

[Building / estate name]

Assembly Convocation Notice

Issued: 06/09/2026, 22:01 · Prepared by: [Manager name]

Agenda

[Agenda item title]

[Description of the matter to be decided — rationale, amount and implementation timetable go here.]

This assembly/vote will be held ELECTRONICALLY.

Access Instructions

[State where the meeting is held, how to attend online and how the joining link is shared.]

Voting / Vote Collection Instructions

[State how votes are cast (show of hands, panel, in writing) and how proxies are handed in.]