

MEDIA STATEMENT

REGISTRATION, COMPLIANCE AND PHYSICAL VERIFICATION AND VALIDATION OF COMMUNITY SCHEMES

1. Introduction

1.1. The Community Schemes Ombud Service (CSOS) is established in terms of the Community Schemes Ombud Services Act 2011 (Act 9 of 2011) (CSOS Act), to regulate the conduct of parties within community schemes (Schemes) and to ensure good governance within Schemes.

1.2. Section 1 of the CSOS Act defines a “Community Scheme” as any scheme or arrangement where there is shared use of and responsibility for parts of land and buildings, including but not limited to:

- 1.2.1. Sectional titles development schemes;
- 1.2.2. Share block companies;
- 1.2.3. Home or property owners' associations (inclusive of non-profit companies and common law associations);
- 1.2.4. Housing schemes for retired persons; and
- 1.2.5. Housing co-operatives.

1.3. The CSOS is reviewing its database of Community Schemes and wants to ensure that all Community Schemes are registered and compliant in terms of the law.

2. Registration of Community Schemes

2.1. As encapsulated in Regulation 18 (3) of the CSOS Act, all Schemes must **be registered with the CSOS** within 30 days after the incorporation of the Scheme or within 30



days of the coming into effect of the CSOS Regulations on the 7 October 2016.

- 2.2. The Schemes can register themselves through the CSOS Connect online platform: www.csosconnect.org.za or QR Code link below. The person who registers the Scheme on CSOS Connect must be linked to the Scheme as an authorized representative.



- 2.3. Supporting documents must be submitted within 30 days after receipt of registration certificate and there is no fee to register the Schemes with the CSOS.
- 2.4. For support in respect of Schemes registration, email at info@csos.org.za or support@csosconnect.org.za or call 0674117420.
- 2.5. If you are unsure that your Scheme is already registered, please check with the CSOS on info@csos.org.za if your Scheme is registered to avoid duplicate registration of your Scheme.

3. Compliance

- 3.1. **Within thirty (30) days after receipt of registration certificate,** the Scheme must file with the CSOS the supporting documents

listed below (where applicable):

- 3.1.1. Rules (Management and Conduct); or
- 3.1.2. Constitution; or
- 3.1.3. Memorandum of Incorporation (Articles of Association);
- 3.1.4. Use Agreement;
- 3.1.5. Sectional Title Plans (signed);
- 3.1.6. Levy Schedule;
- 3.1.7. Latest annual financial statements;
- 3.1.8. Latest audit report of the Scheme;
- 3.1.9. Annual Returns for existing Schemes; and
- 3.1.10. Any other relevant scheme governance documentation as required by the CSOS.



3.2. The CSOS will guide Schemes that are willing to comply but Schemes that contravene legislation deliberately will be subjected to strong enforcement actions.

4. Physical Verification and Validation of Community Schemes

4.1. The CSOS has procured 8 (eight) service providers to conduct physical verification and validation of registered and unregistered community schemes throughout South Africa **from September 2024 until August 2025.**

4.2. The field workers who will be doing physical verification will be identifiable through CSOS T-shirts and identification tags.

4.3. The field workers will be collating the following information:

- 4.3.1. GPS coordinates;
- 4.3.2. Street address;
- 4.3.3. Postal address;
- 4.3.4. Photograph of Schemes showing their names;
- 4.3.5. Contact details of the schemes executive management or managing agent or estate manager (Name, Designation, Contactable telephone number, E-mail and postal address);

- 4.3.6. CSOS Schemes Registration number; and
- 4.3.7. A completed and signed CSOS registration form (CS1 Form) with all prescribed documents to enable the CSOS to register a Scheme
- 4.4. Kindly co-operate with the service providers and field workers.
5. For further information and enquiries, you can contact:

Ms Asanda Taylor at 073 7762046 or Mr Monde Mpupu at 083 6032941 or Adv. Bulelani Gwabeni at 0837081362