Submission of Annual Returns of a Community Scheme

SOS
Community Schemes
Ombud Service

SUBMISSION OF ANNUAL RETURNS

- Required under section 59(b)(i) of the CSOS Act and regulation 18(2)(a)(i).
- Must be filed within 4 months after the scheme's financial year-end.
- Submission must include prescribed documents and forms.

REQUIRED DOCUMENTS

- CSOS connect application submission or Form CS2 – signed by developer/two executives OR one executive and managing agent.
- Signed annual financial statements (two trustees/directors OR one and managing agent).
- Draft AGM minutes.
- Approved resolution.
- Approved levy schedule (CSOS Levies for the next financial year).

ADDITIONAL GOVERNANCE DOCUMENTATION

- Management/Conduct Rules.
- Constitution.
- Regulations.
- Memorandum of Incorporation.
- Use of agreement.
- Sectional title plan.
- Other relevant supporting documents.

PROCEDURAL REQUIREMENTS

- Executives and managing agents must ensure timely submission.
- CSOS reviews annual returns for compliance with CSOS Act, STSM Act, and other laws.
- Compliant schemes receive a compliance certificate.
- Non-compliant schemes must rectify within a set period

ENFORCEMENT & NON-COMPLIANCE

- Persistent non-compliance may result in fines. (Interest on scheme accounts)
- CSOS monitors non-compliant schemes via IRBA list.
- Reasonable steps taken to enforce compliance as the per directives.

AMENDMENT OF SCHEME EXECUTIVES' DETAILS

- Changes must be made on CSOS connect through amendment of particulars.

- Annual returns can be submitted manually or along with amendments on CSOS connect.

- Send to: annualreturns@csos.org.za. And not **annualreturns@csos.org.za**

Thank you!!

Questions ?