

FORM CS1 - Registration of a Community Scheme (Section 59 read together with Regulation 18)

COMMUNITY SCHEMES OMBUD SERVICE ACT, 2011 (ACT No 09 of 2011)

For office use:

Registration Number:
EG CSOS/REG/16/KZN/123456

Registration Date: / /

All required documents attached (As per section 2 and 8): Yes No

SECTION 1 GENERAL INFORMATION /PARTICULARS

**Any change to the details herein must be communicated to the Service by filling in Form CS1A.
 Authorisation by the Executive Committee of the Scheme must be attached nominating the authorised person**

Name of the Community Scheme:

Type of the Community Scheme:

Person making the application Tick applicable

Owner Occupier Managing Agent

Board of Directors Sectional Title Trustees

Managing Association of Retired Persons Other Please Specify _____

Mixed Scheme* Yes No

Specify Type

Date the Community Scheme came into effect: / /

Deeds registration Number (if applicable)

CIPC Number (if applicable)

Number of units within the Community Scheme:

Province: Municipality:

City: Suburb:

Physical Address:

Postal Address:

Telephone: Fax:

Email:

SECTION 2 SCHEME GOVERNANCE DOCUMENTATION

Please indicate which of the documents regulate management of the community scheme. Copies of the documents to be attached to the form as an Annexures. Any change to the Governance documents must be communicated to the Service by submitting Form CS1A

Tick applicable document

Rules: Constitution: Regulation: Sectional Plan:

Memorandum of Incorporation (Articles): Use Agreement (Share Block Schemes):

Any Other Governance Document:

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SECTION 3 EXECUTIVE COMMITTEE

Names and details of the Trustees of a Sectional Title Body Corporate, the Board of Directors of a Share Block Company or management association of the Housing Scheme for Retired Persons or trustees of an Association. Any change to the representative must be communicated to the Service by submitting Form CS1A attached hereto. A copy of the Resolution appointing the Executive Committee.

Name	ID Number	Contact details	Date of appointment

SECTION 4 MANAGING AGENT (if applicable)

Information must be accompanied by a registration document of the company appointed as Managing Agent. If the managing agent is an individual, close corporate or a trust, information relating to that managing agent must be provided.

Company Name:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																											
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SECTION 5 FINANCIALS

Copy of the audited annual financial statement must be attached annually. The community scheme must submit a return by filling in Form CS2 attached hereto. A schedule of levies payable by each unit must be attached.

Annual financial statement attached:	<input type="checkbox"/>	Appointed registered Auditors:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																															
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Total administration levy amount paid by all the unit (Attach an Excel schedule of levies payable per unit):	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																	
See Attached Levy calculator example																																																		
Fidelity funds details for Sctional Titles (Provide separate Annexure where necessary):	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																	

All community schemes, including Bodies Corporate, HOAs, share block schemes, retirement villages etc. all need to arrange such cover to a minimum amount which is stipulated as the total (a) the community scheme's investments and reserves at the end of its last financial year; and (b) 25 per cent of the community scheme's operational budget for its current financial year.

Address where the financial records are kept:

SECTION 6 AUTHORISED REPRESENTATIVE

Attach a copy of authorisation from the Schemes Executive Committee authorising the nominated representative and the signatory to the application. This person will act as a contact person between the Service and the Community Scheme. Any changes to the particulars must be communicated to the Service by filling in Form CS1A.

Company Name:

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Company Registration Number:

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Business Address:

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Postal Address:

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Telephone:

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Fax:

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Email:

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Authorised Representative:

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SECTION 7: SOLEMN DECLARATION

I, the undersigned authorised representative (full names)..... identity number do hereby solemnly declare that all the of applicable legislation or common law have been complied with in respect of the formation of the Community Scheme and the information contained herein is true and correct to the best of my knowledge.

Signature:

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Date:

d	d	/	m	m	/	y	y	y	y
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SECTION 8: SUPPORTING DOCUMENTS

Either of the following documents must be attached to this this application, where applicable. Any change to the documents must be communicated to the Service by filling in Form CS1A.

Certificate of incorporation

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Constitution

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Management Rules

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Conduct Rules

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Memorandum of Incorporation (old Articles of Association)

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Terms and conditions of the Community Scheme

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Any other governance documentation

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Copy of registration certificate with CIPC (only NPC's , Shareblock Companies and Housing co-operatives)

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Copy of the Title Deed

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Use agreement (generally for share block companies)

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Schedule of levies payable by each unit within the community scheme in excel format

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Sectional Title Plans (only for sectional title developments)

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Form CS1 - Registration of a Community Scheme

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