

CSOS

Consolidated Practice Directives : Registration



SCHEME REGISTRATION

- Section 59 of the CSOS Act read with Regulation 18 places a mandatory obligation on all community schemes to register schemes within 30 days
- Registration must be done on CSOS Connect- we no longer accept manual registrations
- Schemes that have completed the registration will be issued with a certificate and a registration number
- The scheme must make use of this number when transacting with CSOS(levy payment, uploading of scheme documents)

- The person who registers the Community Scheme on the CSOS Connect platform must be appointed by the Community Scheme as an authorised Representative. Such appointment must be minuted in the first meeting of the elected executives following an AGM.
- When transacting on the CSOS Connect platform please select the correct scheme type, this has an impact on requirements for registration.
- CSOS shall register the Community Scheme within 7 (seven) business days of receipt of a fully completed CS1 registration form or completed registration on CSOS Connect platform.

Registration

- CSOS shall register the Community Scheme within 7 (seven) business days of receipt of a fully completed CS1 registration form or completed registration on CSOS Connect platform
- The Community Scheme must, within 30 (thirty) days after receipt of a certificate of registration, file with CSOS the supporting documents listed under to be quality assured and approved.

Supporting documents

- **New Community Schemes:**
- Completed CS 1 Form (signed).
- Schedule of levies payable by each unit within the Community Scheme (if Applicable).
- *Any of the following supporting documents*
- Certificate of incorporation
- Constitution
- Rules (management or conduct)
- Articles of association
- Memorandum of incorporation
- Terms and conditions of Community Scheme
- Copy of registration certificate with CIPC
- Copy of the title deed
- Use agreement

Supporting documents

- **Existing Community Schemes**
- Completed CS 1 Form (signed)
- Schedule of levies payable by each unit within the Community Scheme (mandatory)
- The financial statements of the Community Scheme (mandatory)
- *Any of the following supporting documents*
- Constitution
- Rules (management or conduct)
- Articles of association
- Memorandum of incorporation
- Terms and conditions of Community Scheme
- Copy of registration certificate with CIPC
- Copy of the title deed
- Use agreement Certificate of incorporation

Supporting documents

Existing Schemes continued....

- General information (mandatory)
- Scheme Registration documentation (mandatory)
- Executive Committee details (If available)
- Managing Agent (available if registered by a Managing Agent)
- Financial details (If available)
- Authorized Representative details (If available)
- Solemn Declaration

Supporting documents

- **Sectional Titles**
- Conduct and/or Management Rules (mandatory)
- Certificate of Incorporation (optional)
- Sectional Title Plans (optional)
- Schedule of Levies (mandatory)
- Title Deed (optional)
- Any other governance documentation (optional) 41

Supporting documents

Homeowners Association

- Constitution (mandatory)
- Levy schedule (mandatory)
- Any other governance documentation (optional)

Share Block Companies

- Conduct and/or Management Rules (mandatory)
- Levy schedule (mandatory)
- Any other governance documentation (optional)

Supporting documents

- **Housing Co operatives**
- Conduct and/or Management Rules (mandatory)
- Levy schedule (mandatory)
- Any other governance documentation (optional)
- **Retired Persons**
- Conduct and/or Management Rules (mandatory)
- Levy schedule (mandatory)
- Any other governance documentation (optional)

Supporting documents

- **Dual Scheme**
- Constitution (mandatory)
- Memorandum of Incorporation
- Conduct and/or Management Rules (mandatory)
- Levy schedule (mandatory)
- Section 11(3)(b) of the Section Titles Act schedule of condition
- Sectional Title Deed/ Title Deed
- Management Association Agreement (optional)
- Any other governance documentation (optional) 42

Supporting documents

The background features a stylized, light green illustration of a city. It includes several buildings of varying heights, some with windows. In the upper right, a circular inset shows a person sitting under a beach umbrella. In the lower right, another circular inset shows a person in a suit with their hands raised in a gesture of surprise or confusion. The overall style is clean and modern with a focus on urban and human elements.

- **Master Association**
- Constitution (mandatory)
- Conduct and/or Management Rules (mandatory)
- Levy schedule (mandatory)
- Any other governance documentation (optional)
- **Mixed Use Development**
- General information (mandatory)
- Scheme Registration documentation (mandatory)
- Executive Committee details (If available)
- Managing Agent (available if registered by a Managing Agent)
- Financial details (If available)
- Authorized Representative details (If available)
- Solemn Declaration

The End

