



## PROXY FORM — 2019 Annual General Meeting

Your vote is important — appointing a proxy can see your vote count even if you cannot attend the AGM. To complete the Proxy form please read the instructions on the second page of this form and the Notice of Meeting on the PETAA website for details of each item of business.

### 1. Registered name and address

Check that your details are correct. If you have any changes mark them on this form.

### Daytime contact number

Please write your daytime telephone number in case we need to contact you about your proxy form.

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### 2. Appointment of proxy

I, being a member of Primary English Teaching Association Australia, hereby appoint:

Chair of the Meeting (mark this box with **X**)

**OR**

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*(name of person you wish to appoint as proxy)*

**OR** if the person named does not attend, or if no person is named, the Chair of the Meeting as my/our proxy to act generally at the Meeting on my/our behalf and to vote as directed below or if no directions are given as the proxy sees fit at the Annual General Meeting of PETAA to be held at the PETAA Meeting Rooms, Camdenville Public School, Laura St, Newtown, NSW at 6 pm on Thursday 23 May 2019 and at any adjournment of that Meeting.

### 3. Voting directions to your proxy

For each item of business please mark **X** in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

	In favour	Against	Abstain
1 To receive and consider Financial Report and Reports of Directors and of the Auditor			
2 Election of Directors Julie Hayes			
Therese Gawthorne			

### 4. Signature of Member

Please sign and date

\_\_\_\_ / \_\_\_\_ / 2019

## INSTRUCTIONS FOR COMPLETING YOUR PROXY FORM

### 1. Registered name and address

This is your name and address as a Member as it appears in PETAA's Register of Members. If the information is incorrect please make the correction over the page.

### 2. Appointment of proxy

If you want your proxy to be someone other than the Chair of the meeting please insert their name or role in the box.

If you leave this section blank or your named proxy is unable to attend the Meeting then the Chair will be your proxy.

Remember that if you appoint someone other than the Chair to be your proxy and a poll is called then they are not compelled to exercise your proxy, in which case your vote would not count unless you have directed how the proxy is to vote. If you have so directed, the law now requires that that unexercised vote must be transferred to the chair of the meeting who must exercise it as you have directed.

### 3. Voting directions to your proxy

You may direct your proxy how to vote on a given item of business by placing an X in one of the three boxes opposite that item. If you mark your vote then your proxy must vote that way for your vote.

- If you want your proxy to vote for the proposal cross the box under **In favour**.
- If you want your proxy to vote against the proposal cross the box under **Against**.
- If you do not want your proxy to vote at all regarding the proposal cross the box under **Abstain**.
- If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.
- If you place an X in more than one box against an item then the proxy will not know how to vote and your vote will be invalid.

### 4. Signature

The Member must sign.

If the proxy is signed under power of attorney, please provide a copy of the power.

### 5. Lodging your proxy

There are four ways for you to lodge your Proxy Form on this form or on a sheet containing the details on this form by:

1. Mail to reach the Company Secretary at PO Box 3106 Marrickville Metro NSW 2204 by 10am Monday 20 May 2019;  
OR
2. Deliver to reach the registered office of PETAA in the grounds of Camdenville Public School, Laura Street Newtown NSW 2042 by not later than 10am Monday 20 May 2019;  
OR
3. Fax to reach the Company Secretary on fax number 02 8020 3933, by not later than 10am Monday 20 May 2019 OR
4. Email the details on this form or a scanned copy to reach the Company Secretary at [info@petaa.edu.au](mailto:info@petaa.edu.au) quoting your Membership number by not later than 10am Monday 20 May 2019. Your Membership number is the number listed on the front of this form in Section 1 above your registered name and address.

(Note that digital voting for Members makes this option unnecessary for most people.)