

## BODY CORPORATE COMPLIANCE CHECKLIST

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Name of Body Corporate</b> |                                       |
| <b>SS No</b>                  |                                       |
| <b>CSOS Reg No</b>            | CSOS / REG /                          |
| <b>Type of Scheme</b>         | Residential / Commercial / Industrial |
| <b>Type of Sections</b>       | (Primary / Utility)                   |

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### CHECKLIST (Part 1 of 2)

| Item | Documentation  | Yes | No |
|------|--|-----|----|
| 1.   | Registered ST Plans  |     |    |
| 2.   | Approved Building Plans<br>( <b>Note:</b> Must be obtained from Municipality - Optional)   |     |    |
| 3.   | Section 25 Right of Extension  |     |    |
| 4.   | Details of Servitudes (if any)   |     |    |
| 5.   | Site Development Plan  |     |    |
| 6.   | Town Planning and Zoning Conditions  |     |    |
| 7.   | Electrical Fence COC and Lightning Conductor COC   |     |    |
| 8.   | Dolomite Plan (if applicable)  |     |    |
| 9.   | Exclusive Use Areas (EUA)<br>(Deed or rule created) i.e. Description of EUA  |     |    |
| 10.  | Approved Management and/or Conduct Rules   |     |    |
| 11.  | Section 10(5)c CSOS Compliance Certificate re Rules  |     |    |
| 12.  | Bank Account Confirmation Letters <ul style="list-style-type: none"> <li>Admin Fund Account</li> <li>Reserve Fund Account</li> </ul> |     |    |
| 13.  | POPIA/PAIA Manuals + Information Officer Name and Details  |     |    |

#### JW Consultants Services

- Accredited Mediator.
- Drafting of Constitutions.
- Drafting of Scheme Rules.
- Trustee Training.
- Chairing AGM's.
- Drafting of CSOS Disputes.
- Drafting POPI/PAIA Manuals.
- and more....
- CSOS Compliance.
- Drafting of MOI's.

## CHECKLIST (Part 2 of 2)

| Item | Documentation   | Yes | No |
|------|---|-----|----|
| 14.  | Credit Policy   |     |    |
| 15.  | Lift/Electrical Compliance Certificate (if applicable) + Surge Protection on DBs  |     |    |
| 16.  | Fire Hydrant and Fire Extinguisher Compliance Certificate   |     |    |
| 17.  | Generator (if applicable)   |     |    |
| 18.  | List of Bondholders ( <b>Note:</b> Will have to do a Deeds Search)  |     |    |
| 19.  | List of Members (IDs, emails, cell phone numbers)   |     |    |
| 20.  | List of Tenants (IDs, emails, cell phone numbers)   |     |    |
| 21.  | Power of Attorney for Juristic Person / Trust and duration  |     |    |
| 22.  | Levies to be charged:<br><ul style="list-style-type: none"> <li>Admin / Reserve / CSOS / Special / EUA / Other / Utility Recoveries etc.</li> </ul> |     |    |
| 23.  | Approvals in place (Trustees, Ordinary, Special, Unanimous)   |     |    |
| 24.  | Court or Adjudication Orders  |     |    |
| 25.  | Important notices / correspondence from Managing Agents / Trustees  |     |    |
| 26.  | Contracts between Body Corporate and Service Provider   |     |    |
| 27.  | CSOS Annual Returns Submission  |     |    |
| 28.  | CSOS Registration Certificate   |     |    |
| 29.  | Income Tax Returns + Public Officer, Employee details, such as UIF/PAYE/COIDA   |     |    |

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For other valuable information.

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## BODY CORPORATE CHECKLIST AFTER AGM

| Item | Documentation   | Yes | No |
|------|---|-----|----|
| 1.   | Notice of AGM to Owners/Bondholders   |     |    |
| 2.   | Attendance Register of AGM  |     |    |
| 3.   | Proxies/Power of Attorney Submitted   |     |    |
| 4.   | Minutes of AGM  |     |    |
| 5.   | Board of Trustees   |     |    |
| 6.   | Insurance Policies + Valuation + Fidelity Cover + any outstanding insurance survey requirements |     |    |
| 7.   | Voting Cards  |     |    |
| 8.   | 10-Year Maintenance Plan  |     |    |
| 9.   | Notice to Owners – Increase Admin / Reserve Fund levy (if any)                                  |     |    |
| 10.  | Notice to Owners – interest rate  |     |    |
| 11.  | Signed Audited Financial Statements   |     |    |
| 12.  | Trustees Report   |     |    |

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