

# Appointment of Proxy form for annual general meeting

**SECTION A**

I \_\_\_\_\_ (full name)

of \_\_\_\_\_ (business address)

am a financial Voting Member of **The Royal Australian Institute of Architects Limited (ACN 000 023 012)**, with the Institute membership number \_\_\_\_\_ and appoint:

\_\_\_\_\_ (full name of proxy)

of \_\_\_\_\_ (address)

and their Institute membership number: \_\_\_\_\_

or, if that person cannot or does not attend or vote, then the chairperson of the Meeting to act as my proxy at the Annual General Meeting of the Institute to be held at 12.30pm on 16 May 2018 and at any adjournment of that meeting.

**[Note: this proxy must be received by the Institute no later than 24 hours prior to the AGM time.]**

Signature of Member \_\_\_\_\_

Date: \_\_\_\_\_ 2018

**SECTION B**

I direct my proxy to vote as follows (*\*if applicable*):

Resolution No.	Particulars	For	Against	Abstain
1.	To adopt the minutes of the 88 <sup>th</sup> Annual General Meeting of the Institute held in Brisbane on 16 May 2018.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	That, for the purposes of provision 7.5 and for the financial year to 31 December 2019, the Members approve the amount of \$80,000 inclusive of superannuation (if applicable) as the maximum total sum available to pay fees to Independent Directors in that capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	That, under section 136(2) of the Corporations Act 2001, the Constitution of the Institute is amended as set out in Attachment A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*You may direct your proxy on how to vote by putting an "X" in the appropriate box.

# Notes to proxy form

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1. Members entitled to vote: **LFRAIA, FRAIA, Member Level 1** and **Affiliate Level 1**.
2. An appointed proxy must be a member of the Institute who is entitled to vote.
3. To vote by proxy, please complete and sign the attached proxy form and return it to the Institute as soon as possible.

## For the appointment of your proxy to be effective:

- ✓ Your nominated proxy must be a current member of the Institute who is entitled to vote.
- ✓ your nominated proxy must sign the form and
- ✓ You must send the signed proxy form to the Company Secretary of the Institute **by no later than 5pm (AEDT Melbourne time) on 11 May 2018**.

You can send your proxy form to the Company Secretary by one the following methods:

By mail:           The Company Secretary  
                          The Royal Australian Institute of Architects Limited  
                          Level 1, 41 Exhibition Street,  
                          Melbourne Vic 3000

By fax:             (03) 8620 3877. Attention to the Company Secretary.

By email:         to the Company Secretary, at [constitution@architecture.com.au](mailto:constitution@architecture.com.au)

4. A proxy may decide whether to vote on any motion, unless the law or the Constitution require the proxy to vote, or to abstain from voting.
  5. You can direct your proxy how to vote on an item of business. If you direct your proxy how to vote, the proxy must vote on that item only in accordance with your direction. If you do not direct your proxy how to vote on an item of business, the proxy may vote as they think fit.
  6. If a Member appoints the chairperson of the meeting as their proxy and does not specify how the chairperson is to vote on an item of business, the chairperson will vote, as proxy for that Member, in favour of that item.
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