

# Sample Voting Forms

## (A) – Sample Voting Form for the Election of Management Committee Members

Voting Share under the DMC (if any) ; \_\_\_\_\_<sup>1</sup>

Undivided Share: \_\_\_\_\_<sup>1</sup>

\_\_\_\_\_  
**[Name of Owners' Corporation]**

Owners' Corporation Meeting on \_\_\_\_\_ [date]  
 Election of Members of  
 the Management Committee for \_\_\_\_\_ [year]

Please insert a √ inside the  to indicate your choice.

Candidate <sup>2</sup>	Vote
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Candidate <sup>2</sup>	Vote
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Number of MC members to be elected<sup>3</sup> : \_\_\_\_\_

Note:

A voting form will be treated as invalid if no choice or the number of choices is more than the number of MC members to be elected.

### Notes on using the Sample Voting Form for the Election of Management Committee Members

1. The MC should use different colour voting forms for different types of units and fill in the number of voting shares under the DMC (if any) or undivided shares of each type of units.
2. The MC should fill in the name of the candidate, if known.
3. The MC should fill in the number of MC members to be elected.
4. The voting form should incorporate **security features** such as stamping with the OC's chop, bar coding, etc.

## (B) – Sample Voting Form for the Election of Office Bearers of Management Committee

Voting Share under the DMC (if any) ; \_\_\_\_\_ <sup>1</sup>  
 Undivided Share: \_\_\_\_\_ <sup>1</sup>

\_\_\_\_\_  
**[Name of Owners' Corporation]**

Owners' Corporation Meeting on \_\_\_\_\_ [date]  
 Election of Chairman / Secretary / Treasurer<sup>2</sup> of the  
 Management Committee for \_\_\_\_\_ [year]

Please insert a √ inside the  to indicate your choice.

Candidate <sup>3</sup>	Vote
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Candidate <sup>3</sup>	Vote
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

**Note:**

A voting form will be treated as invalid if no choice or more than one choice is selected.

Notes on using the Sample Voting Form for the Election of Office Bearers of Management Committee

1. The MC should use different colour voting forms for different types of units and fill in the number of voting shares under the DMC (if any) or undivided shares of each type of units.
2. Delete as appropriate - one voting form is used for each election of the Chairman, the Secretary and the Treasurer.
3. The MC should fill in the name of the candidate, if known.
4. The voting form should incorporate **security features** such as stamping with the OC's chop, bar coding, etc.

## (C) – Sample Voting Form for Selection of Contractor

Voting Share under the DMC (if any) ; \_\_\_\_\_<sup>1</sup>

Undivided Share: \_\_\_\_\_<sup>1</sup>

\_\_\_\_\_  
[Name of Owners' Corporation]

Owners' Corporation Meeting on \_\_\_\_\_ [date]  
Selection of Contractor for the Provision of  
\_\_\_\_\_ [type of goods / service]

Please insert a ✓ inside the  to indicate your choice.

No.	Tenderer <sup>2</sup>	
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>

Note:

A voting form will be treated as invalid if no choice or more than one choice is selected.

Notes on using the Sample Voting Form for Selection of Contractor

1. The MC should use different colour voting forms for different types of units and fill in the number of voting shares under the DMC (if any) or undivided shares of each type of units.
2. The MC should fill in the name of the tenderer.
3. The voting form should incorporate **security features** such as stamping with the OC's chop, bar coding, etc.

## (D) – Sample Voting Form for Individual Agenda Item

Voting Share under the DMC (if any) ; _____	1
Undivided Share: _____	1

  

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**[Name of Owners' Corporation]**

Owners' Corporation Meeting on \_\_\_\_\_ [date]  
Voting Form

Agenda Item \_\_\_\_\_ - \_\_\_\_\_  
[Description of Motion]

Please insert a √ inside the  to indicate your choice.

Choice	
For the motion	<input type="checkbox"/>
Against the motion	<input type="checkbox"/>

**Note:**

A voting form will be treated as invalid if no choice or more than one choice is selected.

### Notes on using the Sample Voting Form for Individual Agenda Item

1. The MC should use different colour voting forms for different types of units and fill in the number of voting shares under the DMC (if any) or undivided shares of each type of units.
2. The voting form should incorporate **security features** such as stamping with the OC's chop, bar coding, etc.