



SECRET BALLOT RETURNING OFFICER BOOKING AND INSTRUMENT OF APPOINTMENT (SHORT FORM)

This Instrument will be executed by the Body Corporate upon the Authorised Person submitting the Instrument to PSI by email or fax, whereupon this Instrument shall constitute an offer to PSI which shall be accepted at the time an e-mail from PSI to the Authorised Person advising its acceptance is received into the mailbox of the Authorised Person; the contract being formed upon such acceptance.

The Authorised Person, on behalf of the Body Corporate, accepts the terms and conditions of this Instrument, including these electronic execution terms.

The parties will, upon receipt of its e-mail of acceptance by the Authorised Person, be bound by such terms and conditions, including these electronic execution terms.

STRATA MANAGER DETAILS

Name _____
Address _____
Suburb _____ Post Code _____
Reference _____ Contact Person _____
Telephone _____ Fax _____ Email _____

BODY CORPORATE DETAILS

CTS No _____ Name of Building _____
Address _____

EXACT DETAILS OF WHERE THE MEETING WILL BE HELD

Exact Street Address _____
Suburb _____ Room/Floor/Location _____
Meeting Date _____ Meeting Time _____
Emergency Contact _____ Emergency Contact Mobile _____

Attached is a copy of the Motion We will email a copy of the Motion shortly
Attached is a copy of the Agenda We will email a copy of the Agenda shortly

OUR CREDENTIALS

PSI have been operating in Queensland for more than 19 years. We set the standard by being the first Company in Australia to inspect books and records in 1976 under the guidance of Gary Bugden. During this time we have proven ourselves to be a professional, totally independent and a reliable and trustworthy organisation.

PSI have professionally trained and very experienced staff who you know and who live in your local area however, more importantly, PSI's staff match the criteria set down in the Body Corporate and Community Management (Accommodation & Standard Modules) Regulation(s) and can be available when returning officer duties are required.

OUR FEES (Can be found here www.strata.com.au/secretballot.htm)

Fax or E-mail this form with attachments to psi@strata.com.au or 1300 365 774

To get an immediate response when booking a PSI Returning Officer call 1300 363 774