

# Forms in terms of the Sectional Titles Act

Including amendments up to June 2017

## Annexure 1

FORMS

### Form A

[Form A deleted by GN R1422 of 1997.]

### Form B

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

#### APPLICATION UNDER SECTION 11 (1) OF THE SECTIONAL TITLES ACT, 1986

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); and
- \*4. the issue of a certificate of real right in terms of the provisions of section 12 (1) (e) of the above-mentioned 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 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).

Signed at \_\_\_\_\_ on \_\_\_\_\_

*Signature of Developer*

\*Delete whichever is not applicable.

[Form B substituted by GN R1422 of 1997.]

**Form C**

Prepared by me

CONVEYANCER

(State full name and surname in block letters.)

**CERTIFICATE OF REGISTERED SECTIONAL TITLE ISSUED UNDER \*SECTION 12 (1) (d)/25 (11) (c) OF THE SECTIONAL TITLES ACT, 1986**

I, Registrar of Deeds at ....., hereby certify that ..... is the registered owner of 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. 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.

Signed at ....., on

(Seal of Office)

*Registrar of Deeds*  
(Seal of office)

\* Omit whichever is inapplicable.

† State name of township/suburb/local authority/description of farm.

[Form C substituted by GN R2653 of 1991 and amended by GN R548 of GG38923 dated 30 June 2015.]

**Form D**

**SECTIONAL TITLE FILE**

Sectional Title File No. SS / 19

Name of scheme

Place where building is situated (i.e. name of township/suburb and local authority

[Form D substituted by GN R2653 of 1991.]

**Form E**

[Form E deleted by GN R2653 of 1991.]

**Form F**

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

**CERTIFICATE OF REAL RIGHT UNDER SECTION 12 (1) (e) OF THE SECTIONAL TITLES ACT,  
1986**

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

\* 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 units in the scheme known as ..... in respect of the land and building or buildings situated 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 as ..... in respect of the land and building or buildings situate at † ..... and shown on Sectional Plan No. SS.....

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

.....  
*Registrar of Deeds*

(Seal of Office)

\*Delete whichever is not applicable.

† State which rights, i.e. section 25 (1) (a), (b), (c) are reserved and where such rights are subdivided, state each right in a separate paragraph.

‡ State name of township/suburb/local authority/description of farm.

[Form F substituted by GN R1422 of 1997 and amended by GN R805 of 2011 and amended by GN R195 of GG36241 dated 14 March 2013 and amended by GN R548 of GG38923 dated 30 June 2015.]

**Form G**

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

**CERTIFICATE OF REAL RIGHT: EXCLUSIVE USE AREAS**

[In terms of sections 12(1)(f), 25 and 27 of the Sectional Titles Act, 1986]

\*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;

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 ‡.....

Signed at , on .....

.....

*Registrar of Deeds*

(Seal of Office)

- \*Delete whichever is not applicable.
- †Disclose each type of exclusive use area separately.
- ‡Disclose name of town/suburb/local authority/description of farm.

[Form G amended by GN R1422 of 1997 and substituted by GN R438 of 2005 and by GN R1109 of 2005 and amended by GN R548 of GG38923 dated 30 June 2015.]

**Form H**

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

**DEED OF TRANSFER**

Be it hereby made known:

That ..... appeared before me at ....., being duly authorized 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 No. 47 of 1937), with reference to the extending clause and the conditions governing the unit.

\*3. All the right, 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 No. 95 of 1986) / endorsed on the sectional plan and the servitudes referred to in section 19 of the Sectional Titles Act, 1071 (Act No. 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 each unit in seperate paragraph.

‡State name of township/suburb/local authority/description of farm.

§Omit in the event of transfer of land.

||State type of sectional title deed(s) and the number(s) thereof.

[Form H substituted by GN R2345 of 1990, by GN 2653 of 1991, by GN R1422 of 1997 by GN R438 of 2005 and by GN R196 in GG36241 dated 14 March 2013.]

**Form I**

Prepared by me  
ATTORNEY/NOTARY/CONVEYANCER  
(Use whichever is applicable.)  
(State full name and  
surname in block letters.)

The Registrar of Deeds

.....

**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.

[Form I substituted by GN R26953 of 1991 and GN R805 of 2011, amended by GN R196 in GG36241 dated 14 March 2013 and amended by GN R548 of GG38923 dated 30 June 2015.]

**Form J**

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

**CERTIFICATE OF REGISTERED SECTIONAL TITLE ISSUED UNDER SECTION \* 15B(5)/15B(5A) OF THE SECTIONAL TITLES ACT, 1986**

I, Registrar of Deeds at ....., hereby certify that ..... is the registered owner of an undivided ..... share in 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 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 section plan.

Held by the virtue of † .....

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) the following special conditions endorsed against the title deed or contained therein (if any):

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

.....  
*Registrar of Deeds.*

Seal of Office

\*Omit whichever is not applicable.

\*\*State name of township/suburb/ local authority/ description of farm.

†State type of sectional title deed(s) and the number(s) thereof.

[Form J substituted by GN R2653 of 1991 and GN R805 of 2011 and amended by GN R548 of GG38923 dated 30 June 2015.]

**Form K**

[Form K deleted by GN R2653 of 1991.]

**Form L**

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

**DEED OF TRANSFER**

[Under section 19 (3) of the Sectional Titles Acts, 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 Section 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 an 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 .....

*Registrar of Deeds.*

Seal of Office

[Form L substituted by GN R2653 of 1991]

**Form M**

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

**DEED OF CESSION OF** ..... (here insert servitude or rights)  
**UNDER SECTION 19 (3) OF SECTIONAL TITLES ACT, 1986**

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 an extent of land, with reference to diagram or section plan and ancillary rights, if any).

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

*Registrar of Deeds.*

Seal of Office

[Form M substituted by GN R2653 of 1991.]

**Form N**

[Form N deleted by GN R1422 of 1997.]

**Form O**

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

**APPLICATION UNDER SECTION \*22 (1), 23 (1), 24 (6), 25 (9) OR 26 (5) OF THE SECTIONAL TITLES ACT, 1986**

I, the undersigned ....., do hereby apply to the Registrar of Deeds at ..... for:

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 No. SS\*\* ..... in the scheme known as ..... in respect of the land and building or buildings situate at †..... and held under §.....
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 \*subdivision/consolidation/extension.
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).

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

.....  
*Signature of Owner*

- \* Delete whichever is inapplicable.
- † Insert name of town/suburb/local authority/description of 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 in phase one or at opening of sectional title.

[Form O substituted by GN R2653 of 1991 and by GN R438 of 2005 and GN R805 of 2011 and amended by GN R548 of GG38923 dated 30 June 2015 and GK R427 in GG40842 dated 12 May 2017.]

**Form P**

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

**CERTIFICATE OF REGISTERED SECTIONAL TITLE UNDER SECTION 22 (5) OF THE  
SECTIONAL TITLES ACT, 1986**

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 ..... 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 .....

*Registrar of Deeds*

Seal of Office

\* State name of township/suburb/local authority/description of farm.

† State type of sectional title deed(s) and the number(s) thereof.

[Form P substituted by GN R2653 of 1991 and amended by GN R548 of GG38923 dated 30 June  
2015.]

**Form Q**

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

**CERTIFICATE OF REGISTERED SECTIONAL TITLE UNDER SECTION 23 (5) OF THE  
SECTIONAL TITLES ACT, 1986**

Whereas ..... has made application for the consolidation of his Section Nos  
..... as shown and more fully described on Section 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  
.....

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  
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

(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 endorsed against the title deed or contained therein.)

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

*Registrar of Deeds*

Seal of Office

\* Insert name of township/suburb/local authority/ description of farm.

† State type of sectional title deed(s) and the number(s) thereof.

[Form Q substituted by GN R2653 of 1991 and amended by GN R548 of GG38923 dated 30 June  
2015.]

**Form R**

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

**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 as ....., in respect of the land and building or  
buildings situate at † ..... and shown on Sectional Plan No. SS .....

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

.....

*Registrar of Deeds*

Seal of Office

- \* State which rights i.e. section 25 (1) (a), (b) or (c) are reserved.
- \*\* Delete whichever is not applicable
- † State name of township/suburb/local authority/description of farm.

[Form R substituted by GN R2653 of 1991 and amended by GN R548 of GG38923 dated 30 June  
2015.]

**Form S**

[Form S deleted by GN R1422 of 1997.]

**Form T**

[Form T deleted by GN R1422 of 1997.]

**Form U**

[Form U Deleted by GN R2653 of 1991.]

**Form V**

Form V has been repealed by the Sectional Titles Act of 1986: Amendment of regulations Government Gazette No 40842 dated 12 May 2017.

**Form W**

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

**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**

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 W substituted by GN R60 of 1993 and by GN R830 of 2000 and amended by GN R427 in GG40842 dated 12 May 2017.]

**Form X**

The Registrar of Deeds

**NOTIFICATION IN TERMS OF SECTION 17 (9) OF THE SECTIONAL TITLES SCHEMES MANAGEMENT ACT 8 OF 2011**

We, ..... and ....., trustees of the Body Corporate of the scheme known as ..... No. ...., hereby give notice that in terms of section 17 of the Sectional Titles Schemes Management Act 8 of 2011 above-mentioned Act the building or buildings have been damaged or are deemed to have been destroyed as contemplated in section 17 (1) of the 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).

[Form X substituted by GN R60 of 1993 and amended by GN R427 in GG 40842 dated 12 May 2017.]

**Form Y**

The Registrar of Deeds

**NOTIFICATION UNDER SECTION 49 (1) OF THE SECTIONAL TITLES ACT, 1986**

We, ..... and ....., trustees of the Body Corporate of the scheme known as ..... No. ...., hereby give notice that in terms of section 17 of the Sectional Title Schemes Management Act 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 in terms of 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, in terms of 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 Y substituted by GN R60 of 1993 and amended by GN 427 in GG40842 dated 12 May 2017.]

**Form Z**

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

**SECTIONAL MORTGAGE BOND HYPOTHECATING \*A UNIT/AN EXCLUSIVE USE  
AREA/THE RIGHT TO EXTEND A SCHEME/OTHER REGISTERED REAL RIGHTS**

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 a † ..... mortgage, subject to the conditions set out in the annexure to this bond\*:

(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 situate at ‡ ..... of which 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 under \*\* ..... and subject to such conditions as set out in the aforesaid \*\*.....

(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 \*\* .....

(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 Section Plan No. SS ..... and held under \*\*..... and subject to such conditions as set out in the aforesaid \*\* .....

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

Mortgagor/ or 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 township/suburb and local authority/description of farm.  
§State which right i.e. section 25 (1) (a), (b) or (c).  
\*\*State type of sectional title deed(s) and the number(s) thereof.

**Form AB**

[Form AB deleted by GN R830 of 2000.]

**Form AC**

**SPECIMEN OF FIRST SHEET**

Sectional Plan No. SS SHEET 1      SG No. D

OF..... SHEETS

Registered at      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

\*CAVEAT IN RESPECT OF EXTENSION OF SCHEME:

\*EXCLUSIVE USE AREA(S):

**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:
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*Explanatory notes:*

- (a) \*Omit whichever is not applicable.
- (b) Separate certificates are required when an architect is also involved.

[Form AC substituted by GN R2653 of 1991 and by GN R60 of 1993.]

**Form AD**

**NO PART OF BUILDING(S) 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"), 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*

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.

*Commissioner of Oaths*

Full name

Designation

Address

[Form AD substituted by GN R1422 of 1997.]

**Form AE**

**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) apply to the scheme in that one or more part(s) of the building(s) comprised in the scheme and 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", and 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), and 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*

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.

*Commissioner of Oaths*

Full name  
Designation  
Address

**Form AF**

**BUILDING(S) SUBJECT TO SHARE BLOCKS CONTROL ACT, 1980**

***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—
  - 2.1 in regard to section 4 (3) of the Sectional Titles Act, 1986 (Act No. 95 of 1986), as amended ("the Act")—
    - 2.1.1 one or more part(s) of the building(s) comprised in the scheme 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, (Act No. 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*

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.

*Commissioner of Oaths*

Full name  
Designation  
Address

[Form AF substituted by GN R1422 of 1997.]

**Form AG**

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

**APPLICATION UNDER \*SECTION 27 (1) (d)/SECTION 24 (4) (c) OF THE SECTIONAL TITLES ACT, 1986**

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 vest 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.

† Disclose name of township/suburb and local authority.

[Form AG inserted by GN R438 of 2005.]

**Form AH**

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

**CERTIFICATE OF REAL RIGHT: EXCLUSIVE USE AREA**

[In terms of section \*27 (1) (d)/27 (4) (c) of the Sectional Titles Act, 1986]

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

*Registrar of Deeds*  
(Seal of Office)

- \* Delete whichever is not applicable.
- † Disclose name of township/suburb and local authority.
- ‡ Disclose each type of exclusive use area separately.

[Form AH inserted by GN R438 of 2005.]

**Form AI**

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

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

WHEREAS ..... has applied for the issuing of:-

\* 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);

\* a separate title deed as contemplated in section 27 (7) of the Sectional Titles Act, 1986, 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 .....,

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.

In witness whereof I, the said Registrar, have signed this Deed, and have caused the seal of office to be affixed thereto.

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

.....  
*Registrar of Deeds*

(Seal of Office)

\*Delete that which is not applicable.

‡Disclose each unit / type of exclusive use area / section 25(1) right separately.

[Form AI inserted by GN R438 of 2005 and amended by GN R548 of GG38923 dated 30 June 2015.]

**FORM AJ**

Prepared by me

CONVEYANCER

(State full name and surname in block letters.)

**COLLATERAL SECTIONAL MORTGAGE BOND**

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;

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;

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 fulfillment 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 I exclusive use area I real right);

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.

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

.....  
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:-

\*\*

.....  
.....

.....  
Mortgagor or duly authorised agent

.....  
Conveyancer

\*Delete whichever is not applicable  
\*\*Insert applicable terms and conditions"; and

**FORM AK**

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 for costs and other matters to and on behalf of ..... (describe 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

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 fulfillment 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 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 fulfill 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

Seal of Office

**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."

[Form AK inserted by GN R291 of 2010 and substituted by GN R805 of 2011]

**Form AL**

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 register 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. ....
- 2. .... **DEVELOPER**

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. ....
- 2. .... **LEGAL HOLDER**

**NB:** *Alternatively the mortgagor and mortgagee may furnish their consents in separate documents.*

[Form AL inserted by GN R805 of 2011]

**Form AM**

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.

[Form AM inserted by GN R805 of 2011]

**Form AN**  
**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 *Gazette*.

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

.....  
Registrar of Deeds

*Seal of Office*

\*Delete whichever is not applicable.

[Form AN inserted by GN R805 of 2011]

**Form AO**

Prepared by me

Conveyancer

(State full name and surname in  
block letters)

**CERTIFICATE OF REPLACEMENT ISSUED IN TERMS OF REGULATION 16(d) OF THE  
SECTIONAL TITLES ACT, 1986**

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 .....

.....  
Registrar of Deeds

*Seal of Office*

\*\* State name of township/suburb/local authority/description of farm.”.

[Form AO inserted by GN R805 of 2011]