

CSOS Levy



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Background on CSOS Levies

- Section 59 of the CSOS Act, 2011 states that every community scheme must pay to the service (CSOS) a Levy in the amount as prescribed, subject to such discounts and waivers as CSOS may grant
- Regulation 18(3) of the Regulations to the CSOS Act provides for community schemes to file the registration on CSOS Connect, within 30 (thirty) days of –
 - (a) coming into effect of this Regulation; or
 - (b) its date of incorporation in terms of applicable laws.
- Schemes are provided with a CSOS registration number upon registration - E.g. CSOS/REG/16/FS/123456 (**Old**), and **2023/01/123456 (New - CSOS Connect)**
- The registration number must be used as a reference in all the CSOS queries
- The first payment of the CSOS Levy was due to the CSOS on 31 March 2017 and newly registered schemes will be Invoiced after registration is done and Billing will consider the date of existence.

CSOS Levy Calculation


“Administrative Fund”

means the fund made up of monies that a community scheme has budgeted in that specific financial year for the expenses relevant for running and management of the community scheme and will include but not limited to; maintenance of the common property, water, electricity consumed on common property, sewer and effluent, insurance, the salaries of scheme’s employees, security and any other conceivable, related expenses.

CSOS Levy Calculation

- The CSOS levy amount is calculated as follows:
(ADMINISTRATION LEVIES PAID PER UNIT less R500.00)*2%,
OR the Lesser of R40 per unit) per month
- The CSOS Levy Calculator is available on the website:
<http://www.csos.org.za/regulations.html> and on CSOS Connect.
- Click on the link to go to a standardised and recommended CSOS Levy template/calculator which can be customised for each scheme.
- The CSOS Levy calculator is used to calculate CSOS levies per month which is then paid over per quarter i.e., The monthly amount derived at, using the calculator, will be multiplied by 3 for each quarter unless there was an admin levy increase during the quarter which would have to be considered.

CSOS Levy Calculation

															
Scheme Name		Blessings Body Corporate		Blessings Body Corporate		Blessings Body Corporate		Blessings Body Corporate		Blessings Body Corporate		Blessings Body Corporate		Blessings Body Corporate	
Reg Number:		CSOS/REG/16/GP/000001		CSOS/REG/16/GP/000001		CSOS/REG/16/GP/000001		CSOS/REG/16/GP/000001		CSOS/REG/16/GP/000001		CSOS/REG/16/GP/000001		CSOS/REG/16/GP/000001	
Date		31/01/2022		28/02/2022		28/02/2022		30/03/2022		30/03/2022		01/01/2022 to 31/03/2022		01/01/2022 to 31/03/2022	
CSOS Levies Calculator:			Levy Per Month	CSOS Levies Calculator:			Levy Per Month	CSOS Levies Calculator:			Levy Per Month	CSOS Levies Calculator:			CSOS Levy Per Quarter
Unit number	Scheme levy	Unit CSOS levy	R 92.00	Unit number	Scheme levy	Unit CSOS levy	R 92.00	Unit number	Scheme levy	Unit CSOS levy	R 92.00	Due			R 276.00
1	R 700.00	R 4.00		1	R 700.00	R 4.00		1	R 700.00	R 4.00					
2	R 700.00	R 4.00		2	R 700.00	R 4.00		2	R 700.00	R 4.00					
3	R 700.00	R 4.00		3	R 700.00	R 4.00		3	R 700.00	R 4.00					
4	R 3 000.00	R 40.00		4	R 3 000.00	R 40.00		4	R 3 000.00	R 40.00					
5	R 3 000.00	R 40.00		5	R 3 000.00	R 40.00		5	R 3 000.00	R 40.00					
Add as many rows as necessary.															

How often are levies payable

- The CSOS levy is due every quarter as follows:
 - 1st quarter: 01 April to 30 June
 - 2nd quarter: 01 July to 30 September
 - 3rd quarter: 01 October to 31 December
 - 4th quarter: 01 January to 31 March
- Levies are allocated to schemes account using the CSOS Reg number.
- Schemes are requested to send POPs and levy calculators/schedules to levypayments@csos.org.za or Levyqueries@csos.org.za
- Schemes are advised to use the CSOS Levy calculator.

Arrear Levies

The background features a light green, isometric illustration of a city. It includes several buildings of varying heights, some with windows. In the upper right, a circular inset shows a person holding an umbrella. In the lower right, another circular inset shows a person in a suit. The overall style is clean and modern, with a focus on urban and business themes.

- Arrear levies must be backdated as from 2017 when the CSOS Act came into effect OR when the scheme came into existence if it existed after 2017.
- A payment arrangement can be sought for arrear Levies by filling in a payment arrangement agreement.
- Payment arrangement agreements are only for a maximum of 12 months.

Non-Payment of CSOS Levies

- Non-payment of CSOS levy on the due date will attract interest, calculated at a rate of 2% per annum as prescribed by the CSOS effective from 30 September 2022.
- Interest is charged for all overdue balances exceeding 30 days.
- Non-payment of CSOS levy will constitute non-compliance to the Directive issued in terms of the Act and is a Criminal offence in terms of Section 34 (1) (b) of the CSOS Act.

Waiver for Levies

- The CSOS Levy Practice Directive of 2022 version 4.0 can be referred to.
- The CSOS does apply waivers on CSOS levy on scheme & individual level, the below criteria must be met:
 - Residing within Frail care or Assisted Living / Mid Care Living or;
 - Receiving an income less than R5500.00.
 - Monthly Admin levies below R500.00.
- In case of a unit owner who has been exempted from paying the CSOS Levies
- The Scheme must, on submitting a Levy schedule to CSOS indicate that the unit owner is a SASSA Grant recipient or that the unit owner falls in the category of persons:

CSOS Levy Payment Challenges

- The CSOS has a significant amount of unallocated levies payments due to the following:
 - Use of incorrect referencing by community schemes, i.e., SS Numbers, Schemes names.
 - Reference number being cut-off on the bank statement – i.e., the last two digits get cut off on the csv bank statement, resulting in the inability to allocate
 - Bank generated POPs which do not have community schemes details, which the CSOS cannot trace to community schemes in case of inquiries
- An insignificant amount of community schemes email POPs and levy calculators
- Submission of incorrect and complex Levy schedules and or Pastel Ledgers
- Lack of responses from community schemes and managing agents in case of inquiries upon the scheme respective accounts and related.

Reference when making payment

- Schemes are required to make payment using their CSOS registration number; ~~CSOS~~/REG/16/GP/012345 this ensures that the amount is allocated to the correct scheme.
- Due to the reference number being long the CSOS recommends using the below reference when making payments.
- Example of a CSOS registration: **REG/16/GP/012345 (Old schemes).**
- Newly registered schemes on CSOS Connect: **2023/01/123456 (New).**
 - Year/Province/6-digit number.
 - Provinces: EC:01, FS:02, GP:03, KZN:04, L:05, MP:06, NW:07, NC:08, WC:09
- Each scheme is allocated a unique number.

Bank related Matters

- The CSOS is listed as a public recipient with FNB, Capitec, ABSA, Standard Bank and Investec.
- Schemes usually encounter technical issues with the **ABSA** public beneficiary function, which does not allow a full CSOS reference when making payments to the CSOS. **Recommend** to remove Slashes (//) in-between.
- **Alternatively** use CSOS **Current account: 62433423530**
- Our CSOS **Levies** banking details are as follows:

Bank: **First National Bank**

Account Number: **62682595205**

Branch Code: **200607**

Branch Name: **4 MERCHANT PLACE 390**

CSOS Billing/Invoicing

- The CSOS is billing now and sends out Invoices based on the schemes submitted Levy Schedule (**Disclaimer – If paid ignore**). Invoices are for CSOS compliance.
- The CSOS is required to use the schemes' Levy Schedules/Calculators to bill and invoice the schemes.
- Billing of Schemes commenced on 14 February 2022 & backdated to April 2022.
- Customer Statements and Invoices (*reflecting all the payments and invoices made to date*) are available on CSOS Connect and, also upon request.
- All community Schemes and Managing Agents are urged to ensure that the CSOS have the scheme's correct email address and the rest of the contact details.

Message to Paying Schemes/MA

- To all scheme registered with the CSOS and have been paying your CSOS Levy.
 - Are you receiving or able to view a statement reflecting all the Levy payments made to the CSOS?
- If No, we do ask that you link your scheme on CSOS Connect, view your Statements and log a query or contact CSOS so that we can get your payments allocated accordingly.

The required information for Unallocated payments would be:

- a) Proof of all the CSOS Levy payments made to the CSOS
 - b) Levy Calculators/Schedules corresponding to the payments on point a).
 - c) CSOS registration number.
- Notification of changes within the Schemes Management e.g., Managing agent, Executive committee etc.

Annual Returns

- As per the CSOS act Schemes are required to submit their annual returns on a yearly basis as per the CSOS Act s59 (b) prescribes.
- There has been amendments to the new CS2 form, which is also known as the Annual Returns Form.
- The new form is available on the CSOS website and on request.
- Annual returns must be submitted as per the new CS2 form.
- Annual returns must be filed with CSOS within 4 months after the financial year end of the scheme.
- A copy of the AFS, annual levy schedule and AGM minutes must be attached and other relevant supporting documents.

Amendments of Scheme details – CSOS Connect.

- Going forward All schemes are urged to register or Link their schemes and manage scheme details on the CSOS Connect platform and make updates as and when change occur in the schemes/MA contact details and Levy schedules.
- CSOS Connect offers schemes a seamless access to register or link schemes already registered with options to:
 - Log Queries for missing/bulk/refund payments and invoice disputes.
- Visit www.csosconnect.org.za 24/7.

CSOS Contact details

- Please remember to send all Proof of payments and Levy Calculators/Schedules to Levypayments@csos.org.za
- Any other CSOS Levy related queries should be forwarded to: Levyqueries@csos.org.za

Thank you!!



Questions ?

