

COMMUNITY SCHEME COMPLIANCE CHECK LIST

The following documentation must be uploaded on CSOS Connect before a scheme is deemed compliant:

Compliance Checklist Table

Check	Compliance item	Status (Pending / Submitted / Approved)	Notes
<input type="checkbox"/>	The Scheme must be registered on CSOS Connect and must be in possession of a registration certificate issued by CSOS.	Pending / Submitted / Approved	
<input type="checkbox"/>	Conduct and Management Rules.	Pending / Submitted / Approved	
<input type="checkbox"/>	The Section 10 (STSM) Certificate issued by CSOS after the quality assurance of the scheme's rules	Pending / Submitted / Approved	
<input type="checkbox"/>	Signed Audited Annual Financial Statements (not older than 1 year and 4 months from the financial year end) or complete latest Annual Returns with attachments. The AFS must be signed by 2 (two) Trustees and the Auditor.	Pending / Submitted / Approved	
<input type="checkbox"/>	Latest proof of payment of CSOS levies.	Pending / Submitted / Approved	
<input type="checkbox"/>	Levy schedule and/or CSOS Levy Calculator.	Pending / Submitted / Approved	



<input type="checkbox"/>	Insurance Policy of the Community Scheme, including insurance cover for replacement purposes, fidelity insurance and public liability insurance.	Pending / Submitted / Approved	
<input type="checkbox"/>	10-Year Maintenance Plan, Reserve Fund Plan / Account and Admin Fund Plan / Account.	Pending / Submitted / Approved	
<input type="checkbox"/>	Minutes of a recent Annual General Meeting (AGM).	Pending / Submitted / Approved	
<input type="checkbox"/>	Management Agreement.	Pending / Submitted / Approved	
<input type="checkbox"/>	Certificate of Establishment.	Pending / Submitted / Approved	
<input type="checkbox"/>	Sectional Title Plan.	Pending / Submitted / Approved	