

EXTRAORDINARY GENERAL MEETING REQUISITION

NSW Strata Scheme Management Act 2015 [Section 19]



- The secretary of the owners corporation, or another officer if the secretary is absent, must convene a general meeting (that is not an AGM) of the owners corporation as soon as practicable, and not later than 14 days after, receiving a qualified request.
- A qualified request is made by one or more owners of a lot or lots in the strata scheme having a total unit entitlement of at least one-quarter of the aggregate unit entitlements.
- Lot number and apartment number can be found on the upper right-hand side of your levy notices under the issue date.
- A lots unit entitlement is available from your levy notice.
- Your levy notice is accessible using your individual web portal log-in.

RETURN TO: Post: H+D Real Estate – GPO BOX 968, SYDNEY NSW 2001 or Email: strata@hdre.com.au

TO THE SECRETARY, STRATA PLAN NO. _____ **DATE** _____

Pursuant to Section 19 (2) and (4) of the NSW Strata Schemes Management Act 2015, we, the undersigned persons entitled to vote in respect of lots, the total Unit Entitlement of which is at least one-quarter of the aggregate Unit Entitlement, hereby requisition the convening of an Extraordinary General Meeting as soon as practicable after receipt of this requisition with an agenda to include the following motions:

OWNERS REQUESTING AN EXTRAORDINARY GENERAL MEETING

Instruction: *Please indicate the capacity in which you are signing, i.e. Either: 1 = Lot Owner; 2 = Company Nominee; 3 = Mortgagee; 4 = Covent Chargee

LOT NUMBER	APARTMENT NUMBER	LOT UNIT ENTITLEMENT	NAME	SIGNATURE	*VOTING CAPACITY

NOTE: A supplementary signature sheet is available for additional signatories. It must be attached to motions at the time of signing.

MOTION(S) FOR INCLUSION

MOTION NO.: _____ **PROPOSED BY:** _____ **SUBJECT:** _____

That the Owners Corporation resolve to

MOTION NO.: _____ **PROPOSED BY:** _____ **SUBJECT:** _____

That the Owners Corporation resolve to

NOTE: A supplementary motion sheet is available for additional motions. It must be attached to this face page at the time of signing.

AGGREGATE UNIT ENTITLEMENT OF THE SCHEME?	<input type="text"/>	TOTAL NUMBER OF MOTIONS PROPOSED	<input type="text"/>
TOTAL OF UNIT ENTITLEMENTS REQUESTING MEETING	<input type="text"/>	TOTAL NO. OF ADDITIONAL MOTION PAGES	<input type="text"/>
% OF UNIT ENTITLEMENT REQUESTING MEETING <small>[TOTAL UE ÷ AGGREGATE UE x 100 = %]</small>	<input type="text"/>	TOTAL NO. OF ADDITIONAL SIGNATURE PAGES	<input type="text"/>
		TOTAL NO. OF PAGES SUBMITTED <small>(INCLUDING THIS ONE)</small>	<input type="text"/>

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SUPPLEMENTARY MOTION SHEET

- This page should be used for larger strata schemes only when there are more signatures than provided for on the main sheet.
- Do not sign this sheet unless you have been provided the full document with the proposed motion for you to read prior to signing.
- Lot numbers, Apartment numbers and Lot Unit Entitlement can be found on your levy notices. (available on your web portal log-in)
- This sheet should be numbered at the bottom, have the proposed motions included with any unused motion boxes crossed through and attached to the main requisition page before you sign.

MOTION(S) FOR INCLUSION AT A GENERAL MEETING OF THE OWNERS CORPORATION

MOTION NO.: _____ PROPOSED BY: _____ SUBJECT: _____

That the Owners Corporation resolve to

MOTION NO.: _____ PROPOSED BY: _____ SUBJECT: _____

That the Owners Corporation resolve to

MOTION NO.: _____ PROPOSED BY: _____ SUBJECT: _____

That the Owners Corporation resolve to

MOTION NO.: _____ PROPOSED BY: _____ SUBJECT: _____

That the Owners Corporation resolve to

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DIRECTION ON COMPLETING THE EGM REQUISITION FORM.

Please follow the below instructions to minimise the possibility of voiding the requisition.

- 1) The Strata Plan Number must be included on:
 - a. The main face sheet in the designated box.
 - b. In the designated box at the bottom right of every signature sheet used.
 - c. In the designated box at the bottom right of every motion sheet used.
 - d. On any other attachment submitted with the requisition.
- 2) The date that the submission is lodged or posted must be completed in the designated box at the top right of the main sheet.
- 3) Lot Owner Signatures Table
 - a. All owners requesting the meeting must:
 - i. Provide their full name as shown on the Strata Roll.
 - ii. Identify the lot(s) they own.
 - iii. Identify their lot(s) and unit(s) numbers. Not all schemes have the lot and unit number the same. (see N1 note)
 - iv. Provide the Unit Entitlement for each lot they own. (see N2 & N3 note)
 - v. Declare the nature of their interest or the capacity in which they are signing the requisition by placing the following corresponding number in the "Voting Capacity" column beside each signature. (see N4 note)
 1. Owner
 2. Company Nominee
 3. Mortgagee
 4. Covert Chargee

Please Note:

N1. Lot and Unit numbers are identified on each lot levy notice.

N2. Unit Entitlement for each lot is identified on each lot levy notice.

N3. Unit Entitlement can only be applied once. For the purpose of achieving the 25% of the aggregate Unit Entitlement co-owners cannot sign separately for the same lot.

N4. To participate on behalf of an owner through a Power of Attorney, it must be a "registered endearing Power of Attorney" and a certified copy must be held by the Owners Corporation before signing.

- 4) Motions
 - a. Each motion must be identified on the left hand top of the box by a unique consecutive number for each motion.
 - b. The SSMA 2015 requires any motion placed on an agenda by an owner to have the name of that owner declared on the agenda. An owner must provide a name in the designated box at the top of every motion box otherwise the motion may not be included.
 - c. The subject of the motion should be identified E.g. *Lift repairs; Mail box repairs; Building security; Pest control.*
 - d. Explanation: SSMA 2015 require an explanation of no more than 300 words to be included with every individual motion submitted by an owner. Failure to provide an explanation could invalidate that motion.
 - e. Your motion needs to be written in the form of an outcome that you are aiming to achieve and should be a continuation of the sentence "That the Owners Corporation resolve to..." or "That the Owners Corporation consider..."

It is recommended that you maintain a copy of the documentation for your own records.

Completed requisitions should be lodged with H+D via:

Email: Scanned signed version to strata@hdre.com.au

Mail: H+D Real Estate -- GPO BOX 968, SYDNEY NSW 2001

Handed to the Secretary of your Owners Corporation.

Important Consideration:

When considering requisition an EGM it is very important to recognize conditions imposed by different legislation. The SSMA 2015 requires a clear seven (7) days' notice for general meetings other than a FAGM. The day of posting and the day of the meeting is not included in that seven days. This is a straight seven days without consideration for week-ends or public holidays. Additionally, under the deeming legislation, a letter is deemed delivered on the fourth business day after posting. Saturdays, Sundays and Public Holidays are not to be considered in the four day count.

Failure to allow the Owners Corporation sufficient time to prepare and distribute a meeting agenda has resulted in meetings being declared invalid.

Do not include this directions page as part of the submission