NOTIFICATION, APPOINTMENT OF PROXY AND ACCEPTANCE OF MANDATE

Form C, Annexure 3 to the Sectional Titles Schemes Management Regulations (GN R1231) · Sectional Titles Schemes Management Act 8 of 2011, s. 6(5)

Name of Scheme, and SS Number / year (first number, if more than one)

_____

Form C: notification to the body corporate

To: The Body Corporate

I/We, the undersigned owner(s) and member(s) give notice to the body corporate of the above scheme that I/we appoint a proxy to speak and vote at the general meetings (including adjournments) and on the terms set out below.

Form C: who gives the notice, and who is appointed

Form C field	Entry
Member name(s)	
Unit numbers	
Proxy name (insert one full name)	

This appointment applies to: (tick one of the following and complete as necessary)

☐ The general meeting to be held on: _____

☐ All general meetings held before: _____

☐ All general meetings until and including the body corporate's next annual general meeting

Special conditions or instructions to proxy: (if left blank, the appointment is unconditional)

_____

_____

_____

_____

_____

Optional, ours: voting instructions per agenda item. They are part of the special conditions above; Form C lets you give instructions there

Agenda item or resolution	For	Against	Abstain

Rules to know before you sign (our notes, not part of Form C)

A member may be represented in person or by proxy, but a person must not act as a proxy for more than two members (s. 6(5) of the Act). This limit is in the Act and applies to everyone.

Delivery: the appointment 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 (PMR 20(5)).

A proxy need not be a member, but must not be the managing agent or an employee of the managing agent or the body corporate (PMR 20(6)). The PMR do not list trustees among the persons who may not be proxies.

When two or more persons are entitled to exercise one vote jointly, that vote may be exercised only by one person, who may or may not be one of them, jointly appointed by them as their proxy (PMR 20(7)).

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)).

Acceptance of the mandate (our line, next to Form C's signature of the person accepting the mandate)

I, the proxy named above, accept the mandate (PMR 20(5): the proxy's acceptance of the mandate is part of the appointment).

Signature(s) of members giving mandate

Name, signature and date

Signature of person accepting mandate

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 wording of Form C follows Annexure 3 to GN R1231; the note printed on the form says a member must be represented in person or by proxy, whereas the Act says a member may be (s. 6(5)), and we follow the Act. The voting table and the acceptance line are ours, not part of Form C. 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.