



APPOINTMENT OF PROXY FORM NZAF Annual General Meeting, 17 November 2018

Refer to the attached instructions before completing this form (to be printed double-sided).

I, _____ (Full name)
(Upper Case/Block Letters)

of _____ (Address)
(Upper Case/Block Letters)

being member number _____

of the New Zealand AIDS Foundation (NZAF) hereby appoint

_____ member number _____

or failing him/her, the Chairperson of the meeting, as my Proxy to vote on my behalf on either
(tick as appropriate)

any motion at the Annual General Meeting to be held on 17 November 2018 and at any adjournment thereof;

or

the following motion/s only at the Annual General Meeting to be held on 17 November 2018 and at any adjournment thereof (tick as appropriate):

Motion: *that the apologies be accepted.*

Motion: *that the minutes of the Annual General Meeting of 11 November 2017 be adopted as a true and correct record.*

Motion: *that the 2018 Annual Report be received.*

Motion: *that the 2017 – 2018 audited statement of accounts be received.*

SIGNATURE of member _____

Date _____

IMPORTANT:

1. Instructions to your Proxy Holder may be written in the designated place (overleaf) on this form.
2. This form must be completed and returned either by post:
 - a. Fold this form as indicated (see reverse) to form an envelope, staple or sellotape and affix a \$1.20 stamp.
 - b. Post to: Returning Officer, Appointment of Proxy, NZAF, PO Box 6663, Wellesley Street, Auckland 1141.Or scan the completed form and email to the Returning Officer at virginia.cattell@nzaf.org.nz.
3. Your Appointment of Proxy Form must be received by the Returning Officer no later than **5pm on Friday, 16 November 2018**.

Affix \$1.20 stamp

The Returning Officer
Appointment of Proxy
NZAF
PO Box 6663
Wellesley Street
Auckland 1141

2nd Fold

1st Fold

Write instructions to Proxy Holder below:



INSTRUCTIONS TO NZAF MEMBERS

How to appoint a person to vote on your behalf at the NZAF Annual General Meeting

If you cannot attend the NZAF Annual General Meeting (AGM) and wish to appoint a person to vote on your behalf in your absence (called a “Proxy Holder”), then:

1. Contact a member who you know is going to attend the AGM and ask if he/she will accept appointment as your Proxy Holder. This person must be a current member of the NZAF.
2. The provision to appoint the Chairperson of the AGM as your Proxy Holder is included on the Appointment of Proxy Form in case you do not know a member who will be attending the AGM.
3. If you have definite views on how you wish your Proxy Holder to vote on your behalf on any or all of the motions, make your views known to your Proxy Holder prior to the AGM. Alternatively, instructions to your Proxy Holder may be written in the designated place on the Appointment of Proxy Form. These instructions will be handed to your Proxy Holder just prior to commencement of the AGM.
4. Your instructions are binding on your Proxy Holder regardless of his/her personal views or the way he/she casts his/her own vote on a particular motion. Due to this inflexibility, it may on occasions be preferable to leave full discretion with your Proxy Holder who can then vote as he/she thinks fit in the light of the arguments put forward during the debate.
5. In particular, your instructions to your Proxy Holder as to how he/she should vote should allow him/her to use his/her discretion when voting on:
 - a. Any amendment in respect of which he/she has not been given any specific instructions; and
 - b. The motion itself if, by the time it is put, it is no longer in the original form because one or more amendments have been made to it.
6. Fill in the Appointment of Proxy Form enclosed and return it to the Returning Officer by the date stated on the bottom of the form.
7. If you change your plans and decide to attend the AGM in person, your Appointment of Proxy may be withdrawn up to 2 hours prior to the commencement of the AGM. Withdrawals will be processed by the Returning Officer following your written advice, or upon proof of identification (i.e. a check of your name and membership number against the current NZAF membership list). Appointments not withdrawn 2 hours prior to the commencement of the AGM will stand and you will not be entitled to vote in person at the meeting.