



Affordable Reliable Justice

Completed forms must be emailed to [annualreturn@csos.org.za](mailto:annualreturn@csos.org.za) or submitted at the nearest CSOS office

## FORM CS 2 – ANNUAL RETURN OF A COMMUNITY SCHEME (Section 59 (b))

### COMMUNITY SCHEMES OMBUD SERVICE ACT, 2011 (act no 09 of 2011)

#### SECTION 1 GENERAL INFORMATION/PARTICULARS

Schemes Registration Number: EG: CSOS/REG/16/KZN/123456

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Name of Scheme:

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SS/CIPC Registration Number of Scheme:

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Scheme Establishment date:

d	d	m	m	y	y	y	y
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Financial Year End of Community Scheme:

d	d	m	m	y	y	y	y
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Date of Annual General Meeting:

d	d	m	m	y	y	y	y
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#### SECTION 2 EXECUTIVE COMMITTEE PARTICULARS

Scheme Executive Committee

Name	ID Number	Contact details

Managing agent of scheme

Name	Company Registration Number	Contact details

### SECTION 3 FINANCIAL PARTICULARS

Please note Annual Returns are filed with the CSOS every calendar year as per the CSOS Act, however payments are still expected every CSOS quarter, where;

Quarter 1 (April-June)

R

Quarter 2 (July-September)

R

Quarter 3 (October-December)

R

Quarter 4 (January-March)

R

Total per Calendar Year

R

Total CSOS Levy as per Annexure A  
(Levy Calculator)

R

### SECTION 4 SUPPORTING DOCUMENTS

Annual Return form which must be submitted within four months after the end of the financial year. Annual Returns must be filed with the CSOS every year as per the CSOS Act.

**The following is mandatory for a compliant Annual Return Submission:**

- Completed** CS2 Form with signed declaration.
- Signed Audited Annual Financial Statement of the Scheme
- Minutes of the most recent Annual General Meeting
- Up-to-date Levy Schedule
- Details of Executive Committee (including names, ID numbers, and contact details)
- All documentation relating to the Rules, Resolutions and Constitution of the Scheme.
- Copy of registration certificate with CIPC/Copy of the title Deeds.

**DECLARATION**

I, the undersigned authorized representative (full names) .....  
(identity number) ..... do hereby solemnly declare that all the  
information contained herein is true and correct to the best of my knowledge and that I am authorized  
to sign this form on behalf of the Community Scheme by virtue of Resolution.

Signature:

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Date:

d	d	m	m	y	y	y	y
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