

**FORM CS 1**

**COMMUNITY SCHEMES OMBUD SERVICE ACT, 2011 (ACT NO 09 OF 2011)**

Completed forms must be emailed to [registration@csos.org.za](mailto:registration@csos.org.za)

<b>REGISTRATION OF A COMMUNITY SCHEMES (Section 59 (b) (iii))</b>	
<b>For office use:</b>	
<b>Registration number:</b> _____	
<b>All required documents attached:</b>	<b>Yes / No</b>
<b>Levies paid:</b>	<b>Yes / No</b>

<b>SECTION 1 – PARTICULARS</b>	
<p>Any change to the details herein must be communicated to the Service by filling in Form CS 1A. Authorisation by the Executive Committee of the Scheme must be attached nominating the authorised person</p>	<p>Name of the Community Scheme: .....</p> <p>Type of the Community Scheme: .....</p> <p>Number of units within the community scheme: .....</p> <p>Province: .....</p> <p>Municipality: .....</p> <p>City: .....</p> <p>Suburb: .....</p> <p>Physical address: .....</p> <p>Postal address: .....</p> <p>Telephone: .....</p> <p>Facsimile: .....</p> <p>Email: .....</p>

SECTION 2 – GOVERNANCE DOCUMENTS	
<p>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 any of the Governance documents must be communicated to the Service by submitting Form CS A1</p>	<p>(Tick applicable document)</p> <p>Rules: <input type="checkbox"/></p> <p>Constitution: <input type="checkbox"/></p> <p>Regulations: <input type="checkbox"/></p> <p>Memorandum of Incorporation (Articles): <input type="checkbox"/></p> <p>Terms and condition of the Community Scheme: <input type="checkbox"/></p> <p>Use Agreement (Share Block Schemes) : <input type="checkbox"/></p> <p>Any other governance document : <input type="checkbox"/></p>

**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 C S A1 attached hereto. A copy of the Resolution appointing the Executive Committee must be attached.	Full names	ID Number	Contact details(phone numbers, addresses)	Date of appointment

**SECTION 4 – MANAGING AGENT**

<p>The 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.</p>	<p>Company name: .....</p> <p>Company registration number: .....</p> <p>Business Address: .....</p> <p>Postal address: .....</p> <p>Telephone number: .....</p> <p>Facsimile: .....</p> <p>Email: .....</p> <p>Authorised representative .....</p>
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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: .....

Appointed registered Auditors .....

Banking details:

Name of Bank .....

Account number: .....

Authorised signatory for banking: .....

Financial year end for the community scheme: .....

Total levy amount paid by each unit .....  
(Attach a schedule of levies payable per unit)

Fidelity funds details .....  
(provide separate Annexure where necessary)

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

Full names of the nominee.....

Identity number: .....

Residential Address: .....

Postal address: .....

Telephone number: .....

Facsimile: .....

Email: .....

<b>SECTION 7 – SOLEMN DECLARATION</b>	
	<p>I, the undersigned authorised representative ..... identity number..... do hereby solemnly declare that all the requirements 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.</p> <p>Signature: .....</p>
<b>SECTION 8 - SUPPORTING DOCUMENTS</b>	
<p>Either of the following documents must be attached to this application, where applicable. Any change to the documents must be communicated to the Service by filling in Form CS1A</p>	<ul style="list-style-type: none"> <li>○ Certificate of incorporation</li> <li>○ Constitution</li> <li>○ Rules</li> <li>○ Articles</li> <li>○ Memorandum of incorporation</li> <li>○ Terms and conditions of the Community Scheme</li> <li>○ Any other governance document</li> <li>○ Copy of registration certificate with CIPC</li> <li>○ Copy of the Title Deed</li> <li>○ Use Agreement</li> <li>○ Schedule of levies payable by each unit within the community scheme</li> </ul>