MINUTES OF A GENERAL MEETING

Sectional title body corporate · Prescribed Management Rules (GN R1231, Annexure 1), rules 9, 17, 18, 19, 20 and 27

Name of scheme, SS number / year (first number, if more than one) and the service address of the body corporate

Date, time and place of the meeting (PMR 27(2)(a)(i))

Annual general meeting or special general meeting (PMR 17(3)), and the date of the notice

Chairperson (the chairperson of the trustees presides unless the members resolve otherwise at the meeting, PMR 18(1); if there is no chairperson, or the chairperson is not present within 15 minutes after the time appointed or is unwilling or unable to act, the members present elect one, PMR 18(2))

Persons present: name and role, with details of the authorisation of each proxy or other representative (PMR 27(2)(a)(ii))

Name	Role (member, proxy, representative, bondholder, managing agent, other)	Section no(s). and quota	Authorisation (date of the proxy form or the representative's authority)

Quorum (PMR 19): counted in the value of votes, not in heads; the developer's votes and the votes of sections registered in the name of the body corporate are left out of the calculation (PMR 19(2) and (3))

Item	Figure or answer
Total votes of members in value (as PMR 19 counts them)	
Votes in value present or represented	
Quorum required (PMR 19(2): two thirds for a scheme with fewer than four primary sections or a body corporate with fewer than four members; one third for any other scheme, with at least two persons present unless all the sections are registered in the name of one person)	
Number of persons present	
Quorum present? If not within 30 minutes, the meeting stands adjourned to the same day next week, same place and time (PMR 19(4))	

Order of business (PMR 17(6)): tick each item as it is dealt with and note the outcome

No	Item	Done	Notes and outcome
	ALL GENERAL MEETINGS, (A) TO (H)		
1	(a) Proxies, nominees and other persons representing members confirmed; voting cards issued	☐	
2	(b) Quorum determined	☐	
3	(c) Chairperson elected, if necessary	☐	
4	(d) Proof of notice of the meeting or waivers of notice presented	☐	
5	(e) Agenda approved	☐	
6	(f) Minutes of the previous general meeting approved, if any	☐	
7	(g) Unfinished business dealt with, if any	☐	
8	(h) Business referred to in PMR 17(5) dealt with (motions or matters from a written request for a meeting)	☐	

No	Item	Done	Notes and outcome
	FIRST GENERAL MEETING ONLY, (I)		
9	(i) Business of PMR 16(2) dealt with (first general meeting referred to in s. 2(8) of the Act)	☐	
	ANNUAL GENERAL MEETING ONLY, (J)		
10	(j)(i) Reports of the activities and decisions of the trustees since the previous general meeting received, including reports of committees	☐	
11	(j)(ii) Schedules of insurance replacement values approved, with or without amendment (PMR 23(3) and (4))	☐	
12	(j)(iii) Extent of insurance cover determined (PMR 23(6), (7) and (8))	☐	
13	(j)(iv) Budgets for the administrative and reserve funds for the next financial year approved	☐	
14	(j)(v) Annual financial statements considered	☐	
15	(j)(vi) Auditor appointed, unless all the sections are registered in the name of one person	☐	
16	(j)(vii) Number of trustees determined, if the body corporate has more than four members who are owners of primary sections and is not managed by an executive managing agent	☐	
17	(j)(viii) Trustees elected	☐	
	CLOSING, (K) TO (N)		
18	(k) Report on the lodgment of rule amendments made; consolidated set of rules tabled, if applicable	☐	
19	(l) New or further business dealt with	☐	
20	(m) Directions given or restrictions imposed under s. 7(1) of the Act	☐	
21	(n) Meeting dissolved (time)	☐	

Resolutions: the full text of each one, and the result of the vote (PMR 27(2)(a)(iii) and (iv); the chairperson announces the number of votes for and against, PMR 20(8))

Resolution (full text)	Type (ordinary, special or unanimous)	Votes for (in value; also in number for a special or unanimous resolution)	Votes against (same)	Abstentions	Result

Resolution (full text)	Type (ordinary, special or unanimous)	Votes for (in value; also in number for a special or unanimous resolution)	Votes against (same)	Abstentions	Result

Trustees elected (PMR 17(6)(j)(vii) and (viii)); number of trustees determined: _____

Name	Section no.	Votes received or election method used

If an item that needs the members' approval at an AGM was not approved: the reasons recorded in the resolution (PMR 17(8))

Notes for the trustees (our notes, not part of the minutes)

Votes. Except for a special or unanimous resolution, a motion is adopted by the majority of the votes, calculated in value, of the members present and voting (PMR 20(1)). A special resolution needs at least 75% calculated both in value and in number of the votes of the members represented at the meeting, a unanimous resolution needs at least 80%, calculated both in value and in number, of the votes of all the members of the body corporate to be present or represented at the meeting, and every member who casts a vote must vote in favour (s. 1(1) of the Act).

Arrears. Arrears alone do not remove a vote under the PMR. Except for special and unanimous resolutions, a member is not entitled to vote only if the member fails or refuses to pay an amount after a court or adjudicator has given a judgment or order for payment of it, or persists in breaching the conduct rules after a court or adjudicator has ordered the member to refrain (PMR 20(2)).

Special resolution passed by members holding less than 50 per cent of the total value of all members' votes. The body corporate must not act on it for one week after the meeting, unless the trustees resolve that there are reasonable grounds to believe immediate action is necessary to ensure safety or prevent significant loss or damage to the scheme; within seven days members holding at least 25 per cent of the total votes in value may require a special general meeting to reconsider it by written and signed request (PMR 20(9) and (10)).

After the meeting. The trustees compile the minutes and distribute them to the persons entitled to notice of the meeting, not later than 7 days after the meeting (PMR 9(e)). The minutes of this meeting are approved at the next general meeting (PMR 17(6)(f)).

Records. On a written request the body corporate makes the minutes available for inspection by, and provides copies to, a member, a registered bondholder or a person authorised in writing by either, within 10 days (PMR 27(4) and (5)). Books of account and financial records are retained for six years after completion of the transactions, acts or operations to which they relate (PMR 26(3)); we found no retention period for minutes.

Working template prepared by Unitify as a reference. It is not legal advice. It is based on the Sectional Titles Schemes Management Act 8 of 2011 (STSMA) and the Prescribed Management Rules (PMR, Annexure 1 to GN R1231 of 7 October 2016), checked on 17 November 2026. Your scheme's registered rules may differ: where they do, they apply. Get a copy from your body corporate (s. 10(6)) or from the CSOS. We found no rule naming a minute-taker or secretary, and no rule on who signs the minutes, so this template has no field for either. This reflects the Sectional Titles Schemes Management Act 8 of 2011, the Sectional Titles Schemes Management Regulations (GN R1231 of 7 October 2016) with the Prescribed Management Rules in Annexure 1, and, where cited, the CSOS regulations, as we read them on 17 November 2026. We found no later amendment of the regulations on gov.za or csos.org.za; we did not search other sources, so check for amendments with your attorney or the CSOS. Have your attorney check it before you use it.