

**COMMUNITY SCHEME GUIDE – CSOS DOCUMENTATION TO BE LODGED**

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<b>TO DO</b>	<b>TIME</b>	<b>REGULATION</b>	<b>APPLIES TO</b>	<b>FORM</b>
Register the Community Scheme with CSOS	<b>30 Days</b> after publication of the Regulations (envisaged date 07/10/16)	CSOSA Regulation 18(3)	Sectional Title Schemes and HOA'S	CS1
Lodge the Community Schemes Governance Documentation with CSOS	<b>90 Days</b> after publication of the Regulations (envisaged date 7 October 2016)	CSOSA Regulation 16	Sectional Title Schemes and HOA'S	None
File the Community Schemes Annual Return and Annual Financial Statements within 4 months of the Schemes financial year end with CSOS	<b>90 Days</b> after publication of the Regulations (envisaged date 7 October 2016)	CSOSA Regulation 18(1)	Sectional Title Schemes and HOA'S	CS2
Pay CSOS Levy on a quarterly basis the CSOS Levy (fee)	<b>90 Days</b> of publication of the Regulations (envisaged date 7 October 2016)	CSOSA Regulation 11 CSOSA Fee and Levy Collection Regulations 2(1)	Sectional Title Schemes and HOA'S	None
Insure against risk of loss against any act of fraud or dishonesty committed by an insurable person	<b>On publication</b> of the Regulations (envisaged date 7 October 2016)	CSOSA Regulation 15	Sectional Title Schemes and HOA'S	None
Notify CSOS, the Local Municipality and the Local Registrar of Deeds of a Community Scheme's domicile	<b>On Publication</b> of the Regulations (envisaged date 7 October 2016)	S 3(1)(o) STSMA New Prescribed Management Rule 4	Sectional Title Complexes only	Form A
Establish a Reserve Fund, open a separate bank account and submit a separate budget	<b>On Publication</b> of the Regulations (envisaged date 7 October 2016)	S 3(1)(b) STSMA	Sectional Title Complexes only	None
Prepare a written Maintenance, Repair and Replacement Plan	<b>On Publication</b> of the Regulations (envisaged date 7 October 2016)	New Prescribed Management Rule 22	Sectional Title Complexes only	None