

CLIFTON HALL

Proxy Guidelines

Guidelines for completing Form 532 'Appointment of Proxy'

1. Insert the full name and address of the creditor, contributory or member on the top two lines.
2. On the third line, insert the name of the person you appoint as your proxy for the meeting i.e. the person to be voting on behalf of the creditor. You may insert 'The Chairperson' if you wish.
3. You may appoint an alternate proxy on the fourth line in case your first appointed proxy cannot attend the meeting. You may insert 'The Chairperson' if you wish.
4. By ticking one of the two boxes, choose whether the proxy is:
 - a. General - the proxy holder (including The Chairperson) may choose how to vote
 - b. Special - the proxy holder (including The Chairperson) must vote according to the voting instructions set out on the proxy form.

If the proxy is marked as a Special Proxy, for each of the resolutions, nominate whether the creditor wishes to vote 'For', vote 'Against' or 'Abstain' from voting.

5. Date and sign the Proxy form using one of the following various forms of execution:
 - a. Sole Trader - Sign the Proxy yourself
 - b. Partnership - e.g. sign - 'Jones & Co, Per Tom Jones - Partner'
 - c. Company
 - i. By a director or secretary, e.g. 'T Jones - Director'
 - ii. By a person duly authorised to sign on behalf of the company, e.g. 'Jones & Associates Pty Ltd, Per: J Smith, a person duly authorised to sign on the company's behalf'
6. Include a phone number for the party signing the Proxy in case there is anything in the document that needs to be clarified.
7. The 'Certificate of Witness' section is only to be used where the Proxy is being completed on behalf of a person who is blind or incapable of writing.