

Sectional Titles Regulations

Published under

GN R664 in GG 11245 of 8 April 1988
[with effect from 1 June 1988]
(as corrected by GN R991 in GG 11318 of 27 May 1988)

as amended by

GN R1791 in GG 12670 of 3 August 1990
GN R2345 in GG 12767 of 5 October 1990
(as corrected by GN R2542 in GG 12816 of 2 November 1990)
GN R2653 in GG 13612 of 8 November 1991
[with effect from 1 January 1992]
(as corrected by GN R2868 in GG 13658 of 6 December 1991)
GN R1562 in GG 14024 of 12 June 1992
GN R60 in GG 14526 of 15 January 1993
GN R1659 in GG 15990 of 30 September 1994
GN R1422 in GG 18387 of 31 October 1997
GN 1357 in GG 20619 of 19 November 1999
GN 830 in GG 21483 of 25 August 2000
GN R438 in GG 27561 of 13 May 2005
GN R1109 in GG 28217 of 18 November 2005
GN R1264 in GG 31626 of 28 November 2008
GN R291 in GG 33111 of 16 April 2010
GN R820 ¹ in GG 34639 of 28 September 2011
[with effect from one month from date of publication]
GN R196 in GG 36241 of 14 March 2013
[with effect from one month from date of publication]
GN R548 in GG 38923 of 30 June 2015
[with effect from one month from date of publication]
GN R427 in GG 40842 of 12 May 2017
[with effect from one month from date of publication]
GN R774 in GG 41798 of 27 July 2018
[with effect from one month from date of publication]

I, Jacob Albertus van Wyk, Deputy Minister of Land Affairs, acting in terms of [section 55](#) of the Sectional Titles Act, 1986 ([Act 95 of 1986](#)), after consultation with the Sectional Titles Regulation Board hereby make the regulations contained in the Schedule hereby. The regulations come into effect on the date on which the Act comes into operation.

[Date of commencement: 1 June 1988 - see Proclamation 62 of 1988]

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¹ GN R820, previously GN R805, corrected by GG 34652 of 7 October 2011.

² The Juta's Lex Index in dark blue text has been inserted by the Juta Law Editors for ease of electronic use and did not appear in a *Government Gazette*.

1 Definitions

In these Regulations a word or expression to which a meaning has been assigned in the Act, bears that meaning unless the context otherwise indicates-

'the Act' means the Sectional Titles Act, 1986 ([Act 95 of 1986](#));

'main file'

[Definition of 'main file' deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

'professional engineer' means a professional engineer as defined in the Professional Engineers' Act, 1968 (Act 81 of 1968);

'subfile'

[Definition of 'subfile' deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

'section [sic] title file' means the file referred to in [regulation 13](#);

[Definition of 'section title file' inserted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

'Sectional Titles Schemes Management Act, 2011' means the Sectional Titles Schemes Management Act, 2011 ([Act 8 of 2011](#));

[Definition of 'Sectional Titles Schemes Management Act, 2011' inserted by GN R427 of 12 May 2017 (wef one month from date of publication).]

'taxing master'

[Definition of 'taxing master' deleted by GN R1422 of 31 October 1997.]

'under his direction'

[Definition of 'under his direction' deleted by GN R60 of 15 January 1993.]

2

[[Regulation 2](#) amended by GN R2345 of 5 October 1990 and repealed by GN R1422 of 31 October 1997.]

3

[[Regulation 3](#) repealed by GN R1422 of 31 October 1997.]

4 Certificate in Respect of Leased Buildings

The certificate contemplated in section 4(3)(a)(ii) of the Act shall contain the following particulars:

(a) The name of the scheme;

[Para. (a) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(b) the description and extent of the land upon which the building or buildings comprising the proposed scheme are situated, as reflected in the title deed of such land;

[Para. (b) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(c) the full name and address of the developer;

(d) the number of the title deed in respect of the land concerned;

(e) the number and description of every separate category of units in the buildings comprised in the scheme;

(f) the number of garages and the number of parking places which are provided in the scheme;

(g) any facilities available as common property under the scheme;

(h) a copy of a report by an architect or a professional engineer in respect of the common property relating to the general physical condition of the building or buildings comprised in the scheme, with specific reference to any defects in the buildings and the services and facilities relating thereto;

(i) a specified estimate by the developer or his agent of the annual expenditure in respect of-

(i) the repair, upkeep, control, management and administration of the common property;

(ii) the payment of rates and taxes and other local authority charges in respect of the building or buildings and land concerned;

(iii) the charges for the supply of electricity, gas, water, fuel and sanitary and other services to the building or buildings and land concerned;

(iv) insurance premiums; and

(v) all other costs in respect of the common property which are normally recovered from the owners of units as contemplated in section 3(1)(a) of the Sectional Title Schemes Management Act, 2011.

[Subpara. (v) substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]

5 Draft Sectional Plans

(1) A draft sectional plan intended to be approved by a Surveyor-General and registered in a deeds registry shall comply with the following requirements:

(a) It shall be prepared in black print of good quality on a good, durable drawing material of any of the following sizes: 297 x 210mm; 297 x 420mm or 297 x 841mm.

[Para. (a) substituted by GN 830 of 25 August 2000.]

(b) Only one side of the sheet shall be used.

(c)

[Para. (c) deleted by GN 830 of 25 August 2000.]

(d) Margins 40mm wide along the 297mm side of the sheets and 10mm wide along the other sides, shall be provided and such margins shall, subject to the provisions of paragraph (h), be left free of any writing or drawing.

[Para. (d) substituted by GN 830 of 25 August 2000.]

(e) All linear measurements recorded on such plan shall be in metres to two decimal places.

(f) If angles or angles of direction are required to be shown on such a plan they shall be expressed to the nearest 10 seconds.

[Para. (f) amended by GN 830 of 25 August 2000.]

(g) Any drawing on such plan shall be plotted to a standard scale: Provided that-

(i) the size of the figure shall be sufficiently large to show all the required details; and

(ii) if necessary, block plans, floor plans and cross-sections of a building may be shown on more than one sheet.

[Para. (g) amended by GN R991 of 27 May 1988 and by GN R60 of 15 January 1993 and substituted by GN 830 of 25 August 2000.]

(h) Any addition, alteration or interlineation on a draft sectional plan shall be initialled by the responsible land surveyor or architect and for this purpose, the margin on the right hand side of the sheet opposite such addition, alteration or interlineation shall be used.

[Para. (h) amended by GN 830 of 25 August 2000.]

(i) A Surveyor-General may refuse to approve a draft sectional plan should he or she be of opinion that such plan is dilapidated or has been prepared in a careless manner or that the appearance thereof is spoilt by additions, alterations or interlineations.

[Para. (i) amended by GN 830 of 25 August 2000.]

(j)

[Para. (j) deleted by GN 830 of 25 August 2000.]

- (k) All buildings, sections and exclusive use areas, shall be uniquely numbered.
[Para. (k) amended by GN R60 of 15 January 1993 and substituted by GN 830 of 25 August 2000.]
- (l) If boundaries of a section or of a part thereof cannot be defined by reference to its floor, walls and ceiling, such boundaries shall be defined in a manner acceptable to the Surveyor-General.
- (m) The common boundary between an exclusive use area created in terms of section 25(9), 27(1), 27(2) or 60(3) of the Act and a section or common property is, in the case of physical features, the median line of the dividing floor, wall, ceiling, fence or other similar feature, unless boundaries have been described in a different manner on the sectional plan; otherwise a boundary which is not a physical feature, shall be described in a manner acceptable to the Surveyor-General or in terms of beacons determined in accordance with the provisions of the Land Survey Act, 1997 ([Act 8 of 1997](#)), which beacons shall be described, and sufficient data given on such plan to define the area and to determine the location thereof in relation to the building, section or boundaries of the land.
[Para. (m) substituted by GN R2345 of 5 October 1990 (as corrected by GN R2542 of 2 November 1990), amended by GN 830 of 25 August 2000 and substituted by GN R820 ³ of 28 September 2011 (wef one month from date of publication).]
- (n) Each sheet shall contain the following:
- (i) The title of the sheet;
 - (ii) the sheet number and an indication of the number of sheets of which the draft sectional plan consist;
 - (iii) the name and address of the architect or land surveyor concerned or, if he or she is practising with a firm of architects or land surveyors, his or her name and the name and address of the firm, the signature of the architect or land surveyor, and his or her professional designation;
 - (iv) the date on which the architect or land surveyor signed the sheet;
 - (v) a space which shall be provided for the approval certificate of the Surveyor-General,
- provided that any departure from these requirements shall require the prior approval of the Surveyor-General.
[Para. (n) amended by GN R60 of 15 January 1993 and substituted by GN 830 of 25 August 2000.]

(2) A draft sectional plan shall consist of the following sheets which, subject to the provisions of the Act and subregulation (3), shall contain the particulars prescribed by this subregulation: Provided that if such a plan is intended for the purposes of a subdivision, consolidation or extension of a section or sections, or for the extension of a scheme or common property, or in the circumstances referred to in section 27(2) of the Act, or for the amendment of a scheme due to the destruction of or damage to a building or buildings, or for the amendment of a sectional plan in terms of section 14(1) of the Act, it need only comprise such sheets as are affected by such amendments, and the heading of such plan shall be styled as an amending sectional plan:

- (a) A first sheet which shall be substantially in the form of Form AC in [Annexure 1](#) and which shall contain, in addition to the particulars mentioned in subregulation (1)(n), the following:
- (i) The name of the scheme;
[Subpara. (i) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]
 - (ii) the description of the land as reflected on the relevant approved general plan or approved diagram;
 - (iii) the number of the relevant approved general plan or of the approved diagram of the land;
 - (iv) the number of the section or part of a section that is found in every building: Provided that if a building consists only of common property, it shall be described as such;
[Subpara. (iv) substituted by GN R60 of 15 January 1993.]
 - (v) the nature of any encroachment on the land to which the scheme relates;
 - (vi) a certificate signed by the architect or land surveyor that the draft sectional plan has been prepared from actual measurements taken by him or her or under his or her direction: Provided that where the responsibility for the preparation of the draft sectional plan is carried by more than one person, each of such architects or land surveyors shall affix a certificate to this sheet, and such certificate shall disclose to what extent he or she accepts responsibility for the preparation of the draft sectional plan;
[Subpara. (vi) amended by GN 830 of 25 August 2000.]
 - (vii) a caveat, if a developer should reserve the right under section 25 of the Act to erect a further building or buildings to horizontally or vertically extend an existing building;
[Subpara. (vii) amended by GN 830 of 25 August 2000.]
 - (viii) the name of the local authority;
[Subpara. (viii) substituted by GN R60 of 15 January 1993.]
 - (ix)
[Subpara. (ix) added by GN R60 of 15 January 1993 and deleted by GN R1422 of 31 October 1997.]
 - (x) the sheet number on which every exclusive use area is found;
[Subpara. (x) added by GN R60 of 15 January 1993.]
 - (xi) space for-
 - (aa) the signature of the registrar and his or her reference number; and
 - (bb) the signature of the Surveyor-General and his or her reference numbers.
[Subpara. (xi) added by GN R60 of 15 January 1993 and amended by GN 830 of 25 August 2000.]
[Para. (a) substituted by GN R2345 of 5 October 1990.]
- (b) A sheet or sheets on which a block plan is prepared, which shall, in addition to complying with the provisions of Section 5(3)(a) of the Act and subregulation (1)(n), contain or indicate the following:
- (i) a description of contiguous land, and the names of contiguous streets, if any;
 - (ii) (aa) the position at ground level of the external surfaces of the walls of all buildings shown by a solid line, together with the horizontal distances between each rectilinear cadastral boundary and the buildings nearest to such boundary: Provided that where such external surfaces of any walls are interrupted at ground level by features such as archways, doorways or similar openings, such external surfaces shall likewise be shown by a solid line;
 - (bb) the greatest extent to which the external surfaces, excluding roof overhangs, unless any such overhang encroaches over the cadastral boundary, protrude beyond the external surfaces of the building at ground level shown by distinctive broken lines, together with the horizontal distance between each rectilinear cadastral boundary and the nearest protrusion to such boundary: Provided that if a basement area determined by the internal surfaces of the walls projects beyond the external surface of the building at ground level, such projection shall likewise be shown separately by a distinctive broken line: Provided further that a brief description shall be given of all parts of the

building indicated by a distinctive broken line;

[Subpara. (ii) substituted by GN R60 of 15 January 1993.]

- (iii) any encroachment on the land to which the scheme relates;
- (iv) any servitude burdening the land reflected on the relevant approved diagram or general plan;
- (v) a sign indicating the true north direction;
- (vi) an exclusive use area as referred to in subregulation (1)(m) which shall be delineated by means of distinctive broken lines and shall express the area to the nearest square metre: Provided that if details cannot clearly be shown on the sheet such details may be shown in an inset or on an additional sheet as contemplated in paragraph (f).

[Subpara. (vi) amended by GN 830 of 25 August 2000.]

- (c) A sheet or sheets on which the diagrammatic floor plan in respect of each storey in the building or buildings referred to in section 5(3)(c) and (d) of the Act are shown and which shall contain, in addition to the particulars mentioned in subregulation (1)(n), the following:

- (i) the boundaries of the sections shown in a solid line;
- (ii) the common property areas by means of distinctive broken lines;
- (iii) an indication of the position of the diagrammatic cross-sections when required in terms of subregulation (3);

[Subpara. (iii) substituted by GN R60 of 15 January 1993.]

- (iv) the number of each section or part of such section;

- (v)

[Subpara. (v) deleted by GN R2345 of 5 October 1990.]

- (vi) a sign indicating the true north direction;

- (vii) such other information as may be necessary to define each section;

- (viii) an exclusive use area as referred to in subregulation (1)(m), which shall be delineated by means of distinctive broken lines and shall express the area to the nearest square metre: Provided that if details cannot clearly be shown on the sheet, such details may be shown in an inset or on an additional sheet as contemplated in paragraph (f);

- (d)

[Para. (d) deleted by GN R60 of 15 January 1993.]

- (e) a sheet or sheets containing in numerical sequence-

- (i) the floor areas of the sections as referred to in section 5(3)(e) of the Act; and

- (ii) the participation quotas in respect of the sections in the Annexure as referred to in section 5(3)(g) of the Act: Provided that the participation quotas of the separate sections shall be made up in such a way that the total participation quota is equal to 100,0000;

[Para. (e) substituted by GN R2345 of 5 October 1990.]

- (f) a sheet or sheets containing the insets referred to in paragraphs (b)(vi) and (c)(viii).

[Subregulation (2) amended by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R60 of 15 January 1993.]

(3) A draft sectional plan shall, when uncertainty or ambiguity about the boundaries of a section, as defined in the Act, may exist, contain an additional sheet or sheets that contain diagrammatic cross-sections of the building or buildings of every floor in the building or buildings, detailed sufficiently to indicate the boundaries of every section, and that contain, in addition to the particulars mentioned in subregulation (1)(n), the following:

- (a) The number of the building and the name or number of every floor;

- (b) such other information as may be necessary to define every section.

[Subregulation (3) added by GN R60 of 15 January 1993.]

³ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

6 Submission of Draft Sectional Plan to Surveyor-General

The submission of a draft sectional plan to the Surveyor-General in terms of section 7 of the Act for approval, must be accompanied by-

- (a) a certificate from the land surveyor concerned that the scheme is not in conflict with any building line restriction appearing in the relevant title deed;

- (b) an affidavit issued by an architect or a land surveyor stating that the boundaries of the sections and common property are physically defined as contemplated in section 5(4) and (5) of the Act;

[Para. (b) substituted by GN R820 ⁴ of 28 September 2011 (wef one month from date of publication).]

- (c) the field book or field plan which must contain the original record of all measurements made in the field, the name of the person who made the measurements and the date on which the measurements were taken;

- (d) a list of co-ordinates of at least two corners or identified permanent features of each building: Provided that the distances between such corners or features shall be adequate to provide an accurate determination of the position of each building: Provided further that the co-ordinates may be listed on the copy of the plan mentioned in subregulation (e);

- (e) a plan on which the corners or identified permanent features are indicated and described;

- (f) the median dimension plan which must indicate the boundaries and the final dimensions of each section as derived from the field measurements and the consistency adjustments;

- (g)

[Para. (g) added by GN R427 of 12 May 2017 (wef one month from date of publication) and deleted by GN R774 of 27 July 2018 (wef one month from date of publication).]

[Regulation 6 amended by GN R2345 of 5 October 1990 and by GN R1422 of 31 October 1997 and substituted by GN 830 of 25 August 2000.]

⁴ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

7 Field Measurements

(1) Measurements by a land surveyor or architect for the preparation of a draft sectional plan shall be made in the field to two decimal places of a metre and recorded, at the time of the measurement in the field, in the field book or on the field plan.

(2) Sufficient measurements shall be made to enable all median dimensions to be calculated and checked, so as to be consistent with the dimensions of the building as a whole, and the sections and other details on the draft sectional plan to be correctly depicted.

(3) The provisions of the Land Survey Act, 1997 ([Act 8 of 1997](#)), and the regulations made thereunder, shall apply to the manner in which and the accuracy to which the survey of buildings and exclusive use areas of which the boundaries are not represented by physical features of permanent nature, shall be performed and to the manner and the form in which the records of such surveys shall be prepared and lodged with the Surveyor-General.

[Subregulation (3) substituted by GN R2345 of 5 October 1990 and amended by GN 830 of 25 August 2000.]

8 Accuracy and Correctness of a Draft Sectional Plan or Sectional Plan

[Heading substituted by GN R60 of 15 January 1993.]

(1) The Surveyor-General may at any time check in the field the accuracy or correctness of a draft sectional plan, sectional plan or any measurement recorded by a land surveyor or architect.

[Subregulation (1) substituted by GN R60 of 15 January 1993.]

(2) If the Surveyor-General finds a draft sectional plan, sectional plan, or measurement to be incorrect, he may take such action as he may deem fit in terms of the Act.

[Subregulation (2) substituted by GN R60 of 15 January 1993.]

9

[[Regulation 9](#) repealed by GN R1422 of 31 October 1997.]

10 Application for Opening of Sectional Title Register

(1) An application for the opening of a sectional title register in terms of section 11(1) of the Act, shall be in the form of Form B in [Annexure 1](#).

(2) The application referred to in subregulation (1) shall be accompanied by-

- (a) the title deed to any registered real right, if the land is subject to such a right, excluding rights to minerals, which title deed shall be suitably endorsed to indicate that the land described therein is subject to a development scheme and is registered in the sectional title register: Provided that where a certificate has been submitted by a conveyancer to the effect that the title deed to such real right is not available, the registrar shall endorse the registry duplicate of such title deed, and, if the original title deed is at any time lodged with the registrar for any purpose, he shall make a similar endorsement thereon; and

(b)

[Para. (b) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and deleted by GN R60 of 15 January 1993.]

[Subreg. (2) substituted by GN R2345 of 5 October 1990.]

(3) The schedule contemplated in section 11(3)(b) of the Act shall, in addition to the particulars prescribed in the section, contain the following:

- (i) The name of the scheme.
(ii) The full name and address of the developer.
(iii) The number of the title deed of the land concerned.
(iv) In the event of land defined on an approved diagram, the number of the title deed with which the diagram is filed.

[Subreg. (3) added by GN R60 of 15 January 1993.]

(4) An application and consent for the substitution of the land under a mortgage bond in terms of section 11(3)(d) of the Act, shall be in the form of Form AL or Form AM in Annexure 1 where applicable.

[Subreg. (4) added by GN R820 ⁵ of 28 September 2011 (wef one month from date of publication).]

⁵ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

11 Certificates of Registered Sectional Title

(1) A certificate of registered sectional title referred to in section 11(3)(f) of the Act, shall be in the form of Form C in [Annexure 1](#), shall be signed and dated by the registrar and shall be sealed with his seal of office.

(2) to (4) inclusive

[Subregulations (2) to (4) inclusive deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(5) Certificates of registered sectional title shall be on paper of durable and good quality of the size known as A4 standard paper and shall be written, typed or printed in size not less than 2mm, with black ink of a good quality only.

(6) A certificate of registered sectional title which does not comply with the requirements of subregulation (5), shall be rejected by the registrar.

(7)(a) Subject to the provisions of paragraph (b) a certificate of registered sectional title shall be lodged in duplicate with the registrar.

(b) Where a procedure is followed in a deeds registry of reproducing deeds and documents and of keeping such reproduction instead of such deed or document, it shall, notwithstanding anything to the contrary in these Regulations, not be necessary to lodge a duplicate original of such deed or document for filing in the deeds registry, and upon registration such deed or document shall be deemed to be the copy filed in the deeds registry until such time as the reproduction of the deed or document is filed in lieu thereof: Provided that the provisions of this paragraph shall not be applied in a deeds registry until the Chief Registrar of Deeds has instructed the registrar of the office concerned in writing.

[Subregulation (7) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(8) The provisions of this regulation shall apply *mutatis mutandis* with reference to any certificate of registered sectional title or sectional title deed issued under any other provision of the Act.

12 Registration of Sectional Plans

(1) The distinctive number allotted to a sectional plan in terms of section 12(1)(a) of the Act, shall be a consecutive number, starting each year with the figure '1', and shall be followed by an oblique line and the year in which the sectional plan is registered.

(2)

[Subregulation (2) deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(3) A registrar may refuse to register a sectional plan should he be of the opinion that such plan is dilapidated.

13 Sectional Title Registers

(1) The sectional title register as contemplated in section 12(1)(b) of the Act, shall be opened by means of a sectional title file as set out in Forms D in [Annexure 1](#).

[Subregulation (1) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(2) The file number allotted to the sectional title file, shall be the same as the number allotted to the sectional plan.

[Subregulation (2) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(3)

[Subregulation (3) deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(4) In the sectional title file shall be filed-

(a) the documents referred to in section 11(3) of the Act, with the exception of the certificates of registered sectional title, the owner's copy of the title deed of the land, the bond, the title deed of any real right registered over the land and the certificates of real rights contemplated by sections 11(3)(fB) and 11(3)(fC);

[Para. (a) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R548 of 30 June 2015 (wef one month from date of publication).]

(b) the copy of any notice to the Surveyor-General and the local authority of the registration or cancellation of the registration of a sectional plan or of the reversion of land to the land register;

(c) correspondence relating to the scheme concerned as a whole;

[Para. (c) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(d)

[Para. (d) deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

[Subreg. (4) amended by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(4A) The documents, notices and correspondence referred to in subregulations (4)(a) and (c), as well as any certificates, plans, schedules and other documents relating to the scheme as a whole and which must be filed in a sectional title file, must be endorsed with a deeds registry date endorsement upon the lodgement thereof.

[Subreg. (4A) inserted by GN R291 of 16 April 2010, substituted by GN R548 of 30 June 2015 (wef one month from date of publication) and by GN R427 of 12 May 2017 (wef one month from date of publication).]

(5)

[Subreg. (5) deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(6) Where a procedure is followed in a deeds registry of reproducing documents and of keeping such reproduction instead of such document and of maintaining a register as referred to in section 12(1)(c), the sectional title file referred to in subregulation (4) may be substituted by such reproductions and register: Provided that the sectional title file shall be maintained for certain documents should the Chief Registrar of Deeds so determine.

[Subreg. (6) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

13A Replacement schedule for lost or destroyed schedule of servitudes and conditions referred to in section 11(3)(b)

(1) A registrar of deeds must, if a schedule referred to in section 11(3)(b) of the Act has been lost or destroyed, on written application by the body corporate or if a body corporate has not been established, on written application by the developer, accompanied by a replacement schedule, arrange for such replacement schedule to be filed in the relevant sectional title file.

(2) The registrar of deeds must, before filing of the replacement schedule in the relevant sectional title file, at the expense of his or her deeds registry, publish in the prescribed form in two consecutive ordinary issues of the *Gazette* and in two consecutive issues of a newspaper circulating in the area of jurisdiction of the deeds registry in which the scheme is registered, a notice of the intention for a replacement schedule to be filed in the relevant sectional title file.

(3) A draft of the replacement schedule accompanying the application, shall be open for inspection in the deeds registry free of charge by any interested person, for a period of six weeks after the date of the first publication of the notice in the *Gazette*, during which period any person interested may object to the filing of such replacement schedule in the relevant sectional title file.

(4) Any person who has lodged with the registrar an objection to the filing of the replacement schedule in the relevant sectional title file may, in default of any arrangement between him or her and the applicant, apply to the court within one month after the last day upon which an objection may be lodged, for an order prohibiting the registrar from filing the replacement schedule in the relevant sectional title file, and the court may make such order on the application as it may deem fit.

(5) A replacement schedule shall be as nearly as possible a reflection of the lost or destroyed schedule and shall take the place of the lost or destroyed schedule and shall embody or refer to every condition, servitude, lease or other encumbrance which according to the records of the registry was embodied or referred to in the lost or destroyed schedule or in any endorsement thereon.

(6) A replacement schedule must be endorsed with a deeds registry date endorsement upon the filing thereof in the relevant sectional title file.

(7) In the event of a schedule referred to in section 11(3)(b) of the Act, in lieu of which a copy has been issued under the provisions of this regulation, being subsequently found and produced to the registrar, he or she shall endorse thereon that it has become void.

[[Reg. 13A](#) inserted by GN R820 ⁶ of 28 September 2011 (wef one month from date of publication).]

⁶ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

14 Certificates of Real Rights

(1) The certificates of real right referred to in section 12(1)(e) of the Act, shall be in the form of Form F in [Annexure 1](#).

(2) The certificate of real right referred to in section 25(6) of the Act, shall be in the form of Form R in [Annexure 1](#), and shall be accompanied by the written consent of all the members of the body corporate and of the mortgagees of all units in the scheme, as contemplated in section 5(1)(b) of the Sectional Titles Schemes Management Act, 2011.

[Subreg. (2) substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]

(3) The certificate of real right referred to in section 12(1)(f) of the Act, shall be in the form of Form G in [Annexure 1](#).

15 Alteration, Amendment, Substitution or Cancellation of Registered Sectional Plan

(1)

[Subregulation (1) deleted by GN R1422 of 31 October 1997.]

(2) The provisions of [regulation 5](#) shall apply *mutatis mutandis* to a draft sectional plan which is to be substituted for a registered sectional plan.

(3) The registrar shall forward a copy of a sectional plan which is substituted for a registered sectional plan to the local authority concerned.

(4) The registrar must, on the lodgement of an application by the body corporate or developer, amend the relative sectional title deed as required by section 14(5) of the Act, and endorse thereon that the amendment has been effected in accordance with an alteration, amendment or substitution of the registered sectional plan.

[Subreg. (4) substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]

(5) Whenever the registration of a sectional plan is cancelled on the application of the developer in terms of section 14(6) of the Act, the registrar shall make the necessary endorsement on-

- (a) each of the relevant sectional title deeds;
- (b) the titles to any real rights, with the exclusion of mineral rights; and
- (c) on the schedule referred to in section 11(3)(b).

[Subregulation (5) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(6)(a) Whenever the registration of the sectional plan is cancelled, the registrar shall make the alterations, amendments, endorsements and entries in the relevant land register and records which are necessary to effect the reversion of the land to the land register.

(b) Any entry referred to in paragraph (a) shall contain a reference to the number of the relevant sectional plan.

(7) Whenever the registration of a sectional plan is cancelled, the registrar shall, if a certificate of registered title referred to in section 14(7) of the Act is not issued by him, revive the developer's title deed of the land referred to in section 11(3)(c) of the Act by making an appropriate endorsement on the title deed under his signature and date.

(8) The provisions of subregulations (5) to (7) shall apply with the necessary changes whenever the registration of a sectional plan is cancelled by an order of the Court in terms of section 14(8) of the Act.

[Subreg. (8) added by GN R820 ⁷ of 28 September 2011 (wef one month from date of publication).]

⁷ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

15A Amendment or withdrawal of unregistered sectional plan

(1) A sectional plan may be amended, prior to the registration thereof, only by the Surveyor-General who shall initial such amendment and notify the architect or land surveyor thereof in appropriate circumstances.

(2) A draft sectional plan may be amended and initialled only by the land surveyor or architect who prepared such a plan: Provided that the Surveyor-General may in special circumstances initial such amendments and notify the land surveyor or architect thereof in appropriate circumstances.

(3) A sectional plan may be withdrawn prior to the registration thereof by the Surveyor-General at the written request of the architect or land surveyor concerned or the owner of the land.

[[Reg. 15A](#) inserted by GN R774 of 27 July 2018 (wef one month from date of publication).]

16 Registration of Transfer of Ownership and Registration of Other Rights in Respect of Parts of Buildings

(1)(a) Simultaneously with the establishment of a body corporate, the registrar shall issue a certificate in the form of Form W in [Annexure 1](#): Provided that the registrar may, on application being made by a body corporate in respect of which such certificate has not been issued prior to 1 June 1981, issue such certificate, in the form of Form W, after the date of establishment of such body corporate.

(b)(i) A draft certificate in the form prescribed in paragraph (a) shall be prepared by a conveyancer and lodged in triplicate with the registrar.

(ii) The original certificate shall be delivered to the Chief Ombud, one copy filed in the sectional title file, and the remaining copy shall be delivered to the conveyancer.

(c) Once a certificate has been issued in terms of paragraph (a), no further such certificate shall be issued in respect of the building concerned, but if required the registrar may issue a certified copy of the deeds registry copy of the certificate or a certificate of replacement as contemplated in paragraph (d).

(d)(i) Where the Chief Ombud has notified the registrar in writing that the original certificate referred to in subregulation (1)(b)(ii) has been lost or destroyed, a certificate of replacement in the form of Form AO in [Annexure 1](#) shall be prepared by a conveyancer and lodged in triplicate with the registrar.

(ii) The original certificate of replacement shall replace the original certificate that has been lost or destroyed. The original certificate of replacement and the copies thereof must be endorsed with a deeds registry date endorsement. The original certificate of replacement and one of the copies thereof must be delivered to the conveyancer and the other copy must be filed in the sectional title file.

[Subreg. (1) amended by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R820 ⁸ of 28 September 2011 (wef one month from date of publication) and substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]

(2) The deed of transfer referred to in section 15B (1) of the Act, shall be in the form of Form H in [Annexure 1](#).

[Subreg. (2) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(3)

[Subreg. (3) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and deleted by GN R427 of 12 May 2017 (wef one month from date of publication).]

(4) An application referred to in section 15B (5) of the Act, shall be in the form of Form I in [Annexure 1](#).

[Subreg. (4) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(5) A certificate of registered sectional title referred to in section 15B(5) and (5A) of the Act, shall be in the form of Form J in [Annexure 1](#).

[Subreg. (5) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R820 ⁹ of 28 September 2011 (wef one month from date of publication).]

⁸ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

⁹ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

16A

(1) Every deed of transfer, certificate of title, certificate of registration or sectional mortgage bond shall be prepared by a conveyancer or other person empowered thereto by any act who shall make and sign a certificate in the upper right hand corner on the first page of the document concerned.

(2) A conveyancer or other person empowered thereto by any act, who prepares a deed of transfer, certificate or sectional mortgage bond referred to in subregulation (1), shall initial all alterations or interlineations in such deed of transfer, certificate or sectional mortgage bond and also every page thereof not requiring a signature and no such deed of transfer, certificate or sectional mortgage bond shall be accepted for execution or registration if it does not bear such certificate and is not so initialled: Provided that in the case of such deed of transfer, certificate or sectional mortgage bond where an alteration or interlineation is not so initialled, and in the opinion of the registrar, such initialling by the conveyancer who prepared such deed of transfer, certificate or sectional mortgage bond is not required, such alteration or interlineation may be initialled by the conveyancer executing such deed of transfer.

[[Regulation 16A](#) inserted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

16B

(1) Subject to the provisions of subregulation[s] (3) and (4) a power of attorney, application or consent required for the performance of an act of registration in a deeds registry, and tendered for registration or filing of record in a deeds registry, shall be prepared by a practising attorney, not necessarily practising in the province in which such deeds registry is situate, notary[,] conveyancer or other person empowered thereto by any act, who shall make and sign a certificate in the undermentioned form in the upper right hand corner on the first page of the document concerned:

Prepared by me

.....
ATTORNEY/NOTARY/CONVEYANCER/AUTHORISATION OF OTHER PERSON

(Use whichever is applicable)

.....
(State full name and surname in block letters)

[Subreg. (1) substituted by GN R196 of 14 March 2013 (wef 14 April 2013).]

(2) Subject to the provisions of subregulation (3), any alteration or interlineation in a document referred to subregulation (1) shall be initialled by the person who prepared such document.

(3) A registrar may waive compliance with the provisions or subregulations (1) and (2) in respect of a power of attorney, application or consent executed outside the Republic or in respect of a power of attorney, application or consent not provided for by the Act or the Regulations.

(4) The provisions or subregulation (1) shall not prevent an attorney, notary or conveyancer in the employ of the State from preparing in the course of his employment, any document mentioned in such subregulation.

(5) When a certificate referred to in subregulation (1) is signed by an attorney or notary, the fact that the signatory is a practising attorney or notary shall be confirmed by a practising conveyancer, who shall countersign the certificate by making and signing the following certificate thereon:

Countersigned by me

.....
CONVEYANCER

.....
(State full name and surname in block letters)

[Subreg. (5) substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]
[[Regulation 16B](#) inserted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

16C

The person who signs a preparation certificate contemplated in regulations 16A(1) or 16B(1) accepts responsibility for the correctness of the undermentioned facts stated in the deeds or documents concerned or which are relevant in connection with the registration or filing thereof, namely-

- (a) that all copies of the deeds or documents intended for execution or registration are identical at the date of lodgement;
- (b) that, in the case of a deed of transfer, certificate of title or certificate of registration, all the applicable conditions of title have been correctly brought forward in that deed of transfer, certificate of title or certificate of registration;
- (c) that, in the case of a document referred to in regulation 16B(1) signed by a person in his or her capacity as executor, trustee, tutor, curator, liquidator, judicial manager or a person in a representative capacity, from perusal of documents evidencing such appointment exhibited to him or her, such person has in fact been appointed in that capacity and acts in accordance with the powers granted to him or her and that any security required has been furnished to the Master of the High Court;
- (d) that, to the best of his or her knowledge and belief and after due enquiry, including but not limited to the examination of supporting documents, has been made-
 - (i) the names, identity number or date of birth and marital status of any natural person being a party to a deed or document, are correctly disclosed in such deed or document and in the case of any other person, its name and registered number, if any, are correctly disclosed in that deed or document;
 - (ii) in the case of a document referred to in regulation 16B(1)-
 - (aa) that the necessary authority has been obtained for the signing of such document in a representative capacity on behalf of a natural person, company, close corporation, church, association, society, trust, other body of persons or an institution, whether created by statute or otherwise;
- (e) that, in the case where a person signs the preparation certificate on a deed of transfer, certificate of title, certificate of registration, other deed conveying ownership in land or a sectional mortgage bond, he or she accepts responsibility that the particulars in the deed mentioned in paragraph (d)(i), have been brought forward correctly from the special power of attorney or application relating thereto.

[[Regulation 16C](#) inserted by GN R2653 of 8 November 1991 (wef 1 January 1992) (as corrected by GN R2868 of 6 December 1991), amended by GN R1422 of 31 October 1997 and substituted by GN R1264 of 28 November 2008.]

17 Alienation and letting of common property

[Heading substituted by GN R438 of 13 May 2005.]

(1)

[Subregulation (1) deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(2) Simultaneously with the registration of a transfer referred to in section 17(3)(a) or 19(3) of the Act, the registrar shall make an endorsement under his signature on the schedule of conditions referred to in section 11(3)(b) of the Act.

[Subregulation (2) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(3) Any sectional title deed registered pursuant to [section 17\(3\)](#) or 19(3) of the Act shall simultaneously be re-registered as a deed of transfer under the Deeds Registries Act, 1937 ([Act 47 of 1937](#)).

[Subregulation (3) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(4) The registrar shall register a cession of a servitude or other real right in terms of section 19 of the Act by virtue of a deed of cession in the form of Form M in [Annexure 1](#).

18 Draft Sectional Plan of Subdivision

(1)

[Subregulation (1) deleted by GN R1422 of 31 October 1997.]

(2) The provisions of [regulation 5](#) shall apply *mutatis mutandis* to a draft sectional plan of consolidation.

[Subregulation (2) substituted by GN R1422 of 31 October 1997.]

[[Regulation 18](#) amended by GN R1422 of 31 October 1997.]

19 Registration of Subdivision of a Section

(1) (a) Application for registration of a sectional plan of subdivision shall be in the form of Form O in [Annexure 1](#).

(b) When registering such a sectional plan under section 22(3) of the Act, the registrar shall allot a distinctive number thereto.

[Subregulation (1) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(2) The certificate of registered sectional title referred to in section 22(5) of the Act, shall be in the form of Form P in [Annexure 1](#).

(3) Whenever the registrar has issued a sectional title deed under section 22(5) of the Act in lieu of the sectional title deed referred to in section 22(2)(b) of the Act, he shall cancel the last-mentioned sectional title deed.

(4) The registrar shall furnish the local authority concerned with a copy of the registered sectional plan of subdivision.

20 Draft Sectional Plan of Consolidation

(1)

[Subregulation (1) deleted by GN R1422 of 31 October 1997.]

(2) The provisions of [regulation 5](#) shall apply *mutatis mutandis* to a draft sectional plan of consolidation.

[Subregulation (2) substituted by GN R1422 of 31 October 1997.]

[[Regulation 20](#) amended by GN R1422 of 31 October 1997.]

21 Registration of Consolidation of Sections

(1)(a) Application for registration of a sectional plan of consolidation shall be in the form of Form O in [Annexure 1](#).

(b) When registering such a sectional plan under section 23(3) of the Act, the registrar shall allot a distinctive number thereto.

[Subregulation (1) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(2) The certificate of registered sectional title referred to in section 23(5) of the Act, shall be in the form of Form Q in [Annexure 1](#).

(3) Whenever the registrar has issued a sectional title deed under section 23(5) of the Act in lieu of the sectional title deeds referred to in section 23(2)(b) of the Act, he shall cancel the last-mentioned sectional title deeds.

(4) The registrar shall furnish the local authority concerned with a copy of the registered sectional plan of consolidation.

22 Draft Sectional Plan for Extension of a Section

(1)

[Subregulation (1) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and deleted by GN R1422 of 31 October 1997.]

(2) The provisions of [regulation 5](#) shall apply *mutatis mutandis* to a draft sectional plan of extension of a section.

[Subregulation (2) substituted by GN R1422 of 31 October 1997.]

[[Regulation 22](#) amended by GN R1422 of 31 October 1997.]

23 Registration of Extensions of Sections

(1)(a) Application for registration of a sectional plan of extension of a section shall be in the form of Form O in [Annexure 1](#).

(b) When registering such a sectional plan under section 24(7) of the Act the registrar shall allot a distinctive number thereto.

[Subregulation (1) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(2) The registrar shall furnish the local authority concerned with a copy of the registered sectional plan of extension.

24 Draft Sectional Plan for Extension of a Scheme

(1)

[Subregulation (1) deleted by GN R1422 of 31 October 1997.]

(2) The provisions of [regulation 5](#) shall apply *mutatis mutandis* to a draft sectional plan of extension of a scheme.

[Subregulation (2) substituted by GN R1422 of 31 October 1997.]

[[Regulation 24](#) amended by GN R1422 of 31 October 1997.]

25 Registration of Extension of a Scheme

(1)(a) The application for registration of a sectional plan of extension of a scheme shall be in the form of Form O in [Annexure 1](#).

(b) When registering such a sectional plan under section 25(11) of the Act, the registrar shall allot a distinctive number thereto.

[Subregulation (1) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(2) The certificate of registered sectional title referred to in section 25(10)(d) of the Act, shall be in the form of Form C in [Annexure 1](#).

(2A) The certificate of real right referred to in section 25(10)(d) of the Act, shall be in the form of Form G in [Annexure 1](#).

[Subreg. (2A) inserted by GN R820 ¹⁰ of 28 September 2011 (wef one month from date of publication).]

(3) The registrar shall furnish the local authority concerned with a copy of the registered sectional plan of extension.

¹⁰ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

25A Replacement of documentation referred to in section 25(2)

(1) A registrar of deeds must, if any of the documentation referred to in section 25(2)(a), (b), (c), (d) or (g) of the Act have been lost or destroyed, on written application by the body corporate or if a body corporate has not been established, on written application by the developer, accompanied by replacement documentation, arrange for such replacement documentation to be filed in the relevant sectional title file.

(2) The registrar of deeds must, before filing of the replacement documentation in the relevant sectional title file, at the expense of his or her deeds registry, publish in the prescribed form a notice in two consecutive ordinary issues of the *Gazette* and in two consecutive issues of a newspaper circulating in the area of jurisdiction of the deeds registry in which the scheme is registered, of the intention for replacement documentation to be filed in the relevant sectional title file.

(3) A draft of the replacement documentation accompanying the application, shall be open for inspection in the deeds

registry free of charge by any interested person, for a period of six weeks after the date of the first publication of the notice in the *Gazette*, during which period any person interested may object to the filing of replacement documentation in the relevant sectional title file.

(4) Any person who has lodged with the registrar an objection to the filing of the replacement documentation in the relevant sectional title file may, in default of any arrangement between him and the applicant, apply to the court within one month after the last day upon which an objection may be lodged, for an order prohibiting the registrar from filing the replacement documentation in the relevant sectional title file, and the court may make such order on the application as it may deem fit.

(5) The replacement documentation shall be as nearly as possible a reflection of the lost or destroyed documentation and shall take the place of the lost or destroyed documentation.

(6) The replacement documentation must be endorsed with a deeds registry date endorsement upon the filing thereof in the relevant sectional title file.

(7) In the event of any of the documentation referred to in section 25(2)(a), (b), (c), (d) or (g) of the Act, in lieu of which a copy has been issued under the provisions of this regulation, being subsequently found and produced to the registrar, he or she shall endorse thereon that it has become void.

[Reg. 25A inserted by GN R820 ¹¹ of 28 September 2011 (wef one month from date of publication).]

¹¹ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

26 Draft Sectional Plan for Extension of the Common Property

(1)

[Subregulation (1) substituted by GN R1422 of 31 October 1997.]

(2) The provisions of [regulation 5](#) shall apply *mutatis mutandis* to a draft sectional plan of extension of the common property.

[Subregulation (2) substituted by GN R1422 of 31 October 1997.]

[[Regulation 26](#) amended by GN R1422 of 31 October 1997.]

27 Registration of Plan of Extension of the Common Property

(1)(a) An application for registration of a section plan of extension of the common property shall be in the form of Form O in [Annexure 1](#).

(b) When registering a sectional plan under section 26(5) of the Act, the registrar shall allot a distinctive number thereto.

[Subregulation (1) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

(2) The registrar shall furnish the local authority concerned with a copy of the registered sectional plan of extension.

(3) The application contemplated in subregulation (1)(a) must be accompanied by a substituted schedule as contemplated in section 11(3)(b) of the Act, where the land to be incorporated into the communal scheme concerned is subject to conditions which are different from the conditions registered at the opening of the sectional title register.

[Subreg. (3) added by GN R438 of 13 May 2005 and substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]

(4)(a) The substituted schedule referred to in subregulation (3) must contain all the conditions and endorsements appearing in the section 11(3)(b) schedule already filed in the sectional title register (existing schedule), as well as the conditions and endorsements appearing in the title deed of the land that is to be incorporated into the communal scheme.

(b) The existing and substituted schedules must both be kept in the sectional title register and the existing schedule must be endorsed to the effect that it has been replaced by the substituted schedule.

[Subreg. (4) added by GN R196 of 14 March 2013 (wef one month from date of publication).]

28 Exclusive Use Areas

(1) The exclusive use areas referred to in section 5(3)(f) of the Act shall, where there is more than one **area**, be numbered and described in separate paragraphs in the certificate of real rights of exclusive use areas issued under any provision of the Act.

[Subreg. (1) substituted by GN R820 ¹² of 28 September 2011 (wef one month from date of publication) and by GN R548 of 30 June 2015 (wef one month from date of publication).]

(2) Simultaneously with the transfer of a right to an exclusive use area referred to in sections 25(1), 27(3) and 60(3) of the Act, the Registrar shall make an endorsement under his or her signature:

(a) the certificate of real right issued in terms of section 25(2)(f), if such transfer is as a result of a reservation to extend a scheme in terms of section 25(1) of the Act; or

(b) the schedule of conditions referred to in section 11(3)(b), if such transfer is effected in terms of section 27(3) of the Act; or

(c) annexure A if the exclusive use area has been granted under the Sectional Titles Act, 1971,

and the Registrar shall notify the Surveyor-General in respect of the endorsing of the said schedule of conditions, or annexure A, as the case may be.

[Subreg. (2) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992), by GN R820 ¹³ of 28 September 2011 (wef one month from date of publication), by GN R196 of 14 March 2013 (wef one month from date of publication) and by GN R548 of 30 June 2015 (wef one month from date of publication).]

(3) The provisions of subregulation (1) shall apply *mutatis mutandis* to a transfer, cancellation or mortgage of any exclusive use area.

(4)(a) Whenever any real right to an exclusive use area vests in the body corporate as contemplated in section 27(1)(c) or section 27(4)(b) of the Act, the registrar shall upon lodgement of an application by the body corporate, nearly as practicable in the form AG in Annexure 1, issue a certificate of real right in favour of the body corporate in the form AH of Annexure 1.

(b) If the real right to such exclusive use area is hypothecated, the registrar shall endorse the fact of the issuing of such certificate on the registry duplicate of the bond and, if the original bond is at any time lodged with the registrar's office for any purpose except cancellation, the registrar shall make a similar endorsement thereon: Provided that the issuing of such certificate shall not prejudice any claim to compensation which any person may have as a result of the vesting of such right.

(c) The body corporate shall produce the title deed of the real right to such exclusive use area to the registrar, together with the certificate of real right, and the registrar shall thereupon endorse the fact of the issuing of such certificate on such title deed.

(d) If the body corporate does not produce the title deed of the real right to such exclusive use area, it must submit to the registrar an affidavit stating the reasons why it has been unable to produce the title deed and the registrar shall if he or she is satisfied with the reasons, endorse the fact of the issuing of the certificate on the registry duplicate of such title deed, and if the original title deed is at any time lodged with his or her office for any purpose, the registrar shall make a similar endorsement thereon.

(e) The registrar shall not issue the said certificate unless a certificate has been furnished by the body corporate to the effect that the provisions of section 27 of the Act in connection with the vesting of such right have been complied with.

[Subregulation (4) added by GN R438 of 13 May 2005.]

(5)(a) A separate title deed as contemplated in section 27(7) of the Act may be obtained by the registered holder from the registrar upon written application accompanied by the title deed of the right to the exclusive use area concerned and such title deed must be issued, nearly as practicable, in the form A1 in Annexure 1.

(b) If the right to the exclusive use area concerned is subject to a registered mortgage bond, that bond shall be produced to the registrar by the holder thereof, upon the request by and at the expense of the applicant.

(c) Before issuing such title deed the registrar shall cause to be made upon the title deed to the exclusive use area concerned and upon the mortgage bond an endorsement to the effect that a separate title deed as contemplated in section 27(7) of the Act, has been substituted for the one title deed in respect of the right to the exclusive use area concerned and the registrar shall further make the necessary entries in the registers of the issue of the separate title deed and shall, if the right to the exclusive use area is mortgaged, endorse that fact upon the title deed so issued.

(d) Any separate title deed, when issued, shall in respect of the right to the exclusive use area described therein, take the place of the title deed or deeds by which such right was previously held and the issue of such title deed shall not in any manner affect any right or obligation in connection with such right to the exclusive use area concerned.

[Subregulation (5) added by GN R438 of 13 May 2005.]

[12](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

[13](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

29

A registrar shall not issue a certificate of real right contemplated in section 25(6A) or section 27(1A) of the Act, unless a conveyancer certifies-

(a) that no unit in the scheme has been sold, donated or exchanged; or

(b) if an [sic] unit was so alienated, the developer had disclosed in writing to the acquirer thereof that application is to be made for the issuing of a certificate of real right in terms of section 25(6A) or section 27(1A) of the Act.

[[Regulation 29](#) deleted by GN R2653 of 8 November 1991 (wef 1 January 1992), inserted by GN R1422 of 31 October 1997 and substituted by GN 830 of 25 August 2000.]

30

[[Reg. 30](#) amended by GN R60 of 15 January 1993, by GN R1264 of 28 November 2008 and by GN R820 [14](#) of 28 September 2011 (wef one month from date of publication) and repealed by GN R427 of 12 May 2017 (wef one month from date of publication).]

[14](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

31 Destruction of or Damage to Building and Transfer of Interest

(1) Whenever a building or buildings are damaged or deemed to be destroyed as contemplated in section 17 of the Sectional Titles Schemes Management Act, 2011, and a scheme has been authorised as provided for in section 17(3)(a) of the said Act, the body corporate shall notify the registrar. The notification referred to in section 17(9) of the Sectional Titles Schemes Management Act, 2011, shall be in the form of Form X of [Annexure 1](#).

[Subreg. (1) substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]

(2) The notification to the registrar pursuant to subregulation (1) shall be accompanied by-

(a) a sectional plan which shall exclude reference to any section or part of a section which has been destroyed; and

(b) the affected title of the owner of the unit or holder of any real rights together with the consent of the holder of any mortgage bond or holder of any real rights for disposal thereof.

[Subreg. (2) substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]

(3) The registrar shall give effect to the requirements as contemplated by section 17(3)(a)(ii) of the Sectional Titles Schemes Management Act, 2011, by making an appropriate endorsement on the relevant deeds.

[Subreg. (3) substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]

(4) The registrar shall advise the Surveyor-General and the local authority of any registration pursuant to section 17 of the Sectional Titles Schemes Management Act, 2011, which advice shall be accompanied by a copy of the sectional plan referred to in subregulation (2), in the case of the local authority, and by the original, in the case of the Surveyor-General.

[Subreg. (4) substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]

(5) On receipt of the notification pursuant to subregulation (4), the Surveyor-General shall make the required amendments and endorsements on the sectional plan and the deeds registry copy thereof.

[Subreg. (5) substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

32 Notification of Destruction of Building

The notification referred to in section 49(1) of the Act, shall be in the form of Form Y in [Annexure 1](#).

33

[[Regulation 33](#) repealed by GN R2345 of 5 October 1990.]

34 Sectional Mortgage Bonds

(1) A sectional mortgage bond hypothecating a unit held under a sectional title deed or an exclusive use area or the right to extend a scheme held under a certificate of real right, shall be substantially in the form of Form Z in [Annexure 1](#), and shall be prepared by a conveyancer and be signed by the mortgagor, or his or her duly authorised agent, in the presence of a conveyancer, and the said form shall be suitable [sic] adapted when hypothecating land held under a sectional title deed or a registered notarial lease or sublease or other registered real right.

(2) A collateral sectional mortgage bond must be substantially in the form of Form AJ in [Annexure 1](#).

(3) A surety bond must be substantially in the form of Form AK in [Annexure 1](#).

[[Reg. 34](#) substituted by GN R820¹⁵ of 28 September 2011 (wef one month from date of publication).]

¹⁵ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

35 Fees of Office

(1) The fees of office to be charged in respect of any act, matter, or thing required, or permitted, to be done in or in relation to a deeds registry shall be those as specified in the schedule of fees of office, published in terms of regulation 84 of the Regulations in terms of the Deeds Registries Act, 1937 ([Act 47 of 1937](#)), (Government Notice R474 of 29 March 1963).

[Regulation 35(1) substituted by GN R1659 of 30 September 1994.]

(2) The fees of office to be charged in respect of any act, matter or thing required or permitted to be done in or in relation to an office of the Surveyor-General, shall be those fees as is determined in accordance with [section 9](#) of the Land Survey Act, 1997 ([Act 8 of 1997](#)).

[Subregulation (2) substituted by GN R1422 of 31 October 1997.]

(3) The fees of office referred to in subregulations (1) and (2) shall be paid in cash, by postal order, cheque or in such other manner determined by the Chief Registrar of Deeds or Chief Surveyor-General.

[Subregulation (3) substituted by GN R1422 of 31 October 1997.]

36

[[Regulation 36](#) repealed by GN R1659 of 30 September 1994.]

37

[[Regulation 37](#) repealed by GN R1659 of 30 September 1994.]

38 Endorsement or Entries on Registered Deeds or other Documents or in Registers

Endorsements or entries required by these Regulations to be made on registered deeds or other documents or in registers may be made thereon or therein by means of rubber stamp or handwriting or typewriting, and shall be signed and dated by the registrar who shall below his signature state the office held by him, and who shall initial any alteration or interlineation to an endorsement or entry.

39

[[Reg. 39](#) repealed by GN R427 of 12 May 2017 (wef one month from date of publication).]

40 Conveyancers' Files

(1) Every conveyancer shall keep in his or her file the respective documents set out in [Annexure 6](#) to these Regulations in respect of the following transactions:

- (a) Transfers of ownership in terms of section 15B (1)(a) of the Act;
- (b) transfers of ownership in terms of sections 17(3), 19(3) and 34(4) of the Act; and
- (c) sectional mortgage bonds referred to in section 15B (1)(c) of the Act in respect of which he or she has signed the bond as preparer.

(2) The conveyancer who has prepared the documents contemplated in subregulation (1), shall retain his or her file, with such documents as is prescribed relating to the transaction in question, for a period of at least six years after the date of registration of such document.

(3) Every conveyancer shall take such reasonable precautions for the safe custody of his or her file as may be necessary.

[[Regulation 40](#) amended by GN R2653 of 8 November 1991 (wef 1 January 1992) and substituted by GN R1422 of 31 October 1997.]

41

[[Regulation 41](#) repealed by GN R1422 of 31 October 1997.]

42 Certified Copies

A certified copy of an approved sectional plan shall only be issued by a Surveyor-General and shall not be issued prior to the registration thereof, unless the written consent of the architect and the land surveyor concerned, or any person legally entitled to act on his behalf, is produced to the Surveyor-General: Provided that such consent shall not be required if the

Surveyor-General has been supplied with evidence that such architect or land surveyor has unreasonably withheld his consent or has failed to respond in a reasonable time to a notice requesting authorization for the issue of a certified copy.

43 Examination in Connection with the Preparation of Draft Sectional Plans

(1) The syllabus for the examination that has to be set for a land surveyor or architect, who has been required by the Chief Surveyor-General to sit for an examination in connection with the preparation of a draft sectional plan in terms of section 5(2) of the Act, shall consist of-

- (a) comprehensive knowledge of all matters covered by the Act and the Regulations;
- (b) knowledge of all matters relating to the registration or cancellation of real rights in land in respect of grants, transfers, leases, subdivisions, consolidations, servitudes, bonds, mineral and surface rights, national building regulations as made under the National Building Regulations and Building Standards Act, 1977 ([Act 103 of 1977](#)), town planning schemes and the provisions of the Sectional Titles Schemes Management Act, 2011; and [Para. (b) corrected by GN R991 of 27 May 1988 and substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]
- (c) comprehensive knowledge of all matters relating to the duties, responsibilities and professional conduct of land surveyors and architects as covered by their respective professional Acts.
[Subregulation (1) amended by GN R1422 of 31 October 1997.]

(2) There is hereby established a committee to be known as the Sectional Titles Examination Committee which shall consist of the following members appointed by the Director-General, namely:

- (a) the Chief Surveyor-General who shall be Chairman of the Committee;
[Para. (a) amended by GN R1422 of 31 October 1997.]
- (b) one person nominated by the South African Geomatics Council; and
[Para. (b) substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]
- (c) one person nominated by the South African Council for Architects.

(3) All the meetings of the Sectional Titles Examination Committee shall be held at such time and place as the Chairman of the Committee may determine.

(4) Two members of the Sectional Titles Examination Committee shall form a quorum for any meeting thereof.

(5) The Sectional Titles Examination Committee may determine the procedure at its meetings.

(6) A resolution of the Sectional Titles Examination Committee contained in writing and signed by at least two of the members of the committee shall be valid although no meeting was held to pass the resolution.

(7) The functions of the Sectional Titles Examination Committee in respect of the examinations shall be to-

- (a) appoint an examiner and a moderator;
- (b) make arrangements with the South African Geomatics Council and the South African Council for Architects regarding date, time, place, fees and other matters incidental to conducting such examination; and
[Para. (b) substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]
- (c) determine pass mark and duration of paper.

(8) The examiner and the moderator appointed in terms of subregulation (7)(a) shall make the examination results available to the Chief Surveyor-General Director, and the names of the land surveyors and architects who were successful in the examination shall be placed on a register, to be maintained by the Chief Surveyor-General, comprising the names of those persons entitled to undertake sectional title work: Provided that in the event of the examiner and the moderator disagreeing with regard to the examination questions or the marking of the papers, the final decision will rest with the Chief Surveyor-General.

[Subregulation (8) amended by GN R1422 of 31 October 1997.]

44

[[Regulation 44](#) added by GN 1357 of 19 November 1999 and deleted by GN R1264 of 28 November 2008.]

**ANNEXURE 1
FORMS
Form A**

.....

[Form A deleted by GN R1422 of 31 October 1997.]

**Form B
Application under section 11(1) of the Sectional Titles Act, 1986**

[Form B substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R1422 of 31 October 1997 and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me
 CONVEYANCER
 (State surname and initials in block letters)

I, the undersigned, (name of developer), hereby apply to the Registrar of Deeds for-

1* the opening of a sectional title register in terms of the provisions of section 12(1)(b) of the Sectional Titles Act, 1986, and the registration of the attached sectional plan in terms of the provisions of section 12(1)(a) of the aforesaid Act, in respect of the scheme known as SG No..... and held under Title Deed No T...../19.....;

2* the issue of certificates of registered sectional title in terms of the provisions of section 12(1)(d) of the aforesaid Act in respect of the sections shown on the said sectional plan;

3* the issue of a certificate of real right in terms of the provisions of section 12(1)(e) of the aforesaid Act in respect of any proviso in terms of section 25(1);

4* the issue of a certificate of real right in terms of the provisions of section 12(1)(e) of the aforesaid Act in respect of any reservation in terms of section 25(6A);

5* the issue of a certificate of real right in terms of the provisions of section 12(1)(f) of the aforesaid Act in respect of a right of exclusive use referred to in section 27(1);

6* the issue of a certificate of real right in terms of the provisions of section 12(1)(f) of the aforesaid Act in respect of a right of exclusive use referred to in section 27(1A).

* Delete whichever is not applicable.

Signed aton.....

 <i>Signature of Developer</i>

Form C
Certificate of registered sectional title issued under *section 12(1)(d)/25(11)(c) of the Sectional Titles Act, 1986

[Form C substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R548 of 30 June 2015 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me
 CONVEYANCER
 (State full name and surname in block letters)
[Certificate substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]	
I, Registrar of Deeds at hereby certify that is the registered owner of a unit consisting of:	
<p>(a) Section No as shown and more fully described on Sectional Plan No SS in the scheme known as in respect of the land and building or buildings situated at †..... of which section the floor area, according to the said sectional plan is square metres in extent; and</p> <p>(b) an undivided share in the common property in the scheme apportioned to the said section in accordance with the participation quota as endorsed on the said sectional plan.</p>	
The unit is subject to or shall benefit by-	
<p>(i) the servitudes, other real rights and conditions, if any, as contained in the Schedule of conditions referred to in section 11(3)(b) and the servitudes referred to in section 28 of the Sectional Titles Act, 1986; and</p> <p>(ii) any alteration to the building or buildings or to a section or to the common property shown on the said sectional plan.</p>	
Signed at on	
(Seal of Office) <i>Registrar of Deeds</i>
* Omit whichever is inapplicable. † State name of town/city or suburb or township and local authority/description of the farm. [Footnote substituted by GN R548 of 30 June 2015 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]	

Form D
Sectional Title File

[Form D substituted by GN R2653 of 8 November 1991 (wef 1 January 1992), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

Sectional Title File No. SS/20..... Name of Scheme Place where building is situated (ie state name of town/city or suburb or township and local authority/description of the farm;
--

Form E

.....

[Form E deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

Form F

Certificate of real right under section 12(1)(e) of the Sectional Titles Act, 1986

[Form F substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R1422 of 31 October 1997, amended by GN R820¹⁶ of 28 September 2011 (wef one month from date of publication) and by GN R196 of 14 March 2013 (wef one month from date of publication), substituted by GN R548 of 30 June 2015 (wef one month from date of publication) and amended by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
<p>Whereas (hereinafter called the developer) has applied for the registration of a sectional plan in terms of section 11 (1) of the Sectional Titles Act, 1986; *AND WHEREAS the developer has reserved for *himself/herself the right to extend the scheme as contemplated in section 25(1) of the Act; *AND WHEREAS no reservation was made by the developer in terms of section 25(1) of the Act and the body corporate has not yet been established; NOW, therefore, in pursuance of the provisions of the said Act, I, the Registrar of Deeds at do hereby certify that the developer or *his/her successor in title is the registered holder of the right to erect and complete from time to time within a period of for *his/her personal account † on the specified portion of the common property as indicated on the plan referred to in section 25(2)(a) of the Act, filed in this office, and to-</p> <p style="padding-left: 40px;">*divide such building or buildings into a section or sections and common property, and to confer the right to exclusive use over a portion of such common property upon the owner or owners of one or more sections in the scheme known as in respect of the land and building or buildings situated at ‡ and shown on Sectional Plan No SS.;</p> <p style="padding-left: 40px;">*delineate exclusive use areas on or in specific parts of the land and buildings in terms of section 5(3)(f) and to confer the right of exclusive use over such areas upon the owner or owners of one or more sections in the scheme known as, in respect of the land and building or buildings situate at † and shown on Sectional Plan No SS</p>	
Signed at on (Seal of Office) <div style="text-align: right;">..... Registrar of Deeds</div>	
<p>* Delete whichever is not applicable. † State which rights, ie section 25(1)(a), (b) or (c) are reserved and where such rights are subdivided; state each right in a separate paragraph. ‡ State name of town/city or suburb or township and local authority/description of the farm.</p>	
<p>[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]</p>	

¹⁶ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

Form G

Certificate of real right: exclusive use areas

[In terms of sections 12(1)(f), 25 and 27 of the Sectional Titles Act, 1986]
 [Form G substituted by GN R1422 of 31 October 1997, by GN R438 of 13 May 2005 and by GN R1109 of 18 November 2005, amended by GN R196 of 14 March 2013 (wef one month from date of publication), substituted by GN R548 of 30 June 2015 (wef one month from date of publication) and amended by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
<p>*WHEREAS (hereinafter called the developer) has applied for the registration of a sectional plan in terms of section 11(1) of the Sectional Titles Act, 1986; *WHEREAS (hereinafter called the developer) has applied for the registration of a sectional plan of extension in terms of section 25 of the Sectional Titles Act, 1986; *WHEREAS the right to extend the scheme vests with the body corporate in terms of section 25(6) of the Sectional Titles Act, 1986; *AND WHEREAS the *developer/body corporate has in terms of section 5(3)(f) of the said Act delineated certain exclusive use areas on the draft sectional plan; *AND WHEREAS no reservation was made by the developer in terms of section 27(1)(a) of the said Act and the body corporate has not yet been established;</p> <p>NOW, therefore, I, the Registrar of Deeds at do hereby certify that the *developer/body corporate is the registered holder of the right to the following exclusive use areas, namely †....., forming part of the common property and delineated as such on Sectional Plan No SS in the scheme known as situated at ‡.....</p> <p>Signed at on</p> <p>(Seal of Office) </p> <p style="text-align: right;">Registrar of Deeds</p>	
<p>* Delete whichever is not applicable. † Disclose each type of exclusive use area separately. ‡ State name of town/city or suburb or township and local authority/description of the farm.</p>	
<p>[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]</p>	

**Form H
 Deed of transfer**

[Form H substituted by GN R2653 of 8 November 1991 (wef 1 January 1992), by GN R1422 of 31 October 1997, by GN R438 of 13 May 2005 and by GN R196 of 14 March 2013 (wef one month from date of publication) and amended by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
.....	

Be it hereby made known:
That appeared before me at, being duly authorised thereto by a power of attorney granted to him or her by dated the day of and signed at and the said appearer declared that-
(Here insert an appropriate recital of the nature and date of the transaction or the circumstances necessitating transfer as well as the compensation) and that he or she in his or her capacity as aforesaid, do, by these presents, cede and transfer, in full and free property, to and on behalf of

1* A unit consisting of-

(a) Section No as shown and more fully described on Sectional Plan No SS in the scheme known as in respect of the land and building or buildings situated at ‡..... of which section the floor area according to the said sectional plan is square metres in extent; and

(b) an undivided share in the common property in the scheme apportioned to the said section in accordance with the participation quota as endorsed on the said sectional plan.

Held by virtue of ||.....

2* Here insert the description of the land to be conveyed, the extent thereof, and comply with the provisions of the regulations promulgated under the Deeds Registries Act, 1937 ([Act 47 of 1937](#)), with reference to the extending clause and the conditions governing the unit.

3* All the rights, title and interest (here insert the share to be alienated if not the full interest) in the land and building or buildings in the scheme known as situated at ‡..... which interest consisting of †Section No in extent as shown and more fully described on Sectional Plan No SS in extent as shown and more fully described on Section Plan No SS and *undivided share/undivided shares in the common property apportioned in accordance with the participation quota as endorsed on the said sectional plan.

Held by virtue of ||.....

The said *unit/interest is subject to or shall benefit by-

§ (i) the servitudes, other real rights and conditions, if any, *as contained in the schedule of conditions referred to in section 11(3)(b) and the servitudes referred to in [section 28](#) of the Sectional Titles Act, 1986 ([Act 95 of 1986](#))/endorsed on the sectional plan and the servitudes referred to in section 19 of the Sectional Titles Act, 1971 (Act 66 of 1971); and

(ii) any alteration to the building or buildings or to a section or to the common property shown on the said sectional plan.

(iii) (Insert the special conditions endorsed against the title deed contained therein.)

Wherefore all the rights, title and interest which the transferor heretofore had to the unit aforesaid is renounced, and in consequence it is also acknowledged that the transferor is entirely dispossessed of, and disentitled to, the same, and that, by virtue of these presents the aforesaid transferee now is entitled thereto, the State however, reserving its rights.

Signed, executed and sealed at on

qq Signature of appearer

In my presence
Registrar of Deeds

* Omit whichever is not applicable.
† State name of town/city or suburb or township and local authority/description of the farm.
‡ State type of sectional title deed(s) and the number(s) thereof.
§ State each unit in separate paragraph.

[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

Form I
Application under section 15B(5) of the Sectional Titles Act, 1986

[Form I substituted by GN R2653 of 8 November 1991 (wef 1 January 1992), by GN R820¹⁷ of 28 September 2011 (wef one month from date of publication), by GN R196 of 14 March 2013 (wef one month from date of publication) and by GN R548 of 30 June 2015 (wef one month from date of publication).]

Prepared by me

.....

Attorney/Notary/Conveyancer
(Use whichever is applicable)

.....
(State full name and surname in block letters)

APPLICATION UNDER SECTION *15B(5)/27(7)(a) OF THE SECTIONAL TITLES ACT, 1986

I, *owner/joint owner of (furnish particulars of *unit/real right of extension/real right of exclusive use area) held by me, by virtue of **..... hereby apply for a-

*certificate of registered sectional title/certificate of right to an exclusive use area/certificate of right referred to in section 25(1) in respect of my (state extent of the share) share in the aforesaid *unit/right to an exclusive use area/right referred to in section 25(1);

*certificate of right to an exclusive use area for purposes of obtaining a separate title deed referred to in section 27(7)(a) in respect of (furnish particulars of right/s to exclusive use area/s).

.....
Applicant

.....
Date and place

*Omit whichever is not applicable.
**State type of sectional title deed and the number thereof.

[17](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

**Form J
Certificate of registered sectional title issued under section *15B(5)/15B(5A) of the Sectional Titles Act, 1986**

[Form J substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R820¹⁸ of 28 September 2011 (wef one month from date of publication), amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R548 of 30 June 2015 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
--	---

[Certificate substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]	
I, Registrar of Deeds at, hereby certify that is the registered owner of an undivided share in a unit consisting of-	
<p>(a) Section No. as shown and more fully described on Sectional Plan No. SS in the scheme known as in respect of the land and building or buildings situate at ** of which section the floor area, according to the said sectional plan, is square metres in extent; and</p> <p>(b) an undivided share in the common property in the scheme apportioned to the said section in accordance with the participation quota as endorsed on the said plan.</p>	
Held by virtue of †.....	
The unit is subject to or shall benefit by-	
<p>(i) the servitudes, other rights and conditions, if any, as contained in the schedule of conditions referred to in section 11(3)(b) and the servitudes referred to in section 28 of the Sectional Titles Act, 1986;</p> <p>(ii) any alteration to the building or buildings or to a section or to the common property shown on the said sectional plan; and</p> <p>(iii) the following special conditions endorsed against the title deed or contained therein (if any):</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Signed at on	
.....	
Registrar of Deeds	
Seal of Office	
* Omit whichever is not applicable.	
** State name of town/city or suburb or township and local authority/description of the farm.	
† State type of sectional title deed(s) and the number(s) thereof.	
[Footnote amended by GN R548 of 30 June 2015 (wef one month from date of publication) and substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]	

[18](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

Form K

.....

[Form K deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

Form L
Deed of transfer

[Form L substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me
 CONVEYANCER
 (State full name and surname in block letters)

[Under section 19(3) of the Sectional Titles Act, 1986]

Be it hereby made known:

WHEREAS the undermentioned land has been expropriated by
 (here state name of Transferee and quote authority) which land is at present registered under
 Sectional Title Deeds Nos in the Deeds Registry at

AND WHEREAS a certificate referred to in [section 31\(4\)\(a\)](#) of the Deeds Registries Act, 1937,
 has been furnished to me by the transferee to the effect that the provisions of any law in
 connection with the change of ownership in the land in consequence of expropriation, have been
 complied with.

NOW, therefore by virtue of the authority vested in me by section 19 of the Sectional Titles
 Act, 1986, I, the Registrar of Deeds at do hereby transfer in full and free property to
 and in favour of (here insert name of
 Transferee) (here insert the description of the property being
 transferred and refer to the diagram annexed or the diagram deed and conditions of title.)

NOW therefore the registered owners are entirely dispossessed of and disentitled to the said
 land and by virtue of this deed the said transferee (here insert
 name of Transferee) now is entitled thereto, the State however reserving its rights.

Signed at.....on.....

 <i>Registrar of Deeds</i>
Seal of Office	

Form M

Deed of cession of under section 19(3) of Sectional Titles Act, 1986 (here insert servitude or rights/s)

[Form M substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me
 CONVEYANCER
 (State full name and surname in block letters)

WHEREAS the undermentioned (state whether servitude or other right) has/have been expropriated by (quote authority) over/in and upon portion/the land, comprised in the common property in the scheme known as No situate at (disclose name of local authority) which is/are at present registered in the name of (disclose name of holder of servitude or other right) under (state nature of title and number);

AND WHEREAS a certificate has been furnished to me under [section 32\(4\)](#) of the Deeds Registries Act, 1937, by the cessionary to the effect that the provisions of any law in connection with the expropriation of such (state servitude or other right) have been complied with;

NOW therefore by virtue of the authority vested in me by section 19 of the Act, I, the Registrar of Deeds at do hereby cede to (state name of cessionary)-

1*
 (In the event of a servitude the description or nature thereof with reference to any diagram, if annexed.) over
 (Description and extent of land.)

2
 (In the case of other rights the description thereof) in and upon
 (description of and extent of land, with reference to diagram or section plan and ancillary rights, if any).

* Omit which is not applicable.

In witness whereof I, the said Registrar, have signed this deed at, on

 <i>Registrar of Deeds</i>
Seal of office	

Form N

.....

Form O

Application under section *22(1), 23(1), 24(6), 25(9) or 26(5) of the Sectional Titles Act, 1986

[Form O substituted by GN R2653 of 8 November 1991 (wef 1 January 1992), by GN R438 of 13 May 2005 and by GN R820¹⁹ of 28 September 2011 (wef one month from date of publication), amended by GN R196 of 14 March 2013 (wef one month from date of publication), substituted by GN R548 of 30 June 2015 (wef one month from date of publication) and by GN R427 of 12 May 2017 (wef one month from date of publication) and amended by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
<p>I, the undersigned, do hereby apply to the registrar of deeds at for:</p> <p>1 The registration of the attached sectional plan, of *subdivision of a section/consolidation of sections/extension of sections/extension of scheme by the addition of sections and/or exclusive use areas/extension of scheme by the addition of land to the common property in terms of the provisions of section *22(1)/23(1)/24(6)/25(9)/26(5) of the Sectional Titles Act, 1986, in respect of #section no formerly section no/section nos as shown and more fully described on sectional plan SS **..... in the scheme known as in respect of the land and building or buildings situate at †..... and held under §.....</p> <p>2 The issue of certificates of registered sectional title in terms of the provisions of section *22(5)/23(5)/25(11) of the aforesaid Act in respect of the sections as shown on the said sectional plan of *extension/subdivision/consolidation.</p> <p>3 The issue of a certificate of real right in respect of a right to exclusive use as contemplated by section 25(11) (if applicable).</p> <p>Signed at on</p> <p>..... Signature of Owner</p>	
<p>* Delete whichever is not applicable. † State name of town/city or suburb or township and local authority/description of the farm. ‡ To be adapted for extension of sections and/or exclusive use areas and/or common property. § State type of sectional title deed(s) and the number(s) thereof. ** Insert plan number allocated at the first phase/opening of the sectional title register. [Footnote substituted by GN R774 of 27 July 2018 (wef one month from date of publication).]</p>	

¹⁹ GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

Form P

Certificate of registered sectional title under section 22(5) of the Sectional Titles Act, 1986

[Form P substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R548 of 30 June 2015 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
[Certificate substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]	

Whereas has made application for the subdivision of Section No as shown and more fully described on Sectional Plan No SS in the scheme known as in respect of the land and building or buildings situate at *..... and held under †..... in accordance with a plan of subdivision;
 And whereas the sectional plan of subdivision has been registered by me as Sectional Plan No SS

Now, therefore, I, Registrar of Deeds at hereby certify that aforesaid is the registered owner of a unit consisting of-

(a) Section No as shown and more fully described on the aforesaid sectional plan, in the scheme known as in respect of the land and building or buildings situate at *..... of which section the floor area, according to the said sectional plan is square metres in extent; and

(b) an undivided share in the common property in the scheme apportioned to the said section in accordance with the participation quota as endorsed on the said sectional plan.

The unit is subject to or shall benefit by-

(i) the servitudes, other real rights and conditions, if any, as contained in the schedule of conditions referred to in section 11(3)(b) and the servitudes referred to in section 28 of the Sectional Titles Act, 1986, and

(ii) any alteration to the building or buildings or to a section or to the common property shown on the said sectional plan.

(iii) (Insert the special conditions imposed, endorsed against the title deed or contained therein.)

Signed at on

Seal of Office

Registrar of Deeds

* State name of town/city or suburb or township and local authority/description of the farm.
 † State type of sectional title deed(s) and the number(s) thereof.
 [Footnote amended by GN R548 of 30 June 2015 (wef one month from date of publication) and substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

Form Q
Certificate of registered sectional title under section 23(5) of the Sectional Titles Act, 1986

[Form Q substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R548 of 30 June 2015 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
[Certificate substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]	
<p>Whereas has made application for the consolidation of his Sections Nos as shown and more fully described on Sectional Plan No SS in the scheme known as in respect of the land and building or buildings situate at *..... and held under †..... in accordance with a sectional plan of consolidation; And whereas the plan of consolidation has been registered by me as Sectional Plan No SS</p> <p>Now, therefore, I, Registrar of Deeds at hereby certify that aforesaid is the registered owner of a unit consisting of-</p> <p>(a) Section No as shown and more fully described on the aforesaid section plan, in the scheme known as in respect of the land and building or buildings situate at *..... of which section the floor area, according to the said sectional plan, is square metres in extent; and</p> <p>(b) an undivided share in the common property apportioned to the said section in accordance with the participation quota as endorsed on the said sectional plan.</p> <p>The unit is subject to or shall benefit by-</p> <p>(i) the servitudes, other real rights and conditions, if any, as contained in the schedule of conditions referred to in section 11(3) and the servitudes referred to in section 28 of the Sectional Titles Act, 1986; and</p> <p>(ii) any alteration to the building or buildings or to a section or to the common property shown on the said sectional plan.</p> <p>(iii) (Insert the special conditions endorsed against the title deed or contained therein.)</p> <p>Signed at on</p> <p>Seal of Office <i>Registrar of Deeds</i></p> <p>* State name of town/city or suburb or township and local authority/description of the farm. † State type of sectional title deed(s) and the number(s) thereof.</p>	

[Footnote substituted by GN R548 of 30 June 2015 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

**Form R
Certificate of real right under section 25(6) of the Sectional Titles Act, 1986**

[Form R substituted by GN R2653 of 8 November 1991 (wef 1 January 1992), amended by GN R196 of 14 March 2013 (wef one month from date of publication), substituted by GN R548 of 30 June 2015 (wef one month from date of publication) and amended by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
<p>CERTIFICATE OF REAL RIGHT UNDER SECTION 25 (6) OF THE SECTIONAL TITLES ACT, 1986 Whereas the right to extend the scheme vests with the body corporate of under the provisions of section 25(6) of the Act: Now, therefore, I, the Registrar of Deeds at in pursuance of the provisions of the said Act, do hereby certify that the said body corporate is the registered holder of the right to erect and complete from time to time: *..... on the specified portion of the common property as indicated on the plan referred to in section 25(2)(a) of the Act filed in this office, and to- ** divide such building or buildings into a section or sections and common property and to confer the right of exclusive use over portions of such common property upon the owner or owners of one or more sections in the scheme known as, in respect of the land and building or buildings situate at †..... and shown on Sectional Plan No SS; ** delineate exclusive use areas on or in specific parts of the land and buildings in terms of section 5(3)(f) and to confer the right of exclusive use over such areas upon the owner or owners of one or more sections in the scheme known asin respect of the land and building or buildings situate at †..... and shown on Sectional Plan No SS</p>	
Signed at on Seal of Office <div style="text-align: right;">..... Registrar of Deeds</div>	
* State period of extension and which rights in section 25(1)(a), (b) or (c) are reserved. ** Delete whichever is not applicable. † State name of town/city or suburb or township and local authority/description of the farm.	
[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]	

Form S

[Form S substituted by GN R60 of 15 January 1993 and deleted by GN R1422 of 31 October 1997.]

Form T

[Form T substituted by GN R60 of 15 January 1993 and deleted by GN R1422 of 31 October 1997.]

Form U

[Form U deleted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

Form V

[Form V substituted by GN R60 of 15 January 1993, amended by GN 830 of 25 August 2000, substituted by GN R1264 of 28 November 2008 and deleted by GN R427 of 12 May 2017 (wef one month from date of publication).]

Form W

Certificate of establishment of body corporate in terms of the provisions of section 2(1) of the Sectional Titles Schemes Management Act 8 of 2011

[Heading substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]

[Form W amended by GN R60 of 15 January 1993, substituted by GN 830 of 25 August 2000 and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)

I, Registrar of Deeds at, hereby certify that a body corporate designated as the Body Corporate of the scheme, No is deemed to be established with effect from

Signed at on

Seal of office

Registrar of Deeds

Form X
Notification in terms of section 17(9) of the Sectional Titles Schemes Management Act 8 of 2011

[Form X substituted by GN R60 of 15 January 1993 and by GN R427 of 12 May 2017 (wef one month from date of publication).]

The Registrar of Deeds

We, and, trustees of the Body Corporate of the scheme known as No, hereby give notice that in terms of [section 17](#) of [Act 8 of 2011](#) the building or buildings have been damaged or are deemed to have been destroyed as contemplated in section 17(1) of the said Act, on account of (state why building or buildings are damaged or deemed to be destroyed), and that the owners have by a unanimous resolution/order of court*, been authorised to rebuild and reinstate in whole/or in part* the building or buildings* and to transfer the interest of owners whose sections have been wholly or partly destroyed to the other owners.

The following documents are attached:

(a) A copy of the unanimous resolution certified by us; or

(b) a copy of the order of court certified by the registrar of the court.

Postal address:	Trustee
	Trustee
	Date

* Delete that which is not applicable.
Delete (a) or (b)

²⁰ Editorial Note: The reference of this footnote was omitted from the Gazette.

Form Y
Notification under section 49(1) of the Sectional Titles Act, 1986

[Form Y substituted by GN R60 of 15 January 1993 and by GN R427 of 12 May 2017 (wef one month from date of publication).]

The Registrar of Deeds

We and, trustees of the Body Corporate of the scheme known as hereby give notice that in terms of [section 17](#) of the Sectional Titles Schemes Management [Act 8 of 2011](#), the building or buildings are deemed to be destroyed on account of

.....(state why the building or buildings are deemed to be destroyed), and that the owners have by unanimous resolution resolved not to rebuild the building or buildings.

The following documents are attached:

(a) A copy of the unanimous resolution of the owners that the building or buildings are deemed to be destroyed, as certified by us, *together with the written agreement of the holders of registered sectional mortgage bonds and the agreement of persons with registered real rights, as provided for in section 17(1)(b) of the Sectional Titles Schemes Management Act, 2011; or

(b)* a copy of the order of the court that the building or buildings are deemed to be destroyed, certified by the registrar of the court; and

(c) a copy of a unanimous resolution of the owners not to rebuild, as provided for in section 17(3)(a) of the Sectional Titles Schemes Management Act, 2011, as certified by us.

Postal address: Trustee
..... Trustee
..... Date
* Delete that which is not applicable.	

Form Z
Sectional mortgage bond hypothecating *a unit/an exclusive use area/the right to extend a scheme/other registered real rights

[Form Z substituted by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R291 of 16 April 2010 and amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
[Certificate substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]	
<p>I, the undersigned, (hereinafter referred to as the mortgagor), do hereby acknowledge myself to be lawfully indebted and bound to (hereinafter referred to as the mortgagee) in the amount of (in words and figures) and (in words and figures) being the additional amount referred to in the conditions annexed, arising from and being and as security for the above, I hereby bind as at †..... mortgage, subject to the conditions set out in the annexure to this bond*:</p> <p>(1) *A unit consisting of-</p> <p>(a) Section No as shown and more fully described on Sectional Plan SS in the scheme known as in respect of the land and building or buildings situate at ‡..... of which the floor area, according to the said sectional plan, is square metres in extent; and</p> <p>(b) an undivided share in the common property in the scheme apportioned to the said section in accordance with the participation quota as endorsed on the said sectional plan.</p> <p>Held under **..... and subject to such conditions as set out in the aforesaid **.....</p> <p>(2) *An exclusive use area described as No, measuring being as such part of the common property, comprising the land and the scheme known as in respect of the land and building or buildings situate at ‡..... as shown and more fully described on Sectional Plan No. SS held under **..... and subject to such conditions as set out in the aforesaid **.....</p> <p>(3) *The right to erect and complete from time to time within a period of for *my/our/its personal account §..... on the specified portion of the common property as indicated on the plan [as referred to in section 25(2)(a) of the Act] and to divide such building or buildings into a section or sections and common property and to confer the right of exclusive use over portion of such common property upon the owner or owners of one or more sections in respect of the land described as and in the scheme known as in respect of the land and building or buildings situate at ‡..... and shown on Sectional Plan SS and held under **..... and subject to such conditions as set out in the aforesaid **.....</p> <p>Signed at on</p>	

 Mortgagor his duly authorised agent
	Before me Conveyancer
Registered at on Registrar of Deeds	
Seal of Office	

The Annexure to the bond shall be signed by the mortgagor and the conveyancer at the end thereof and when it consists of more than one page, each additional page shall be initialled by the said parties. The form must be adapted if other real rights are mortgaged. (Follow the description of the real right as it appears in the title of the right.)

* Omit which is not applicable.
† Insert ranking of bond.
‡ State name of town/city or suburb or township and local authority/description of the farm.
§ State which right ie section 25(1)(a), (b) or (c).
** State type of sectional title deed(s), notarial deed(s) and the number(s) thereof.

[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

Form AB

.....

[Form AB substituted by GN R2345 of 5 October 1990 and by GN R2653 of 8 November 1991 (wef 1 January 1992) and deleted by GN 830 of 25 August 2000.]

Form AC

[Form AC substituted by GN R2345 of 5 October 1990, by GN R2653 of 8 November 1991 (wef 1 January 1992) and by GN R60 of 15 January 1993.]

SPECIMEN OF FIRST SHEET

Sectional Plan No. SS	SHEET 1	S.G. No. D
Registered at	OF.....SHEETS APPROVED	
..... (Registrar of Deeds)	 for Surveyor-General
Date		Date.....

NAME OF SCHEME

DESCRIPTION OF LAND ACCORDING TO *DIAGRAM/GENERAL PLAN:

*DIAGRAM/GENERAL PLAN No:

NAME OF LOCAL AUTHORITY:

LOCAL AUTHORITY REFERENCE NUMBER:

DESCRIPTION OF BUILDING(S):

ENCROACHMENTS ON THE LAND:	*YES/NO
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*CAVEAT IN RESPECT OF EXTENSION OF SCHEME:

*EXCLUSIVE USE AREA(S):

*Omit whichever is not applicable.

CERTIFICATE:

I, hereby certify that I have prepared sheets to, inclusive, of this sectional plan from survey in accordance with the provisions of the Sectional Titles Act, 1986, and the regulations promulgated thereunder.

Date	Signed.....	*Land Surveyor/Architect
Registration No		Address
Survey records:	Compilation:	General plan:
*Omit whichever is not applicable.		

Explanatory notes:
 (b) Separate certificates are required when an architect is also involved.

Form AD
Sectional Titles Act, 1986
No park [sic] of building(s) let for residential purposes

[Form AD substituted by GN R1422 of 31 October 1997.]

AFFIDAVIT

I, the undersigned, do hereby make oath and say that:

- 1 The developer in the sectional title development scheme known as situated on Erf in Township ('the scheme'), is
- 2 I have been duly authorised by resolution of the developer, dated (a certified copy of which resolution is annexed hereto), to declare that, in regard to section 4(3) of the Sectional Titles Act, 1986, as amended ('the Act'), the provisions of the said section do not apply to the scheme, in that no part of the building(s) comprised in the scheme and which, after a division of the building(s), will constitute a unit or units therein, has been let wholly or partially for residential purposes.
- 3 I am able to depose to the correctness of the facts contained in [paragraph 2](#) above, because I personally have made investigations to verify such facts.

 Deponent
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THUS SIGNED AND SWORN to before me at on the day of 19..... by the Deponent, who acknowledges that he/she knows and understands the contents of this Affidavit.

 <i>Commissioner of Oaths</i>
	Full name:
	Designation:
	Address:

Form AE
Sectional Titles Act, 1986
Building(s) or part thereof let for residential purposes

AFFIDAVIT

I, the undersigned, do hereby make oath and say that-

- 1 The Developer in the sectional title development scheme known as, situated on Erf in Township ('the scheme'), is
- 2 I have been duly authorised by resolution of the developer dated (a certified copy of which resolution is annexed hereto) to declare that, in regard to section 4(3) of the Sectional Titles Act, 1986 as amended ('the Act')-
 - 2.1 the provisions of section 4(3) of the Act apply to the scheme in that one or more part(s) of the building(s) comprised in the scheme which will constitute a unit or units therein, is or are let wholly or partially for residential purposes;
 - 2.2 the developer has complied fully with all the provisions of section 4(3) of the Act, in that
 - 2.2.1 every lessee of every part of the building(s) which is leased for residential purposes as stated in 2.1 above, was notified in writing of the meeting of lessees which was held on; a specimen of the notice is attached hereto, marked Annexure 'A', and which has been initialled by me for identification purposes;
 - 2.2.2 the notice referred to in paragraph 2.2.1 above, was-
 - (a) delivered personally on, and a list of lessees with signatures (and dates of such signatures) thereon, acknowledging receipt of the said notice, is attached hereto, marked Annexure 'B', and which has been initialled by me for identification purposes;
 - (b) despatched by registered post on, and a copy of the acknowledgement of receipt of the registered letters by the post office concerned, is attached hereto, marked Annexure 'B', and which has been initialled by me for identification purposes;
 - 2.2.3 the meeting referred to in paragraph 2.2.1 above, was held within the municipal area of at, which is situated at a distance of km from the scheme;
 - 2.2.4 the meeting referred to in paragraph 2.2.1, was held on a certified copy of the minutes is attached hereto, marked Annexure 'C', which has been initialled by me for identification purposes;
 - 2.2.5 of the developer attended the meeting to provide the lessees with-
 - (a) such particulars of the scheme as the lessees may reasonably require from him/her; and
 - (b) the information regarding the lessees' rights as set out in section 10 of the Act; and
 - 2.2.6 in addition to the notice referred to in paragraph 2.2.1 above, the lessees were provided with certificates containing the prescribed particulars in respect of the relevant building(s), parts thereof or units therein, and of the scheme. A copy of the certificate is attached hereto, marked Annexure 'D', and which has been initialled by me for identification purposes.
- 3 I am able to depose to the correctness of the facts contained in [paragraph 2](#) above because I personally have made investigations to verify such facts.

 Deponent
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THUS SIGNED AND SWORN to at on the day of 19..... by the Deponent who acknowledges that he/she knows and understands the contents of this Affidavit.

 <i>Commissioner of Oaths</i>
	Full name:
	Designation:
	Address:

Form AF
Sectional Titles Act, 1986
Building(s) subject to Share Blocks Control Act, 1980

[Form AF substituted by GN R1422 of 31 October 1997.]

I, the undersigned, do hereby make oath and say that:

- 1 The developer in the sectional title development scheme known as, situated on Erf in Township ('the scheme'), is
- 2 I have been duly authorised by resolution of the developer, dated (a certified copy of which resolution is annexed hereto) to declare that-
 - 2.1 in regard to [section 4\(3\)](#) of the Sectional Titles Act, 1986, ([Act 95 of 1986](#)), as amended ('the Act')-
 - 2.1.1 one or more part(s) of the building(s) comprised in the scheme and which will constitute a unit or units therein is/are let wholly or partially for residential purposes;
 - 2.1.2 I submit that the provisions of section 4(3) of the Act can have no application to the scheme in that-
 - 2.1.2.1 the Developer as defined in the Act, is a share block company constituted in terms of the provisions of the Share Blocks Control Act, 1980 ([Act 59 of 1980](#));
 - 2.1.2.2 the Developer has in terms of the proviso to section 4(3) of the Act, within a period of two years prior to the date of application, complied with the provisions of [section 11A](#) of the Share Blocks Control Act, 1980 ([Act 59 of 1980](#)).
 - 3 I am able to depose to the correctness of the facts contained in [paragraph 2](#) above, because I personally have made investigations to verify such facts.

 Deponent
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THUS SIGNED AND SWORN to at on the day of 19..... by the Deponent who acknowledges that he/she knows and understands the contents of this Affidavit.

 <i>Commissioner of Oaths</i>
	Full name:
	Designation:
	Address:

Form AG
Application under *section 27(1)(d)/section 27(4)(c) of the Sectional Titles Act, 1986

[Form AG added by GN R438 of 13 May 2005 and amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me Conveyancer (State full name and surname in block letters)
[Certificate substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]	
We, and the undersigned trustees of the Body Corporate of the (name) Scheme, No Hereby apply for the issuing of a certificate of real rights of exclusive use areas in respect of: An exclusive use area described as No, measuring, being as such part of the common property comprising the land and the scheme known as in respect of the land and building or buildings situate at as shown and more fully described on Sectional plan No SS held under *Certificate of Real Right/Notarial Deed of Cession No SK Which right vests in the said body corporate in terms of section *27(1)(d)/27(4)(c) of the Sectional Titles Act, 1986.	
Address Trustee Trustee Date
* Delete that which is not applicable. † State name of town/city or suburb or township and local authority/description of the farm.	

[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

**Form AH
Certificate of Real Right: Exclusive Use Area**

[In terms of section *27(1)(d)/27(4)(c) of the Sectional Titles Act, 1986]
 [Form AH added by GN R438 of 13 May 2005 and amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me Conveyancer (State full name and surname in block letters)
[Certificate substituted by GN R427 of 12 May 2017 (wef one month from date of publication).]	
WHEREAS the undermentioned exclusive use area vests in the Body Corporate of (name) No, in terms of section *27(1)(d)/27(4)(c) of the Sectional Titles Act, 1986; AND WHEREAS the said body corporate has applied for the issuing of a certificate of real right of exclusive use area; NOW THEREFORE, in terms of the provisions of the Act, I, the Registrar of Deeds at hereby certify that the Body Corporate of (name) No is the registered holder of: ‡An exclusive use area described as, No, measuring, being as such part of the common property comprising the land and the scheme known as in respect of the land and building or buildings situate at †..... as shown and more fully described on Sectional Plan No SS held under *Certificate of Real Right/Notarial Deed of Cession No SK..... Signed at on	
<i>Seal of Office</i> <i>Registrar of Deeds</i>	
* Delete whichever is not applicable. † State name of town/city or suburb or township and local authority/description of the farm. ‡ Disclose each type of exclusive use area separately.	
[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]	

**Form AI
Certificate under section 27(7) of the Sectional Titles Act, 1986**

[Form AI added by GN R438 of 13 May 2005, amended by GN R196 of 14 March 2013 (wef one month from date of publication) and substituted by GN R548 of 30 June 2015 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)

<p>CERTIFICATE UNDER SECTION *15B(5)/27(7) OF THE SECTIONAL TITLES ACT, 1986</p> <p>WHEREAS.....has applied for the issuing of-</p> <p>* a certificate of registered sectional title/certificate of right to an exclusive use area/certificate of right referred to in section 25(1) of the Sectional Titles Act, 1986, in respect of his/her (state extent of the share) undivided share in respect of the undermentioned *unit/right to an exclusive use area/right referred to in section 25(1);</p> <p>*a separate title deed as contemplated in section 27(7) in respect of the undermentioned exclusive use areas, being exclusive use areas registered in his/her name held by virtue of *Certificate of Real Rights: Exclusive Use Areas/Notarial Deed of Cession of Exclusive Use Areas (state No of title deed) dated</p> <p>NOW THEREFORE, in terms of the provisions of the said Act, I, Registrar of Deeds, at hereby certify that the said heirs, executors, administrators, or successors in title, or assigns is/are the registered holder/s of certain (describe the unit/right/s to the exclusive use area/s/right referred to in section 25(1)) and that by virtue of these presents (he, she or it) is now and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights.</p> <p>In witness whereof I, the said Registrar, have signed this Deed and have caused the seal of office to be affixed thereto.</p> <p>Signed at, on</p>	
Seal of Office Registrar of Deeds
<p>* Delete whichever is not applicable. † Disclose each unit/type of exclusive use area/section 25(1) right separately.</p>	

**Form AJ
Collateral section mortgage bond**

[Form AJ added by GN R291 of 16 April 2010 and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
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<p>I, the undersigned, (hereinafter referred to as the mortgagor), do hereby acknowledge myself to be lawfully indebted and bound to (hereinafter referred to as the mortgagee) in the sum of arising from and being as security for which indebtedness sectional mortgage bond no (hereinafter called the principal bond) was registered in the Deeds Registry at on the over the property thereby specially hypothecated;</p> <p>And whereas the said mortgagee requires the indebtedness of the mortgagor under the principal bond to be further secured by the hypothecation of the undermentioned property as collateral security therefore;</p> <p>Now, therefore, I, renouncing all benefits arising from the legal exceptions with the full force and effect of which I declare myself to be fully acquainted, do by these presents declare and acknowledge myself to be held and firmly bound unto and on behalf of the said his order or assigns in the aforesaid sum of together with the sum of as a preferent charge for costs and other matters as more fully set out in the principal bond, and as collateral security for the due and proper repayment of the aforesaid sums with interest on the said capital sum and for the due and proper fulfilment of all the terms and conditions mentioned or referred to in the principal bond as well as all my obligations thereunder, I declare to bind specially as a mortgage (here describe the *section and its undivided share in the common property in the scheme/exclusive use area/real right);</p> <p>And I further declare that this collateral sectional mortgage bond and the Annexure hereto, shall be subject to all the terms and conditions set out in the principal bond and the Annexure thereto as fully and effectually as if the same had been inserted herein and to the special condition that upon payment and discharge of all obligations under the principal bond, this bond shall be null and void but shall otherwise be and remain in full force, virtue and effect.</p> <p>Signed at on</p>	
<p>* Delete that which is not applicable.</p>	

 Mortgagor or duly authorised agent
	Before me Conveyancer

Registered at	
On	
Registrar of Deeds	
Seal of Office	

ANNEXURE	
I, the undersigned, (hereinafter referred to as the mortgagor), further declared that the Collateral Sectional Mortgage Bond to which this Annexure is attached shall be subject to the following terms and conditions:	
**	
.....	
.....	
** Insert applicable terms and conditions	

 Mortgagor or duly authorised agent
 Conveyancer

**Form AK
Surety bond**

[Form AK added by GN R291 of 16 April 2010, substituted by GN R820²¹ of 28 September 2011 (wef one month from date of publication) and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me
 CONVEYANCER
 (State full name and surname in block letters)
SURETY BOND	
Whereas (hereinafter referred to as the principal debtor), is truly and lawfully indebted in the sum of (.....) together with the sum of (.....) as a preferent charge of costs and other matters to and on behalf of (described the mortgagee), arising from and being as security for which indebtedness the said principal debtor has registered Mortgage Bond No., dated in the Deeds Registry at over the property/real right thereby especially hypothecated.	
And whereas I, the undersigned (here describe the surety) has agreed to bind myself as surety and co-principal debtor for the due payment of the aforesaid sum and interest thereon and for the compliance with all the terms and conditions of the aforesaid principal bond as well as the terms and conditions referred to in the Annexure hereto, mortgaging as security for the fulfilment of the said obligations the hereinafter-mentioned property/real right; Now therefore, I, the said declare myself to be truly and lawfully indebted and held and firmly bound to and on behalf of in the sum of arising from the considerations aforementioned under renunciation of the legal exceptions with the force and effect whereof I declare myself to be fully acquainted together with the sum of (.....) as a preferent charge for costs and other matters as more fully set out in the said principal bond;	
And I bound myself to pay or cause to be paid to the mortgagee or other holder of this bond, his/her heirs, executors, administrators or assigns the said principal sum of with such interest as may from time to time become due and payable thereon in terms of the principal bond, and for the proper performance of the terms thereof I, the said declared to bind specially as a mortgage (describe the * section and its undivided share in the common property/exclusive use area/real right);	
And I declare it to be a special condition of this bond that should the principal debtor fulfil all his/her obligations under the said principal bond by payment of all the sums due thereon by way of capital and interest and comply further with all the terms and conditions of the aforesaid bond, this bond shall become null and void.	
Signed at on	

 Surety or duly authorised agent Before me Conveyancer
Registered at On Registrar of Deeds <i>Seal of Office</i>	
ANNEXURE	
I, the undersigned (the surety) declare that the surety bond to which this Annexure is attached is subject to the following terms and conditions: ** 	
 Surety or duly authorised agent Conveyancer
* Delete whichever is not applicable. ** Insert applicable terms and conditions.	

[21](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

Form AL
Application and consent in terms of section 11(3)(d) of the Act

[Form AL added by GN R820²² of 28 September 2011 (wef one month from date of publication) and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me
	ATTORNEY/NOTARY/CONVEYANCER (Use whichever is applicable)
 (State full name and surname in block letters)
APPLICATION AND CONSENT IN TERMS OF SECTION 11(3)(d) OF THE SECTIONAL TITLES ACT, 1986 I, the developer having applied for the registration of a sectional plan SG. No. (insert here the sectional plan number issued by the surveyor-general) and the opening of a sectional title in respect of the scheme known as (insert here the name of the scheme) on the land (describe the land mortgaged under the bond), mortgaged under Bond (describe the number including the year number) and other land, do hereby apply for all the land shown on the sectional plan to be substituted for the land mortgaged under the said bond.	
Signed at on	
Witnesses:	
1. DEVELOPER
2.	

and I,, the legal holder of the aforesaid bond do hereby consent to the substitution of all the land shown on the sectional plan for the land mortgaged under the bond. Signed at on	
Witnesses:	
1. LEGAL HOLDER
2.	
NB: Alternatively the mortgage and mortgagee may furnish their consents in separate documents.	

[22](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

Form AM Consent

[Form AM added by GN R820²³ of 28 September 2011 (wef one month from date of publication) and amended by GN R196 of 14 March 2013 (wef one month from date of publication).]

	Prepared by me
	ATTORNEY/NOTARY/CONVEYANCER (Use whichever is applicable)
 (State full name and surname in block letters)
CONSENT	
(To cancellation, release, cession, substitution, etc. of, from, or under bond)	
..... the undersigned, the legal holder of the undermentioned bond, namely:	
No. dated	
Folio	
passed by	
in favour of	
for the sum of	
* and ceded to	
* by Cession registered on date	
Do hereby consent to	
Signed at on	
Witnesses:	
1.	
2.	
Note: If bond was not ceded delete *	
Omit all irrelevant matter.	
* If bond was not ceded delete	
** Omit all irrelevant matter	

[23](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

Form AN Lost or destroyed schedule of servitudes and conditions/documentation issued in terms of section 25(2) of the Act

[Form AN added by GN R820²⁴ of 28 September 2011 (wef one month from date of publication).]

NOTICE	
LOST OR DESTROYED * SCHEDULE OF SERVITUDES AND CONDITIONS/ DOCUMENTATION ISSUED IN TERMS OF SECTION 25(2) OF THE SECTIONAL TITLES ACT, 1986	
(Form of publication in terms of regulation 13A/25A of the Regulations to the Act.)	
Notice is hereby given that under the provisions of regulation * 13A/25A of the Sectional Titles Act, 1986, I, the registrar of deeds at intend to arrange for the filing in the relevant sectional title file of a * Replacement Schedule of Servitudes and Conditions/Replacement Documentation issued in terms of section 25(2) of the Sectional Titles Act, 1986, in lieu of (here describe the lost or destroyed * Schedule of Servitudes and Conditions/Documentation issued in terms of section 25(2) of the Sectional Titles Act, 1986 and, if applicable, make reference to the previous issue where a copy has already been issued but is lost or destroyed), which has been lost or destroyed.	
All persons having any objection to the filing in the relevant sectional title file of such * Replacement Schedule of Servitudes and Conditions/Replacement Documentation issued in terms of section 25(2) of the Sectional Titles Act, 1986, are hereby required to lodge the same in writing with the registrar of deeds at within six weeks after the date of the first publication in the <i>Gazette</i> .	
Signed at on	
 Registrar of Deeds
<i>Seal of Office</i>	
* Delete whichever is not applicable.	

[24](#) GN R805 corrected to GN R820 by GG 34652 of 7 October 2011.

Form AO
Certificate of replacement issued in terms of regulation 16(d) of the Sectional Titles Act, 1986

[Form AO added by GN R820²⁵ of 28 September 2011 (wef one month from date of publication) and amended by GN R196 of 14 March 2013 (wef one month from date of publication), by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]

	Prepared by me CONVEYANCER (State full name and surname in block letters)
[Certificate substituted by GN R196 of 14 March 2013 (wef one month from date of publication).]	
Registrar's number of Sectional Plan SS	
WHEREAS the original certificate relating to the establishment of a body corporate, issued in terms of the provisions of section 36(1) of the Act, has been lost or destroyed; AND WHEREAS it is a requirement in terms of regulation 16(d) of the Act that a certificate of replacement be filed in the sectional title file; NOW therefore I, registrar of deeds at, in pursuance of the provisions of the said Act, do hereby certify that the body corporate designated as the body corporate of the scheme known as, sectional plan No. SS..... in respect of the land and building or buildings situated at * was established on	
Signed at on	
<i>Seal of Office</i>	
 Registrar of Deeds
* State name of town/city or suburb or township and local authority/description of the farm.	
[Footnote substituted by GN R427 of 12 May 2017 (wef one month from date of publication) and by GN R774 of 27 July 2018 (wef one month from date of publication).]	

ANNEXURE 2

[Annexure 2 repealed by GN R1659 of 30 September 1994.]

ANNEXURE 3

[Annexure 3 amended by GN R2653 of 8 November 1991 (wef 1 January 1992) and repealed by GN R1422 of 31 October 1997.]

ANNEXURE 4

[Annexure 4 substituted by GN R1562 of 12 June 1992 and repealed by GN R1659 of 30 September 1994.]

ANNEXURE 5

[Annexure 5 substituted by GN R1791 of 3 August 1990, amended by GN R2653 of 8 November 1991 (wef 1 January 1992) and repealed by GN R1659 of 30 September 1994.]

ANNEXURE 6

DOCUMENTS TO BE KEPT IN CONVEYANCERS' FILES IN TERMS OF REGULATION 40

[Heading amended by GN R2653 of 8 November 1991 (wef 1 January 1992) and substituted by GN 830 of 25 August 2000.]

A Transfer of ownership or alienation in terms of section 15B of the Act

- (1) The original or duplicate original of the conveyancer's certificate under section 15B (3) of the Act.
- (2) Where applicable, the power of attorney conferring authority to act in respect of the transaction.
- (3) The clearance of other certificate issued by the body corporate to the effect that on date of registration of the relevant transfer all monies due to the body corporate, have been paid or that provision has been made to the satisfaction of the body corporate for the payment thereof.
[Subpara. (3) substituted by GN R1422 of 31 October 1997.]
- (4) The conveyancer may keep any other documents relating to the status, authority or capacity of the transferor or the transferee deemed necessary by him in the file.
[Para. A substituted by GN R2653 of 8 November 1991 (wef 1 January 1992).]

B Sectional Mortgage Bond

- (1) Power of attorney conferring authority on the conveyancer to act in respect of the transaction, unless such authority is contained in the bond.
- (2) Any other documents, including powers of attorney, deemed necessary by the conveyancer and relating to the status, authority or capacity of the mortgagor or his or her agent or of the mortgagee or his or her agent or of the conveyancer.
[Subpara. (2) substituted by GN R1422 of 31 October 1997.]
- (3) Any consent granted in terms of [section 15\(2\)](#) of the Matrimonial Property Act, 1984 ([Act 88 of 1984](#)).
[Subpara. (3) inserted by GN R1422 of 31 October 1997.]

ANNEXURE 7

[Annexure 7 repealed by GN R1422 of 31 October 1997.]

ANNEXURE 8

[Annexure 8 amended by GN R991 of 27 May 1988, by GN R2345 of 5 October 1990, by GN R2653 of 8 November 1991 (wef 1 January 1992), by GN R1422 of 31 October 1997, by GN 830 of 25 August 2000, by GN R438 of 13 May 2005, by GN R1109 of 18 November 2005, by GN R1264 of 28 November 2008, by GN R291 of 16 April 2010, by GN R820²⁶ of 28 September 2011 (wef one month from date of publication), by GN R196 of 14 March 2013 (wef one month from date of publication) and by GN R548 of 30 June 2015 (wef one month from date of publication) and repealed by GN R427 of 12 May 2017 (wef one month from date of publication).]

ANNEXURE 9

[Annexure 9 repealed by GN R427 of 12 May 2017 (wef one month from date of publication).]
