



Purchasers Strata Inspections Pty Ltd

Email psi@strata.com.au Phone 1300 363 774 Fax 1300 365 774

ABN 12 002 682 528

Wednesday, 2 March 2016

The Chairman

"Sample On Strata" CTS 12345

C/- Sample Body Corporate Administration

PO Box 2400

Chermside Centre Qld 4032

Mr Chairman

Thank you for the opportunity to act as returning officer for "Sample On Strata", CTS 12345. Following is a record of functions, which were undertaken by our reference.

Please find attached our tax invoice representing our full fees for attending the meeting.

Should we be able to assist you again in the future, please do not hesitate to contact our office on 1300-363-774

SECRET BALLOT RECORD OF FUNCTIONS

Acting as a Returning Officer for Purchasers Strata Inspections I declare the following

I attended a secret ballot in relation to "Sample On Strata", CTS 12345 on the 22nd February 2016. to act as returning officer. I last checked and cleared the mail box at 3:25 PM, 22nd February 2016. before the meeting.

I was given access to

- (a) the body corporate's roll; and
- (b) a list of the persons who have the right to vote at the meeting; and
- (c) all voting papers.

I note the following was available to potential voters:

The body corporate had provided for a voter who has not submitted a vote for the ballot to ask the secretary for a voting paper, secret voting paper envelope and particulars envelope or tab, to vote on this resolution

The body corporate manager had provided for a voter who may choose to withdraw a written vote already made for the ballot and submit a replacement vote if, the vote already made provided could be readily identified and withdrawn.

The following occurred during the meeting:

I received all completed written voting papers before the votes were counted. These were held in my custody until counting was completed.

For each vote received I confirmed by a scrutiny of the details on each particulars envelope or particulars tab, that the voting paper has been submitted by a person who has the right to vote on the motion.

Rejected votes were set aside



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Motion 15 - Deed of Engagement and Authorisation

After votes were counted, the following was provided to the chairperson:

Written voting papers received totalled 13,

Secret voting paper envelopes and particulars envelopes or particulars tabs;

- (a) the total number of votes cast FOR the motion totalled 5
- (b) the total number of votes cast AGAINST the motion totalled 6
- (c) the total number of abstentions from voting on the motion totalled 1
- (d) the number of votes rejected from the count totalled 1

for each vote rejected, the reason for the rejection(s) are as follows;

1 X No "Particulars"

Declared by Purchasers Strata Inspections Pty Ltd
Returning Officer - (PSI Inspectors name)

INDEPENDENCE DECLARATION

Purchasers Strata Inspections Pty Ltd declare the following:

Our [Returning Officer - \(PSI Inspectors name\)](#) was appointed by PSI on the basis they are not the owner of a lot included in the scheme; nor are they a person engaged as a body corporate manager or service contractor and they are not an authorised letting agent or an associate of a person mentioned above.

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