

4 December 2025

Dear Esteemed Stakeholders

NOTICE TO SCHEMES

This notice serves to inform all community schemes, including managing agents that the CSOS will issue pre-bills every second month of the quarter.

The pre-bill will be issued to managing agents as a mandatory requirement and the following information is required from managing agents:

1. Verification of data sent (schemes list)
2. Updating/confirmation of the pre-invoiced amount
3. Provision of levy schedules in confirmation of the billable amount
4. Updating of the contact details where required
5. Updating and confirmation of the schemes managed for the specific period
6. Any other pertinent scheme information.

All schemes are urged to provide responses within one to two weeks of receiving a pre-bill. Should the scheme provide information later than two weeks, the scheme should note that updates may not be processed within that quarter.

We remain committed to fostering a collaborative relationship that promotes transparency and strengthens our engagement to all community schemes. We urge all schemes to cooperate to ensure compliance and enhance overall efficiency.

For further inquiries, please contact levypayments@csos.org.za

For more information about the CSOS visit www.csos.org.za

