

Registration of schemes



Difference between new scheme and existing schemes

The background features a stylized, light green illustration of a cityscape. It includes several buildings of varying heights, some with windows, and trees. A circular inset shows a person in a suit, possibly a professional or official, looking thoughtful. The overall theme is urban development and infrastructure.

- **New Schemes**

Schemes that have been in existence for less than a year

- **Existing schemes**

Schemes that have been in existence for more than a year.

Registration process

- Create a user profile on CSOS Connect
- Link an existing scheme or register a new scheme
- Attach mandatory documents as required by the system
- There must be more than two executive committee members except for new schemes
- There must be more than one authorized signatory for banking
- Full scheme address (number, street, town, city, province)

Mandatory documents required for scheme registrations

NB: All clients need to create a profile on CSOS Connect to be able to register, update particulars and documents :

www.csosconnect.org.za

New schemes

- Rules (Mandatory)
- Levy schedule (Mandatory)

Existing schemes

- Rules (Mandatory)
- Recent Audited Financial statements (Mandatory)
- Levy schedule (Mandatory)

Supporting documents for scheme registrations

Any other governance documentation can be submitted by both schemes to support their applications:

- Title deed
- Regulations
- Constitution
- Memorandum of incorporation
- Use Agreement
- Sectional plans

Checklist before submission of documents

Schemes

- Check the date of establishment as the date should correspond with the attached documents
- Check if the scheme information is correctly captured: Levy schedule; executive committee; managing agent; financials and the authorized representative
- Check if the supporting documents attached are correct and signed where necessary

CSOS

- Correct information submitted, schemes are registered and receive an automated registration number and the certificate
- Incorrect information submitted, the application is referred back with a notification stating the missing information

Types of schemes and registration requirements

Sectional Title

Documentation	New scheme (less than a year)	Existing scheme (more than a year)
Conduct and Management Rules	Mandatory	Mandatory
Certificate of Establishment	Optional	Mandatory
Levy Schedule	Mandatory/Estimated levy schedule	Mandatory
Audited Financial Statement	Not applicable	Mandatory

Home Owners Association

Documentation	New scheme (less than a year)	Existing scheme (more than a year)
Constitution	Mandatory	Mandatory
Levy schedule	Mandatory/Estimated levy schedule	Mandatory
Financial Statements	Not applicable	Mandatory

Share Block Companies

Documentation	New scheme (less than a year)	Existing scheme (more than a year)
Conduct and Management Rules	Mandatory	Mandatory
Levy Schedule	Mandatory/Estimated levy schedule	Mandatory
Financial Statement	Not applicable	Mandatory

House Co-operatives

Documentation	New scheme (less than a year)	Existing scheme (more than a year)
Conduct and Management Rules	Mandatory	Mandatory
Levy schedule	Mandatory/Estimated levy schedule	Mandatory
Financial Statements	Not applicable	Mandatory

Retired Person

Documents	New schemes (less than a year)	Existing scheme (more than a year)
Conduct and Management rules	Mandatory	Mandatory
Levy schedule	Mandatory/Estimated levy schedule	Mandatory
Audited Financial Statement	Not Applicable	Mandatory

THANK YOU

CONTACT DETAILS: 010 593 0533 /

080 000 0653

EMAIL: support@csosconnect.org.za

