**NOTICE OF \_\_\_\_\_\_\_\_\_\_\_\_ GENERAL MEETING**

Notice is hereby given on \_\_\_\_ of \_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ of a \_\_\_\_\_\_\_\_\_\_\_ general meeting (the “Meeting”) of the Body Corporate of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SS\_\_\_/\_\_\_\_\_\_) (the “Body Corporate”) to be held at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (place) on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ at \_\_\_\_\_\_\_\_\_\_ (time).

This Notice shall be delivered to the owners by hand and/or by way of email to the members of the Body Corporate.

**AGENDA ITEMS:**

1. Confirmation of proxies, nominees and other persons representing members;
2. Issuing of Voting Cards;
3. Determination of Quorum;
4. Election of a chairperson;
5. Presentation to the meeting of proof of notice of the Meeting;
6. Approval of the agenda of the Meeting;
7. Discussion and voting on the proposed Special Resolution that the Body Corporate enters into a loan agreement with BC Funding Solutions (Pty) Ltd, the funding division of Sectional Title Solutions (Pty) Ltd, for **project funding** from BC Funding Solutionswhich include but are not limited to the following terms and conditions (the “Loan”):
   1. Loan Facility : \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Loan Amount : \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Interest Rate : Prime + \_\_\_\_\_\_%
   4. Loan Term : \_\_\_\_\_\_\_\_ months
   5. Raising Fee : \_\_\_\_\_\_\_\_\_\_\_\_\_%
   6. Admin Fee : N/A

A copy of the Loan Proposal has been attached hereto for the consideration of the members prior to the holding of the meeting.

1. Deal with any new or further business;
2. Closure.

By Order of the Trustees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Managing Agent)

The duly appointed Managing Agent.

**NOTIFICATION, APPOINTMENT OF PROXY AND ACCEPTANCE OF MANDATE**

*Note: In terms of section 6(5) of the Sectional Titles Schemes Management Act 2011 a member must be represented in person or by proxy at meetings of body corporate and a person may not act as a proxy for more than two members of the body corporate.*

|  |  |
| --- | --- |
| **Scheme Details:** | |
| Name of Scheme: |  |
| SS Number / year: | / (first number, if more than one) |

To: The Body Corporate

I/We, the undersigned owner(s) and member(s) give notice to the body corporate of the above scheme that I/we appoint a proxy to speak and vote at the general meetings (including adjournments) and on the terms set out below.

|  |  |
| --- | --- |
| Member name(s): |  |
| Unit numbers: |  |
| Proxy name (insert one full name): |  |

This appointment applies to: (tick one of the following and complete as necessary)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | The general meeting to be held on: | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **/** |  |  | **/** |  |  |  |  | | **D** | **D** |  | **M** | **M** |  | **Y** | **Y** | **Y** | **Y** | |
|  | All general meetings held before: | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **/** |  |  | **/** |  |  |  |  | | **D** | **D** |  | **M** | **M** |  | **Y** | **Y** | **Y** | **Y** | |
|  | All general meetings until and including the body corporate’s next annual general meeting | |

Special conditions or instructions to proxy: (if left blank, the appointment is unconditional)

Signature(s) of members giving mandate:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **/** |  |  | **/** |  |  |  |  | | **D** | **D** |  | **M** | **M** |  | **Y** | **Y** | **Y** | **Y** | |

Signature of person accepting mandate:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **/** |  |  | **/** |  |  |  |  | | **D** | **D** |  | **M** | **M** |  | **Y** | **Y** | **Y** | **Y** | |