NOTICE OF ANNUAL GENERAL MEETING

Sectional title body corporate · Sectional Titles Schemes Management Act 8 of 2011 · Prescribed Management Rules (GN R1231, Annexure 1), rules 15 and 17

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

Financial year end of the scheme (the PMR default for a body corporate established after the Act began is 1 October to 30 September, unless the body corporate resolved otherwise, PMR 21(1); older schemes may have another year end)

Latest date for the AGM: within four months of the end of the financial year (PMR 17(1); the rule does not say how the four months are counted, so plan earlier)

Place (in the local municipal area where the scheme is situated, unless the members resolved otherwise by special resolution, PMR 15(4)), date and hour of the meeting

Date of this notice, and how it is delivered (to members at their service addresses, PMR 4(5); to the other recipients at the most recent address they notified in writing, PMR 15(6))

Last date and time to deliver trustee nominations to the body corporate service address (48 hours before the AGM is due to start, PMR 7(2))

Trustee resolution authorising this notice (date and reference)

Notice is given to (all four groups, PMR 15(1))

- ☐ All members
- ☐ All registered bondholders
- ☐ All holders of future development rights
- ☐ The managing agent

Notice

1. Notice is given to the persons listed above that the annual general meeting of the body corporate named above will be held at the place, on the date and at the hour stated above (PMR 15(1)).
2. The agenda follows. It describes the general nature of all business and the matters that will be voted on, including the proposed wording of any special or unanimous resolution (PMR 17(7)).
3. With this notice come an agenda, a copy or comprehensive summary of any document that is to be considered or approved by members at the meeting, and a proxy appointment form in the prescribed format (PMR 15(3)).
4. A member may be represented in person or by proxy, and a person must not act as a proxy for more than two members (s. 6(5)). Under PMR 20(5) the appointment of a proxy is delivered to the body corporate 48 hours before the time of the meeting, or handed to the chairperson before or at the start of the meeting.

5. Business must not be transacted unless a quorum is present or represented (PMR 19(1)). If a quorum is not present within 30 minutes from the time appointed, the meeting stands adjourned to the same day in the next week at the same place and time; if on that day a quorum is again not present within 30 minutes, the members entitled to vote and present in person or by proxy constitute a quorum (PMR 19(4)).
6. A member may nominate any person for the office of trustee (PMR 7(1)). The nomination is in writing, accompanied by the written consent of the person nominated, and delivered to the body corporate service address at least 48 hours before the AGM is due to start (PMR 7(2)). If too few nominations are received, further nominations may be called for at the meeting with the consent of the persons nominated (PMR 7(3)). PMR 7 is one of the rules a developer may have replaced when the scheme was registered: check your scheme's rules.

Attendance (tick what applies)

☐ In person at the place stated above

☐ Also by telephone or another method (state which), arranged under PMR 17(10): it must be accessible to all members and other persons entitled to attend, permit all participants to communicate with each other during the meeting, and permit the chairperson to confirm the identity of the participants with reasonable certainty. A person who attends this way is considered present in person (PMR 17(11))

Is a special or unanimous resolution on the agenda?

☐ No special or unanimous resolution is proposed: this notice goes out at least 14 days before the meeting

☐ Yes: the body corporate gives all members at least 30 days' written notice specifying the proposed resolution (s. 6(2)), unless the rules provide for shorter notice. Delivery is by hand, by pre-paid registered post to the address of the member's section, or by pre-paid registered post to a physical or postal address in the Republic that the member has chosen in writing; fax or email may be used in addition (s. 6(3) and (4))

Agenda: the order of business at general meetings (PMR 17(6), complete)

(a) Confirm proxies, nominees and other persons representing members and issue voting cards.

(b) Determine that there is a quorum.

(c) Elect a person to chair the meeting, if necessary.

(d) Present to the meeting proof of notice of the meeting or waivers of notice.

(e) Approve the agenda.

(f) Approve minutes from the previous general meeting, if any.

(g) Deal with unfinished business, if any.

(h) Deal with any business referred to in PMR 17(5): motions or matters for discussion that members or a bondholder included in a written request for a meeting.

(i) If the meeting is the first general meeting referred to in s. 2(8) of the Act, deal with the business set out in PMR 16(2).

(j) If the meeting is an annual general meeting: (i) receive reports of the activities and decisions of trustees since the previous general meeting, including reports of committees;

(j)(ii) approve the schedules of insurance replacement values (PMR 17(6)(j)(ii) and 23(3) to (4)), with or without amendment;

(j)(iii) determine the extent of the insurance cover by the body corporate under PMR 23(6), (7) and (8);

(j)(iv) approve the budgets for the administrative and reserve funds for the next financial year;

(j)(v) consider the annual financial statements;

(j)(vi) appoint an auditor to audit the annual financial statements, unless all the sections in the scheme are registered in the name of one person;

(j)(vii) if the body corporate has more than four members who are owners of primary sections and is not managed by an executive managing agent under PMR 28, determine the number of trustees to be elected to serve during the next financial year;

(j)(viii) elect the trustees.

(k) Report on the lodgment of any amendments to the scheme's rules adopted by the body corporate under s. 10 of the Act and, if applicable, table a consolidated set of scheme rules.

(l) Deal with any new or further business.

(m) Give directions or impose restrictions referred to in s. 7(1) of the Act.

(n) Dissolve the meeting.

Proposed wording of each special or unanimous resolution, and each other matter to be voted on (PMR 17(7)(b))

Documents to be considered or approved at the meeting (a copy or comprehensive summary goes with the notice, PMR 15(3)(b); tick each one attached)

- ☐ Annual financial statements (PMR 26(1)(c)); audited, unless all the sections are registered in the name of one person, and presented to a general meeting within four months after the end of the financial year (PMR 26(4))
- ☐ Budgets for the administrative and reserve funds, itemised (PMR 26(1)(e))
- ☐ Maintenance, repair and replacement plan, and the report on how far the approved plan has been implemented (PMR 22 and 26(1)(d); PMR 22(4))
- ☐ Report of the trustees reviewing the affairs of the body corporate during the financial year (PMR 26(1)(f))
- ☐ Schedules of insurance replacement values and the replacement valuation obtained at least every three years (PMR 23(3) and (4))
- ☐ Any other document members will consider or approve (list it)
- ☐ Proxy appointment form in the prescribed format (Form C; our proxy template follows it)

Trustee (name and signature), on the authority of the trustee resolution above

Name, signature and date

Second trustee or the managing agent (name and signature)

Name, signature and date

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. The two signature lines are there because PMR 10(1)(b) says a document signed on behalf of the body corporate must be signed on the authority of a trustee resolution by two trustees or one trustee and the managing agent; we did not find whether that rule covers a meeting notice, and we found no rule saying who gives or signs the notice. 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.