

Payment and Collection of CSOS Levies



GENERAL PAYMENT RULES

- Payments must be made within 30 business days of invoice or due date.
- CSOS registration number required for all payments.
- New registration number format: YEAR / PROVINCE NUMBER / 6-DIGIT NUMBER.
(2023/4/123456) or REG/16/GP/123456 (Old format)
- Members have right & obligation to ensure levies are paid to CSOS.
- Payments via EFT, ATM or CSOS connect online payment platform.

PROCESSING OF PAYMENTS

- Use correct CSOS registration number as reference.
- Incorrect referencing leads to allocation issues.
- Proof of payment + levy schedule must be sent to levypayments@csos.org.za.
- Do not use sectional plan number, CIPC number, or scheme name as reference.

PROCESSING OF PAYMENTS

- Use correct CSOS registration number as reference.
- Incorrect referencing leads to allocation issues.
- Proof of payment must be sent to levypayments@csos.org.za not levypayment@csos.org.za
- Do not use sectional plan number, CIPC number, or scheme name as reference.

PAYMENT OF THE CSOS LEVY

- Levies prescribed under Regulations on Levies & Fees (2016).
- 2% of admin levy exceeding R500, capped at R40/unit/month.
- Reserve fund portion excluded.
- Special levies and EUA maintenance excluded.
- Dishonest omission of levy items is an offence.

SCHEMES WITHIN SCHEMES

- Unit owner in HOA and Sectional Title may pay to both schemes.
- Billing method determines total levy amount.
- HOA responsible for ensuring levy payment to CSOS.

INVOICING & STATEMENTS

- Use levy calculator and submit levy schedules.
- Estimates used if schedules not received.
- Interest charged on underpayments.
- Not receiving invoice doesn't absolve payment obligation.
- Updating for contact detail changes must be done through amendment of particulars.

Scheme Name:		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						
Date		31/01/2022			28/02/2022				30/03/2022				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				
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.																			

PAYMENT INTERVALS

- Quarterly payment schedule:
- Q1: 1 Apr–30 Jun (Pay by 30 Apr)
- Q2: 1 Jul–30 Sep (Pay by 30 Jul)
- Q3: 1 Oct–31 Dec (Pay by 30 Oct)
- Q4: 1 Jan–31 Mar (Pay by 30 Jan)
- Annual payments allowed if indicated. It must be in arrears or scheme will attract interest on they accounts.

NON-PAYMENT & ARREARS

- Interest charged at NCA rate.
- Non-payment = offence under CSOS Act section 34.
- Levy backdated from Jan 2017 if scheme existed before then.
- Debt collection process applies to defaulting members.
- Owners of unoccupied units must still pay levies.

Waiver for Levies

- The CSOS does waive CSOS levies, but the below criteria must be met.
- In case of a unit owner who has been exempted from paying the CSOS Levies as per the Directive on Waiver of Fees and Levies of 2022.
- 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 residing within Frail care or Assisted Living / Mid Care
 - Living or that the person receives an income less than R5500.00.
 - Scheme levies are below R500.00

Contact details

- Please remember to send all Proof of payments to Levypayments@csos.org.za
- Levy schedules or amendments in statement receipt requests must be uploaded on CSOS connect for adequate updates to take place.

Thank you!!



Questions ?

