NOMINATION AND CONSENT: TRUSTEE OF THE BODY CORPORATE

Sectional title body corporate · Prescribed Management Rules (GN R1231, Annexure 1), rules 6 and 7 · Sectional Titles Schemes Management Act 8 of 2011

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

Annual general meeting for which the nomination is made (date, time and place)

Nominating member (full name, section number(s)); a member may nominate any person (PMR 7(1))

Nominee (full name, address, telephone and email); a trustee need not be a member or the legally recognised representative of a member that is a juristic person (PMR 6(1))

Date and time the nomination and the consent were delivered, and to which body corporate service address (a section in the scheme, the managing agent's or administrator's physical address, or another physical address in the magisterial district, PMR 4(1); or an address the trustees designated, PMR 4(2)). Deadline: at least 48 hours before the AGM is due to start (PMR 7(2))

Read this first: your scheme's registered rules may have replaced this procedure

When it applies to open the sectional title register, a developer may substitute, amend or withdraw management rules 5(2) and (3), 7, 8(1) and (2) and 12 (GN R1231, reg 6(3)). Those are the rules on the number of trustees, the nomination and election of trustees, trustees' pay and the chairperson. They may have been replaced in your scheme's registered rules. Check your scheme's rules before you use this form: get a copy from the body corporate (s. 10(6) of the Act) or from the CSOS.

The body corporate may also have amended the management rules by unanimous resolution (reg 6(6)).

Nomination (PMR 7(1) and (2); a rule a developer may have replaced, see above)

1. I, the member named above, nominate the person named above for the office of trustee at the annual general meeting named above.
2. This nomination is in writing and is accompanied by the written consent of the person nominated, given below.

Consent of the nominee (PMR 7(2) and (6); a rule a developer may have replaced)

1. I, the person nominated, consent to my nomination for the office of trustee.
2. I understand that, if elected, I hold office until the end of the next annual general meeting and am eligible for re-election, if properly nominated (PMR 7(6)).

Declaration by the nominee (ours, not prescribed). PMR 6(4) lists the grounds on which a trustee ceases to hold office, and PMR 6(2) a bar on certain persons. Tick each statement that is true

- ☐ I have not been declared by a court to be of unsound mind (PMR 6(4)(b))
- ☐ I am not insolvent with my estate sequestrated (PMR 6(4)(c))
- ☐ I have not been convicted, in the Republic or elsewhere, of theft, fraud, forgery, perjury or any other offence involving dishonesty (PMR 6(4)(d))
- ☐ I have not been sentenced to imprisonment without the option of a fine (PMR 6(4)(e))
- ☐ I have not been removed from an office of trust on account of misconduct in respect of fraud or the misappropriation of money (PMR 6(4)(f))
- ☐ I am not disqualified to hold office as a director of a company in terms of the Companies Act, 2008 (Act 71 of 2008) (PMR 6(4)(h))
- ☐ I have not failed or refused to pay the body corporate any amount due by me after a court or adjudicator gave a judgment or order for payment of that amount (PMR 6(4)(i))
- ☐ I am not the managing agent or an employee of the managing agent or the body corporate, or, if I am, I am also a member (PMR 6(2))

Any material interest of the nominee that could conflict with the office (a trustee must notify every other trustee of any material interest, s. 8(2)(b)(ii) of the Act; see also PMR 6(3))

What the office involves: duties of a scheme executive (a trustee is one), CSOS Regulations, GN R1233, reg 14(1)

(a) take reasonable steps to inform and educate himself or herself about the community scheme, its affairs and activities and the legislation and governance documentation in terms of which the community scheme operates;

(b) take reasonable steps to obtain sufficient information and advice about all matters to be decided by the scheme executives to enable him or her to make conscientious and informed decisions;

(c) unless excused by the chairperson of the scheme executives on reasonable grounds, attend all meetings of the scheme executives and the community scheme's annual general meeting, if it holds one;

(d) exercise an active and independent opinion with respect to all matters to be decided by the scheme executives;

(e) exercise due diligence in relation to any business of, and necessary preparation for and attendance at meetings of, the scheme executives or any committee to which he or she is appointed.

At the meeting (free text): number of trustees determined, election method used, result. We found no rule on the method of voting for trustees beyond the PMR 20(1) default of a majority in value of the members present and voting

Other rules of PMR 7 (our notes)

If too few nominations are received by the deadline, further nominations may be called for at the AGM with the consent of the persons nominated (PMR 7(3)).

Trustees are elected at the first general meeting of the body corporate and then at each subsequent AGM, save for the provisions of rules 5(1) and (2) (PMR 7(4)).

A person who is the managing agent or an employee of the managing agent or the body corporate may not be a trustee unless that person is a member (PMR 6(2)).

Nominating member

Name, signature and date

Nominee (consent to the nomination)

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 declaration is ours: PMR 6(4) lists grounds on which a trustee ceases to hold office, and it is not a prescribed form. We found no minimum or maximum number of trustees in the Act or the PMR. 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.