

Returning Officer Request

TO	 Cairns Search Agents ABN 58 124 031 341 PO Box 558 Edmonton Qld 4869 07 4056 8161
From	Body Corporate Manager: BC Manager Address: Phone: Email:
Re	<input type="checkbox"/> Annual General Meeting <input type="checkbox"/> Extraordinary General Meeting Body Corporate Name: CTS No: Address of Units:

By Fax to (07) 4056 8166 or email: sales@cairnssearchagents.com.au

Pursuant to *Body Corporate and Community Management (Standard Module) Regulation 2008 Section 89*
 (Accommodation Module 2008 s87) (Commercial Module 2008 s57)

The body corporate must appoint a returning officer for each general meeting where a motion is to be decided by secret ballot.

Body Corporate Manager Name:

request that Cairns Search Agents cause a suitably qualified Returning Officer to attend at
 Our meeting room/ or the following address:

..... On/...../..... At:00am/pm

NOTE it is *imperative* that postal secret votes be posted directly to:

“The Returning Officer for

Michael Hodgkins

PO Box 558 Edmonton Qld 4869

The Body Corporate Manager: will have available:

1. A current copy of the roll in a suitable form
2. Financial details of each member of the body corporate as to their financial standing

We understand that Cairn Search Agents fees for each attendance are:

For 1st hour or part thereof (from the notified time of the meeting) \$150.00.

For each further 30 minutes or part thereof. \$85.00.

Mileage \$1.10 per km (one way) for attendance outside the CBD.

Travelling time \$75.00 per hour for attendance outside the CBD.

Cancellation fee (30 or more days notice) \$65.00.

Cancellation fee (More than 1 day but less than 30 days notice) \$85.00.

Cancellation fee 24 hours or less (or adjourned for lack of quorum) \$99.00.

Attendance outside of business hours (9am-5pm) Mon-Thur: Total fee + 50%.

Attendance after 5 PM on a Friday, Total fee + 100%.

Attendance a Saturday or Sunday: Total fee + 100%.

GST is included in all figures quoted above

Terms : Payment in 14 days (25% penalty for overdue accounts)

Authorized by Body Corporate Manager.....