

How to complete a proxy form – Employee guide

EXAMPLE PROXY FORM

Employee name: Joe Bloggs

Proxy name: Jane Smith

Insolvency Practice Rules, 75-25

Corporations Act 2001

APPOINTMENT OF PROXY

COLLECTION HOUSE LIMITED (ADMINISTRATORS APPOINTED)

ACN 010 230 716 ("THE COMPANY")

I/We Joe Bloggs (name of signatory) ①
of Joe Bloggs (creditor name) ②
a creditor of the company, appoint Jane Smith (name of proxy) ③
of 1 Main Street, Brisbane (address of proxy) ④
or in his/her absence John Smith (details of alternate proxy) ⑤

as my/our general proxy or special proxy to vote at the meeting of creditors to be held on Friday, 1 September 2022 at 1:00PM (AEST) or at any adjournment of that meeting.

Option 1: If appointed as a general proxy, as he/she determines on my/our behalf.

AND/OR Option 2: If a special proxy, specify how you wish your proxy to vote for each resolution in the manner set out below (please tick)

Voting instructions - for special proxy only	For	Against	Abstain
Resolution	Tick only one (1) for each option		
1. Resolution 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Resolution 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Dated: 01 / 01 / 2022

Joe Bloggs
Name and signature of authorised person

.....
Name and signature of authorised person

CERTIFICATE OF WITNESS – only complete if the person given the proxy is blind or incapable of writing.

I, of
certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him before he attached his signature or mark to the instrument.

Dated:
Description:

Signature of witness:
Place of residence:

1. Insert your name here.
2. Insert your name here.
3. Insert the name of the person you have asked to attend the meeting on your behalf. This person is your proxy for the meeting.
4. Insert the address of the person you have asked to attend the meeting on your behalf.
5. Insert the name of another person who has been asked to attend on your behalf, if the person you named in point 3 cannot attend.

6. Please tick **one** of the following:
 - General proxy - If you tick this option, it means the person attending on your behalf can vote as they see fit
 - Special proxy - If you tick this option, it means the person attending on your behalf must vote how you have asked them to. When selecting this option, you must complete the "Voting instructions" table.

7. You should only complete this section if you ticked 'special proxy' above

8. Insert the date you signed the form and your signature.

9. This section is only required if you are completing the form on behalf of someone who is blind or incapable of writing