

**THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS**  
 ABN 39 004 688 215

**EXTRAORDINARY GENERAL MEETING PROXY FORM**

---

I, \_\_\_\_\_ (full name of Fellow),

of \_\_\_\_\_ (address of Fellow)

hereby appoint \_\_\_\_\_ (full name of person attending) as my proxy or, if I have not specified a proxy, the Chair of the general meeting of RACMA to vote for me at the RACMA 2023 Extraordinary General Meeting to held on Wednesday, 30 August 2023, 5:30-6:30pm (AEST) at the RACMA offices, Hawthorn East and via Zoom.

I have read the below resolution on the Extraordinary General Meeting. My proxy appointed above, or if the Chair of the general meeting of the Company is appointed as proxy, is directed to vote on the following resolutions proposed at that meeting. In the absence of any such indication, the proxy may vote for or against the resolutions, or may abstain at his/her discretion (**select the appropriate check box to indicate your directions**). If you mark more than one box on an item, your vote on that item will be invalid.

Item 3.1	That for the purposes section 136(2) of the Corporations Act 2001 (Cth) and for all other purposes, approval is given for the College's Constitution to be amended as set out in the Explanatory Memorandum to this Notice of Meeting, and in the form presented to the Meeting and received by the Chairperson for identification purposes, with effect from the close of the Meeting.	For	Against	Abstain**
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*\*If you mark the abstain check box for a particular item, you are directing your proxy not to vote on your behalf.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

For Office Use Only	
Date Received:	
Received By:	

**THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS**  
ABN 39 004 688 215

## **PROXY FORM NOTES**

### **Voting Entitlements**

1. If you are a Fellow entitled to attend and vote at this meeting of RACMA, you may appoint a proxy to vote on your behalf.
2. A Fellow cannot appoint more than one person as their proxy.
3. An instrument appointing a proxy will only be valid for the meeting at the place and time specified above. In the event that the meeting is adjourned, the appointment of proxy will be deemed to be withdrawn unless confirmed by notice in writing by the appointing Fellow deposited at the office (see address below) not less than 24 hours before the adjourned meeting is to be held.

### **Proxy Form Instructions**

1. **Your Full Name and Address**  
This is your name and address as it appears on the College's membership register. If this information is incorrect, please make the correction on this form.
2. **Appointment of a Proxy**  
If you wish to appoint the Chairperson of the Meeting as your proxy, please indicate using the word "Chairperson". If the person you wish to appoint as your proxy is someone other than the Chairperson of the Meeting, please write the full name of that person. If you leave this section blank, or your name proxy does not attend the meeting, the Chairperson of the Meeting will be your proxy.
3. **Votes on Items of Business**  
You should direct your proxy how to vote by placing a mark in one of the check boxes opposite each item of business. If you do not mark any of the check boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one check box on an item, your vote on that item will be invalid.

### **Lodging Your Proxy Form**

For an appointment of a proxy to be effective, the completed Proxy Form must be received by the College Secretariat no later than 5:30pm (AEST) on Monday, 28 August 2023, being 48 hours before the time at which the Meeting is held.

You can lodge your completed form by:

- Mailing it to the College at Suite 1, 20 Cato Street, Hawthorn East, Victoria 3123
- Sending it via email to [info@racma.edu.au](mailto:info@racma.edu.au). You will be taken to have signed your proxy form if sent in PDF format in accordance with the instructions for completing the Proxy Form.

### **How the Chairperson of the Meeting will Vote Undirected Proxies**

The Chairperson of the Meeting will vote undirected proxies in favour of all the motions.