

How to secure Amazon Key for your Building

1

Obtain Strata Committee Approval

Request Strata Committee approval in principle for the motion to be included in an Extraordinary General Meeting (EGM) or Annual General Meeting (AGM).



2

Prepare Meeting Agenda

Prepare the agenda for the general meeting, specifically focusing on resolving a special resolution. Utilise the motions provided by Amazon.



3

Hold and Resolve Motion

Conduct the meeting to resolve the motion. This can be done either in person, electronically, or through a pre-meeting electronic vote, as per the requested means.



4

Notify Account Manager

Inform the Account Manager at MRI about the approved motion by providing a copy of the minutes from the meeting.



5

Amazon Installation Agreement

Send the Amazon Installation Agreement to the Strata Manager or the designated point of contact for the scheme. Utilise MRI Secure Sign for the execution process.



6

Installation Booking

Amazon coordinates with the designated point of contact (POC) and schedules the installation according to the agreed-upon terms.