## Sample Proxy Form – Matters of Routine Procedure

The sample proxy form below has been filled out to appoint a proxy who will attend the meeting and vote on matters of routine procedure only. Matters of routine procedure can include items such as a vote to move the discussion to the next topic or a motion to adjourn the meeting.

Print Blank Form in Full Ministry of Government Proxy Form and Consumer Services You should leave these boxes blank. They are used by your Instruction condominium corporation. Important: The proxy form must This PDF form can be filled out electronically and then saved or printed. The blank be filled out and signed by at form can also be printed in full and then filled out in hard copy. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, least one of the unit owners (or a and signatures) can be torn off and separated from the voting information in the rest of person legally authorized to act the form. To do this, the form must be printed in one-sided format. on their behalf). Proxy Identification Number Proxy Identification Number (optional): (optional): To (condominium corporation's name): Enter the full name of your ANYCORP CONDOMINIUM CORPORATION NO 123 corporation here. Check one of these boxes to indicate whether you are the owner, I am (we are) Name of proxy giver (the person mortgagee, or if you are acting on entitled to vote at the meeting, the registered owner(s) for example, the registered behalf of the owner or mortgagee owner or mortgagee): authorized to act on behalf of the registered owner(s) Enter the full name(s) of (for example, if you have power of **Owner Smith** the registered owner(s) or the mortgagee(s) attorney for the owner of the unit). mortgagee here. authorized to act on behalf of the mortgagee(s) Proxy giver's unit number and Instruction for person filling out the form; in the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. municipal address or other If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy description of the unit: Enter the full address of your unit of the document that gives you this authorization. Unit 101, Anywhere Street (or parcel of tied land in a common Anywhere ON, A1B 2C3 elements condominium corporation) here, including your municipal Note: if your corporation is a address and unit number. common elements condominium corporation, please identify the relevant parcel of tied land in the above space. Enter the date, month, year, and the time you completed the proxy form here. This information may be used to validate your proxy form Sign the proxy form with your full (for example, if you appoint two signature here. Signature Dated this day of DECEMBER 2018 . at 2:00 ∏am √]pm different proxies, the proxy form You should do this only after you day of month time of day month vear you filled out last will determine have filled out the rest of the form who your proxy is). © Queen's Printer for Ontario, 2018 Page 1 of 2 Disponible en français electronically and printed it.

## Enter the **date of the meeting** that your proxy will attend into this box. "

Because you want your proxy to vote only on matters of routine procedure;

Proxy Identification Number (optional):	Proxy Identification Number (optional):
I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2018 / 12 /15 and at any adjournment of the meeting: Date (yyyy/mm/dd)	
Name of Proxy	Signature or initials
A Penelope Chu	
B.	
I (we) revoke all proxies previously given.	
Please check only one of the three boxes below: The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure. Instruction for person filling out this form: Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should <u>not</u> be filled out.	Signature or initials
The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting. Instruction for person filling out this form: If this box is checked, then the rest of the form should not be filled out.	Signature or initials
The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting. Instruction for person filling out this form: If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.	Signature or initials
Save Form Print Form Clear Form	
Page 2 of 2	

Enter your proxy's name in row A here – if you want to appoint a back-up proxy (if you think that your proxy might not be able to attend the meeting, for example), you can enter the back-up proxy's name in row B. That way, you can still be represented as long as at least one these people can attend.

Once you have finished entering the information described above, you must print out the form and sign it. You must put your signature or initials next to every portion of the form that you filled out and that has a "Signature or initials" box next to it, like these two.

Once you have signed the form, your proxy form is complete! For more information on what to do with your proxy form, please refer to the <u>CAO's</u> webpage on proxies.