

# BODY CORPORATE COMPLIANCE CHECKLISTS

## HOA GENERAL INFORMATION

<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)

## CHECKLIST (Part 1 of 3)

Item	Documentation	Yes	No
1.	Registered ST Plans		
2.	Approved Building Plans (Note: 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) (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		

## VDM SERVICES

- ALTERNATIVE DISPUTE RESOLUTION
- CIVIL LITIGATION AND DEBT COLLECTION
- COMMERCIAL LAW
- CONVEYANCING AND PROPERTY TRANSFERS

- DECEASED ESTATES, TRUSTS AND WILLS
- DIVORCE AND FAMILY LAW
- EMPLOYMENT AND LABOUR LAW
- INSOLVENCY AND LIQUIDATION

- NOTARY PUBLIC AND NOTARIAL SERVICES
- PERSONAL INJURY AND PUBLIC LIABILITY
- PROPERTY LAW AND SECTION TITLE
- MARRIAGE AND MATRIMONIAL PROPERTY

## BODY CORPORATE COMPLIANCE CHECKLISTS

### CHECKLIST (Part 2 of 3)

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: Will have to do a Deeds Search)</b>		
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: • Admin / Reserve / CSOS / Special / EUA / Other/ Utility Recoveries etc.		
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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## BODY CORPORATE COMPLIANCE CHECKLISTS

### 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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