Condo AGM Proxy Voting: The 48-Hour Check

Description

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A WhatsApp instruction is not a proxy appointment. Check that the owner is eligible to vote, complete the written instrument, give the proxy clear directions and deposit it at the MCSTâ??s registered address at least 48 hours before the AGM.

A condominium owner who cannot attend an upcoming AGM in person needs one outcome: appoint a usable proxy and preserve voting rights without relying on an informal message.

Work backwards from the meeting

Situation	Practical next step
You can attend	Check arrears, agenda and voting method before arrival
You cannot attend	Appoint a proxy in writing and meet the deposit deadline
The lot has joint owners	Check which co-owner is entitled to vote under the strata roll order
A motion is unclear	Ask for the text and resolution type before directing the proxy

You can attend: Check arrears, agenda and voting method before arrival. **You cannot attend:** Appoint a proxy in writing and meet the deposit deadline.

Verify vote, form and deadline

BCA Strata Management Guides: Current guide set covering AGM preparation, proceedings, proxy representation, motions and resolutions. **BCA general-meeting proceedings guide**: Current guidance on quorum, voting eligibility, proxy appointments and meeting proceedings.

Eligibility comes before the proxy form

BCAâ??s guide says an owner generally must not owe a debt to the management corporation and must fall within an eligible voter category. Joint ownership, mortgagee rights and trusteeship can affect who casts the vote. Verify the strata-roll position early; a perfectly completed proxy cannot cure an ineligible voter. BCA Strata Management Guides.

The deadline is counted from the meeting time

The general guide states that the proxy form, together with any power-of-attorney document, must be deposited at the MCSTâ??s registered address at least 48 hours before the meeting. Work backwards from the stated AGM time, not merely the calendar date, and keep proof of delivery. BCA general-meeting proceedings guide.

Direct the proxy on each consequential item

A useful instruction sheet lists every numbered motion, the ownerâ??s vote, and when the proxy may use discretion. Separate ordinary, special and other resolution types because the required thresholds differ. Do not sign a blank direction sheet or assume that â??vote with the councilâ?• resolves an ownerâ??s priorities. BCA Strata Management Guides.

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Quorum is a meeting-wide test

BCA explains that the normal quorum is owners present in person or by proxy holding at least 30% of total share value. The half-hour fallback has conditions and does not apply to every requisitioned meeting. An individual owner should not promise that one proxy will create quorum without the MCSTâ??s live count. BCA general-meeting proceedings guide.

Audit the minutes afterwards

Request the minutes and compare attendance, proxy acceptance, recorded resolutions and vote outcomes with the agenda. If a proxy was rejected, ask for the precise reason and retain the form and delivery proof. This creates a factual file before any legal question is escalated. BCA Strata Management Guides.

Check the proxy cap before naming one person

One proxy may represent no more than 2% of the developmentâ??s total number of lots or two subsidiary proprietors, whichever is higher; a fractional 2% result is rounded down. In BCAâ??s examples, an 80-lot development permits two represented owners, while a 400-lot development permits eight. The cap excludes the personâ??s own vote if that person is also a subsidiary proprietor. Before several neighbours appoint the same person, ask the MCST how many valid appointments that proxy has already accepted and choose another representative if the statutory cap would be exceeded. BCA general-meeting proceedings guide.

A company owner needs the right execution

Where the subsidiary proprietor is a company, BCAâ??s proceedings guide says the appointment must be issued under the company seal or signed by a duly authorised officer or attorney. That is separate from the signatures required from the appointing owner and the proxy on the form. Confirm the signatoryâ??s authority and attach any power-of-attorney document that must accompany the appointment. A staff memberâ??s familiarity with the unit does not by itself prove authority to appoint a proxy, so corporate owners should settle execution before the 48-hour deposit deadline. BCA general-meeting proceedings guide.

Work back 48 hours

For an AGM at 7pm on Friday, the safe deposit cut-off is before 7pm on Wednesday, subject to the MCSTâ??s stated delivery channel. The owner checks arrears on Monday, signs the form, attaches written directions and obtains acknowledgment. This timeline is an illustrative calculation from the 48-hour rule.

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The lot has joint owners: Check which co-owner is entitled to vote under the strata roll order. **A motion is unclear:** Ask for the text and resolution type before directing the proxy.

Prepare the proxy pack

1. Check the strata roll and arrears
2. Read every motion and resolution type
3. Complete the written proxy instrument
4. Attach any required authority document
5. Deposit it at least 48 hours early
6. Review minutes and vote outcomes

Proxy errors that cost a vote

- Using only a chat message
- Missing the time-of-day cut-off
- Ignoring joint-owner voting priority
- Giving no motion directions
- Assuming every no-quorum meeting follows the fallback

After the meeting

After Condo AGM Proxy Voting: The 48-Hour Check, read the MCST fund distinction before voting. Then separate another condo approval task. Both resolve a different task from condo AGM proxy Singapore 48 hours.

Questions readers ask about condo AGM proxy Singapore 48 hours

Can anyone be a proxy?

BCAâ??s general guide says an owner may appoint anyone, subject to the written appointment requirements. BCA Strata Management Guides.

Does an email always count as deposit?

Use the channel and registered address stated by the MCST and retain acknowledgment. BCA general-meeting proceedings guide.

Can a proxy vote if the owner owes the MCST?

Voting eligibility must be checked first; arrears can prevent voting. BCA Strata Management Guides.

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