITTEE
NOMINATION FORM**

The Annual General Meeting of the Body Corporate (Building Name - Plan #) will be held
after (Date), on a date to be decided by the Committee.

Nominations & requests for inclusion of Motions must reach our office no later than (Time & Date).

PART A - Must be completed

The Secretary
Body Corporate for (Building Name)

I / We

NAME OF LOT OWNER

Being the Lot Owner/s of Lot # in Community Titles Scheme No (Plan #)

Hereby nominate the following candidate for election:

Name of Candidate:
Please print **SURNAME** **GIVEN NAMES**

Position/s nominated for:

- ☐ Chairperson
- ☐ Secretary
- ☐ Treasurer
- ☐ Ordinary Committee Member

Is the Candidate a Lot Owner? YES NO
Please circle one

Nominator's Signature: Date:

Candidate's Signature: Date:

PART B - ONLY complete if the Candidate is NOT a Lot Owner

Residential or business address of the Candidate:

.....

Category - please tick one

- ☐ another Lot Owner in the Body Corporate
- ☐ a member or individual Lot Owner's family
- ☐ a person acting under the authority of Power of Attorney
- ☐ a corporate nominee (where the Lot Owner is a corporation)

**** For the nomination to be valid the
Candidate must belong to one of these
categories ****

Body Corporate and Community Management Act 1997

**REQUISITION FOR INCLUSION OF MOTION ON AGENDA
FOR ANNUAL GENERAL MEETING**

The Secretary
Body Corporate for (Building Name - Plan Number)

Email: dom@precise.property

I/We, being the *owner / * co-owners / * a person acting under the authority of the owner / * the nominee of a corporation which is the owner of Lot/s in the Community Title Scheme 7463 hereby give notice that I/We require the following motion/s to be included in the agenda for the upcoming Annual General Meeting.

** Delete as appropriate*

MOTION/S

You may include an explanatory note about the motion which is to be sent out with the agenda of the meeting. If so, it should not be more than 300 words.

For a motion to be valid, please ensure it is drafted so that it can be voted on with a “yes” or “no” answer.

If the motion is considering the expenditure of Body Corporate funds, you must include the cost or provide quotes.

Lot No/s: Name of Owner/s:

Dated: Signature: