PROXY FORM
Your vote is important – appointing a proxy can see your vote count even if you cannot attend the AGM. To complete the Proxy form please read the instructions on the back of this form and accompanying Notice of Meeting for details of each item of business.

1. Registered name and address
   Check that your details are correct
   If you have any changes mark them on this form
   Daytime contact number
   Please write your daytime telephone number in case we need to contact you about your proxy form.

2. Appointment of proxy
I, being a member of Australian Collaborative Education Network Inc, hereby appoint:

   [ ] Chair of the Meeting OR (print name of person you wish to appoint as proxy)
   [ ] [ ]

   OR if the person named does not attend, or if no person is named, the Chair of the Meeting as my/our proxy to act generally at the Meeting on my/our behalf and to vote as directed below or if no directions are given as the proxy sees fit at the Special General Meeting of ACEN to be held at Room 14 Level 2, Building 11 RMIT University 124 La Trobe Street Melbourne at 1130 am on Wednesday 5 June 2013 and at any adjournment of that Meeting.

3. Voting directions to your proxy
For each item of business please mark X in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

   In favour Against Abstain

   1. To change registration to a company
   [ ] [ ] [ ]

   2. To change the name of the company
   [ ] [ ] [ ]

   3. To adopt a constitution for the company
   [ ] [ ] [ ]

4. Signature of Member
Please sign and date.

   _____________ / ___________ / 2013

Signature

PTO
INSTRUCTIONS FOR COMPLETING YOUR PROXY FORM

1. Registered name and address
This is your name and address as a Member as it appears in ACEN’s Register of Members. If the information is incorrect please make the correction over the page.

2. Appointment of proxy
If you want your proxy to be someone other than the Chair of the meeting please insert their name or role in the box.

If you leave this section blank or your named proxy is unable to attend the Meeting then the Chair will be your proxy.

Remember that if you appoint someone other than the Chair to be your proxy and a poll is called then they are not compelled to exercise your proxy, in which case your vote would not count.

3. Voting directions to your proxy
You may direct your proxy how to vote on a given item of business by placing an X in one of the three boxes opposite that item. If you mark your vote then your proxy must vote that way for your vote.

1. If you want your proxy to vote for the proposal cross the box under In favour.
2. If you want your proxy to vote against the proposal cross the box under Against.
3. If you do not want your proxy to vote at all regarding the proposal cross the box under Abstain.
3. If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.

If you place an X in more than one box against an item then the proxy will not know how to vote and your vote will be invalid.

4. Signature
The Member must sign.

If the proxy is signed under power of attorney, please provide a copy of the power.

5. Lodging your proxy
There are 4 ways for you to lodge your proxy form on this form or on a sheet containing the details on this form by:

1. Mail to reach the Secretary at Building G06 1.09 Gold Coast Campus, Parklands Road, Southport, QLD 4222 by 11:30 am AEST Wednesday 5 June 2013,
OR
2. Deliver to reach the registered office of ACEN at School of Built Environment, Central Queensland University, Bruce Highway, Rockhampton QLD 4701 by not later than 1130 am AEST Wednesday 5 June 2013,
OR
3. Fax to reach the Secretary on fax number 07 555 28979, by not later than 1130 am AEST Wednesday 5 June 2013,
OR
4. Email the details on this form or a scanned copy to reach the Secretary at m.campbell@griffith.edu.au quoting your Membership number by not later than 1130 am AEST Wednesday 5 June 2013.

PLEASE NOTE: while it is valid to deliver proxies prior to the meeting to facilitate administration of proxies it would be a great help if you could please send proxies at least 24 hours before the meeting.

PTO