

STRATA MANAGEMENT ACT 2013

STRATA MANAGEMENT (MAINTENANCE AND MANAGEMENT) REGULATIONS 2015

FORM 16

[Subregulation 26(1)]

NOTICE OF FIRST ANNUAL GENERAL MEETING OF
SUBSIDIARY MANAGEMENT CORPORATION

To:

ALL PROPRIETORS CONSTITUTING THE (*state name of subsidiary management corporation*) SUBSIDIARY MANAGEMENT CORPORATION,

NOTICE IS HEREBY GIVEN THAT the first annual general meeting of the Subsidiary Management Corporation convened under subsection 63(3) of the Strata Management Act 2013 (“the Act”), will be held at [*state address*], on [*state day*], [*state date*], at*am/*pm, for the following purposes:

AGENDA

- (a) to determine the number of members of the subsidiary management committee and to elect the subsidiary management committee, where there are more than three proprietors for whose exclusive benefit the limited common property is designated;
- (b) to nominate one member of the subsidiary management committee to be a member of the management committee of the management corporation;
- (c) to determine the amount of Charges to be paid to the maintenance account of the subsidiary management corporation, and the contribution to be paid to the sinking fund of the subsidiary management corporation;
- (d) to determine the rate of interest payable by a proprietor in respect of late payment charges;
- (e) to determine the insurance to be effected over that part of the building where applicable under section 96 of the Act;
- (f) to make additional by-laws for the limited common property;
- (g) to appoint an approved company auditor to carry out the audit to the maintenance account and the sinking fund account of the subsidiary management corporation, for the period fixed by this general meeting; and

- (h) to consider any matter connected with the maintenance and management of the limited common property.

TAKE FURTHER NOTICE THAT any proprietor who constitutes the subsidiary management corporation may, by notice in writing sent to the registered office of the management corporation stated herein, not less than seven days before the time for holding the meeting, require inclusion of a motion as set out in the notice in the agenda of this first annual general meeting.

Dated:.....

.....
Signature of member of the management committee of management corporation/
*authorised signatory

Name:.....

NRIC No./*Passport No.:.....

*Designation:.....

Registered office of the management corporation:

*[state address of registered office of the management corporation] * delete whichever is not applicable*

NOTE-

1. One half of the proprietors who constitute the subsidiary management corporation and who are entitled to vote present, either in person or by proxy, shall constitute a quorum at a general meeting. If within half an hour of the appointed time for a general meeting a quorum is not present, those proprietors entitled to vote who are present shall constitute a quorum.
2. Any matter that requires a decision at a general meeting shall be decided on a show of hands unless a poll is demanded by a proprietor who constitutes the subsidiary management corporation or his proxy.
3. Each proprietor (who is not a co-proprietor) shall have one vote in respect of each parcel on a show of hands, and on a poll shall have such number of votes as that corresponding with the number of share units assigned to his parcel.
4. A proprietor who constitutes the subsidiary management corporation shall not be entitled to vote if, on the seventh day before date of the meeting, all or any part of the Charges or contribution to the sinking fund or any money due and payable in respect of his parcel, are in arrears.
5. Co-proprietors may vote by means of a jointly appointed proxy appointing anyone of them or any other person. In the absence of a proxy, co-proprietors shall not be entitled to vote on a show of hands except where a unanimous resolution is required, provided that any co-proprietor may demand a poll. On a

poll, each co-proprietor shall be entitled to such number of votes assigned to his parcel as is proportionate to his interest in the parcel.

6. A proxy shall be entitled to vote on a show of hands or by poll.
 7. A proxy need not be a proprietor. A person may act as proxy for only one proprietor at any one general meeting.
 8. An instrument appointing a proxy shall be in writing under the hand of the proprietor making the appointment or his attorney. If the proprietor appointing the proxy is a company, society, statutory body or any other body, the appointment of proxy should be under seal or under the hand of an officer or its attorney duly authorised.
 9. A proprietor may use the proxy form attached, if suitable. The instrument appointing a proxy shall be deposited at the registered address of the management corporation provided in this notice of meeting not less than forty-eight hours before the time for holding the meeting or any adjournment of the meeting.
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FIRST ANNUAL GENERAL MEETING OF THE
SUBSIDIARY MANAGEMENT CORPORATION.....

(state name of subsidiary management corporation)

FORM OF PROXY

To:

[Name and registered address of the management corporation as stated in the notice of meeting]

*I/*We _____

(Full name)

*NRIC No. /*Passport No./*Company No./*Registration No.: _____

of _____ *(Address)* *am a proprietor/*are co- proprietors constituting the subsidiary management corporation in respect of *Parcel No./Unit No.:_____ *Building No./Block No.:_____ at _____ *(name of development area)*,

and appoint:

(Full name)

*NRIC No./*Passport No: _____

of _____

*(Address)*as *my/*our proxy to vote for *me/*us at the first annual general meeting of the _____ *(state name of subsidiary management corporation)* (Subsidiary Management Corporation) in respect of _____ *(name of development area)* to be held at _____ *(address)* on _____ *(day)*, _____ *(date)* at _____ *am/*pm or at any adjournment thereof.

Dated: _____

*Signature/*seal of proprietor constituting the subsidiary management corporation

Name:.....

*Designation:.....

** delete whichever is not applicable*