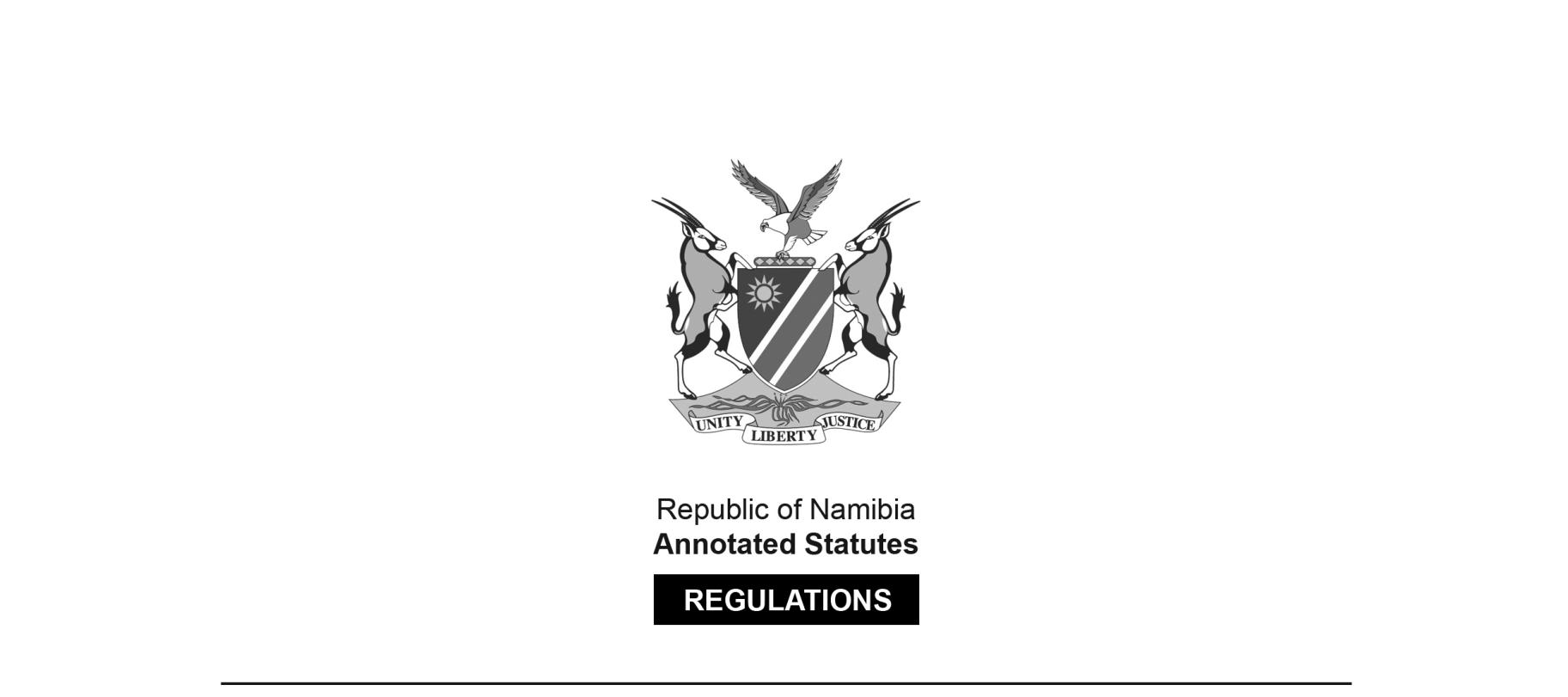
REGULATIONS SURVIVING IN TERMS OF

Building Societies Act 2 of 1986

section 79(2)

Regulations under the Building Societies Act, 1965

Government Notice R.1039 of 1980

([RSA GG 7029](http://www.lac.org.na/laws/GGsa/rsagg7029.pdf))

came into force on date of publication: 19 May 1980

These regulations were originally made in terms of section 84 of the Building Societies Act 24 of 1965. Pursuant to section 79(2) of the Building Societies Act 2 of 1986, the regulations   
are deemed to have been made under that Act.

contents

[The individual regulations have no headings but are grouped into Parts.]

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DEFINITIONS

**1.** In these regulations­ -

(a) all words and expressions defined in the Act shall have the same meanings as in the Act;

(b) “the Act” means the Building Societies Act, 1965; and

(c) “section” means a section of the Act.

PART I

MANNER IN WHICH AND TIME WITHIN WHICH APPEALS TO THE MINISTER   
ARE TO BE PROSECUTED UNDER SECTION

**2.** Every building society, person or association of persons desiring to appeal to the Minister in terms of section 3(1) against any decision of the Registrar, shall within one month after the announcement of the decision at issue, lodge a written notice of appeal with the Registrar, which shall clearly set out the decision that is being appealed against and the grounds for the appeal.

**3.** Upon receipt of the notice of appeal mentioned in regulation 2 the Registrar shall prepare a statement of the reasons for his decision.

**4.** The Registrar shall despatch a copy of the statement mentioned in regulation 3 to the appellant by registered post, and require the appellant to declare in writing within 30 days of the despatch of the statement, or within such further period as the Registrar may, upon application before the expiry of the said 30 days, approve, whether he proposes to continue with his appeal or not.

**5**. If the appellant declares that he does not propose to continue with his appeal or if he does not furnish the Registrar with a reply within the period prescribed in regulation 4, the appeal shall lapse.

**6.** If the appellant declares within the period prescribed in regulation 4 his intention to continue with his appeal, he shall together with this declaration, lodge with the Registrar a reply to the statement mentioned in regulation 3.

**7.** Upon receipt of the appellant’s declaration and reply the Registrar shall as soon as possible transmit to the Minister the following:

(a) The notice of appeal mentioned in regulation 2;

(b) the statement prepared by him in terms of regulation 3;

(c) the declaration and reply mentioned in regulation 6; and

(d) all other relevant documents.

**8.** The Minister may require the appellant or the Registrar to furnish him in writing with any further or other information which he may consider necessary for a just decision on the appeal.

**9.** The Minister shall notify his decision on the appeal to the Registrar, who shall communicate it to the appellant.

PART II

FORMS OF APPLICATION FOR REGISTRATION AND OF STATEMENTS, ACCOUNTS AND RETURNS TO BE FURNISHED UNDER SECTIONS 34 AND 35

**10.** An application in terms of section 5 for the registration of a society shall be in the form set out in BSA Form 1 below and must be submitted in duplicate.

**BSA Form 1**

BUILDING SOCIETIES ACT, 1965

APPLICATION FOR REGISTRATION OF A BUILDING SOCIETY

(To be submitted in duplicate)

The Registrar of Building Societies

Pretoria

1. We, the undersigned persons, who have resolved to establish a building society by subscribing our names to the rules, and the intended secretary of the society do hereby make application for registration of the society as a permanent/terminating society in terms of section 5.

2. Two copies of the rules of the society, duly signed and completed as required by section 5(3), as well as the prescribed registration fee of R10, are enclosed herewith.

3. The head office of the society will be situate at .......................................................................

|  |  |
| --- | --- |
| Full name | Signature |
| 1.  2.  3.  4.  5.  6.  7.  8. (Secretary) |  |

**11.** The monthly statement which every permanent society must submit to the Registrar in terms of section 34(1), must be in the form set out in BSA Form 2 below and must be accompanied by supplementary statements in the form set out in BSA Forms 2(a) and 2(b). The said statements must further comply with the requirements of regulation 15.

**BSA Form 2**

MONTHLY RETURN

[In terms of section 34(1) of the Building Societies Act, 1965]

Name of society .

Return for the month ended on 19.........

Notes.– (i) This return must be transmitted to the Registrar within 21 days of the close of the month in question.

(ii) Amounts are to be shown to the nearest rand.

(iii) Each item must be completed; where there is no amount, show “–”.

DIVISION I

LIQUID ASSET, PRESCRIBED INVESTMENT AND SHARE CAPITAL REQUIREMENTS

A. Liabilities, excluding indefinite shares and advances made by the State.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Short­ term  (1) | Medium­ term  (2) | Long­ term  (3) | Total    (4) |
| 1. Unsecured bank loans and overdrafts  2. Bank loans and overdrafts not secured by liquid assets  3. Other loans not secured by liquid assets (specify)  4. Fixed period paid-up shares  5. Subscription shares\*  6. Savings deposits†  7. Fixed deposits\*  8. Transmission deposits  9. Collateral cash deposits  10. Interest accrued on -  (a) all loans  (b) savings deposits  (c) fixed deposits  (d) transmission deposits  (e) collateral deposits  11. Dividends on fully paid-up shares -  (a) due but not yet paid  (b) recommended by directors but not yet confirmed  12. Net amount of advances and re-advances granted but not paid out  13. Net amount due in respect of indefinite shares to be redeemed  14. Other liabilities to the public (specify) -      15. Total  16. *Less* loans against -  (a) all loans  (b) savings deposits  (c) fixed deposits  17. Total deductions  18. Net total | R                                          \_\_\_\_\_\_\_\_            \_\_\_\_\_\_\_\_ | R                                          \_\_\_\_\_\_\_\_            \_\_\_\_\_\_\_\_ | R                                          \_\_\_\_\_\_\_\_            \_\_\_\_\_\_\_\_ | R                                          \_\_\_\_\_\_\_\_            \_\_\_\_\_\_\_\_ |
| ‡19. Increase in transmission deposits [items 8 and 10 (d)] as from ........................ (date) ............................ R.................. | | | | |
| \* If the liquid asset requirement in respect of subscription shares and fixed deposits is calculated on the alternative basis provided for in the Act, i.e. 7½ per cent of the total amounts of these liabilities, particulars in respect of subscription shares and fixed deposits [items 5,7,10 (c), 16 (b) and 16 (c)] are to be shown in the total column only.  † Includes ............... accounts amounting to R............... under the State Assisted Home Ownership Savings Scheme.  ‡ This item is to be completed only if the Reserve Bank has made a determination in terms of section 31(1A)(ii). | | | | |

|  |  |
| --- | --- |
| B. Amount of liquid assets required:  1. *Minimum:*  (a) 30 per cent of transmission deposits [items A. 8 and A. 10(d)]  (b) 15 per cent of other short-term liabilities (item A. 18, column 1)  (c) 10 per cent of medium-term liabilities (item A. 18, column 2)  (d) 5 per cent of long-term liabilities (item A. 18, column 3)  \*(e) 7½ per cent of subscription shares and fixed deposits [items A. 5, A. 7 and  A. 10(c) *less* items A. 16(b) and (c)]  (f) Total  2. *Supplementary:*  (a) per cent of transmission deposits [items A. 8 and A. 10(d)]  (b) per cent of increase in transmission deposits (item A. 19)  (c) Total  3. Total amount of liquid assets to be maintained [item 1(f) plus item 2(c)] | R  R  R  R  R  R  R  R  R  R |

\* Where alternative basis is used.

|  |  |
| --- | --- |
| C. Amount of prescribed investments required:  1. Total liabilities as per item A. 15  2. Aggregate amount of indefinite share capital.  3. Total  4. *Less* -  (a) advances granted but not paid out (item A. 12) R  (b) loans against pledge of prescribed investments other than liquid assets R  (c) indefinite shares to be repaid (item A. 13) R  5. Net Total  6. 10 per cent of item 5 | R  R  R  R  R  R |

|  |  |
| --- | --- |
| D. Amount of indefinite share capital and general reserve required:  1. Fixed period shares (paid-up and subscription)  2. *Less* loans against such shares  3. Deposits (fixed, savings and transmission)  4. Loans and overdrafts.  5. Total  6. 25 per cent of item 5 | R  R  R  R  R  R  R |

DIVISION II

LIQUID ASSETS

(Not pledged or otherwise encumbered)

|  |  |
| --- | --- |
| 1. Reserve Bank notes and subsidiary coin  2. Deposits withdrawable on demand -  (a) with bankers  (b) with National Finance Corporation  3. Loans to discount houses, repayable on demand  4. Treasury bills of the Republic  5. Land Bank bills  6. Unencumbered securities as per Annexure A (Public Debt Commissioners’ valuation)  7. Estimated accrued interest on items 2 to 6  8. Total  9. Amount shown under item B. 3 of Division I of previous monthly return  10. Excess/deficiency | R  R  R  R  R  R  R  R  R  R  R |

DIVISION III

PRESCRIBED INVESTMENTS

(Not pledged or otherwise encumbered)

|  |  |
| --- | --- |
| 1. Total amount of liquid assets (Division II, item 8)  2. Deposits (other than those included in Division 11) -  (a) with bankers on -  (i) savings account  (ii) fixed deposit  (b) with local authorities in the Republic -  (i) withdrawable on demand  (ii) other  (c) with the National Finance Corporation  3. Loans to discount houses (other than those included in Division II)  4. Loan levies of the Government of the Republic  5. Unencumbered securities as per Annexure B (Public Debt Commissioners’ valuation)  6. Estimated accrued interest on items 2 to 5  7. Total  8. Amount shown under item C. 6 of Division I of previous monthly return  9. Excess/deficiency | R  R  R  R  R  R  R  R  R  R  R  R  R |

DIVISION IV

INDEFINITE SHARE CAPITAL AND GENERAL RESERVE

|  |  |
| --- | --- |
| 1. Special tax-free shares R  2. Other indefinite shares R  3. *Less* loans against such shares  4. General reserve  5. Total indefinite share capital and general reserve  6. Amount shown under item D. 6 of Division I of previous monthly return  7. Excess/deficiency | R  R  R  R  R  R  R |

DIVISION V

ADVANCES

|  |  |  |  |
| --- | --- | --- | --- |
| A. Number of advances and amount owing (inclusive of interest) on all these advances: | | | |
|  | No. | Amount  R | Average  R |
| 1. Reducible mortgages  2. Fixed term mortgages  Total |  |  |  |
| B. Maximum advance against reducible or fixed term mortgages:  1. Total assets at close of last financial year  2. Permissible maximum advance  3. Largest amount owing, including interest, on any advance  N.B.–In the event of more than one advance exceeding the permissible maximum,  a schedule showing particulars of each such advance is to be attached.  C. Advances against fixed term mortgages:  1. 10 per cent of the amount shown under item B. 1  2. Total amount owing, including interest, on fixed term mortgages  3. Excess amount (if any), i.e. item 2 less item 1 | | | R  R  R  R  R  R |

D. Advances and re-advances granted since 1 April 19 ....... (beginning of current financial year) to date of this return (adjusted as regards advances not taken up):

1. Gross amounts granted:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | For construction of (1) | On existing buildings  (2) | On vacant  land zoned for  (3) | Total | |
| Amount  (4) | Number  (5) |
|  | R | R | R | R |  |
| (a) Dwellings and individual sectional title dwelling units  (b) Flats  (c) Business premises and churches  (d) All further advances  (e) Total |  |  |  |  |  |

2. Net amounts granted:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | For construction of (1) | On existing buildings  (2) | On vacant  land zoned for  (3) | Total | | | |
| Amount  (4) | Number  (5) | | |
|  | R | R | R | R |  | | |
| (a) Dwellings and individual sectional title dwelling units  (b) Flats  (c) Business premises and churches  (d) All further advances  (e) Total |  |  |  |  | X  X  X  X    X | | |
| 3. Total amount granted (including further advances) for purposes of business premises and churches as a percentage of total amount of advances granted [item 1(e), column 4]  4. Total amount repaid on all advances (excluding interest debited) since beginning of financial year  5. Total amount paid out in respect of all advances (including insurance premiums etc.) since beginning of financial year  6. Average advance on dwelling houses and dwelling units [i.e. of those shown under item 1(a)] | | | | | | %  R  R  R  R  R  R |

DIVISION VI

MISCELLANEOUS

|  |  |
| --- | --- |
| A. Aggregate amount owing on loans secured by the pledge of liquid asset securities:  1. Bank loans  2. Other loans  3. Total  B. Aggregate amount owing on loans from the State under housing schemes, including interest  C. Aggregate amount of reserves other than general reserve (excluding unappropriated profits)  D. Aggregate amount of properties in possession:  1. Sold  2. Unsold  3. Total  E. Aggregate amount of loans to employees in terms of section 22(1)(k)  F. Aggregate amount of loans to educational organisations or institutions in terms of section 22(1)(l)  G. Aggregate amount invested in an insurance company in terms of section 22(1)(m)  H. Investment in fixed property:  1. Total amount invested directly in fixed property  2. Total amount invested in companies contemplated in section 22(1)(a)(iii) in the form of -  (a) shares  (b) loans (other than advances against mortgage on fixed property)  3. Total  4. Total indefinite share capital plus general reserve  5. Percentage ratio of 3 to 4 | R  R  R    R    R    R  R  R    R    R    R    R  R  R  R    R  % |
| I. Investment in property development companies:  1. Total amount invested in -  (a) shares [section 22(1)(mB) of the Act]  (b) loans, including accrued interest [section 22(1)(mD) of the Act]  (c) Total  2. 20 per cent of excess indefinite share capital and general reserve (i.e. 20 per cent of any  excess shown under item 7 of Division IV)  J. Investment in shares in terms of section 22(1)(mE) of the Act:  1. Total amount invested  2. Largest individual investment  K. Investment in terms of section 32(1) of the Act:  1. Total amount held in stocks issued by the Government of the Republic other than those ranking as liquid assets  2. ...... per cent of the amount shown under item C. 5 of Division I of previous monthly  return  3. Excess/deficiency  4. Total amount held in stocks of and loans to local authorities and debentures, stocks and other securities of public corporations  5. ...... per cent of the amount shown under item C. 5 of Division I of previous monthly  return  6. Excess/deficiency  L. Total amount invested in shares, stock and debentures issued by building societies (specify) -    M. Dividends paid out and credited during the month (March and September only):  1. Paid out to shareholders  2. Credited to shareholders’ accounts  N. Total assets at the close of the last preceding quarter:  1. Total of these assets reflected in monthly return as at the close of the last preceding  quarter  2. Estimated total of assets not reflected at that date  3. Total | R  R  R    R  R  R  R  R  R  R  R  R  R  R  R  R  R  R |
|  |  |

We declare that -

(i) the foregoing return is to the best of our knowledge and belief correct;

(ii) no amounts were accepted during the month in excess of the relative limit prescribed by section 26(4) or that prescribed by the proviso to section 28(1)(b) of the Act, or save with the written consent of the Registrar, the limits prescribed by section 26(7) of the Act;

(iii) the society complies with the provisos to sections 22(1)(mB) and 22(1)(mE) and the provisions of sections 27(3), 28(1A), 28(1D), 28(1E), 28(1F), 43(1), 45, 47(1), 47(2) and 47(4) of the Act.

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

**BSA Form 2(a)**

MONTHLY RETURN – ANNEXURE A

LIQUID ASSET SECURITIES

Building Society

Month ended 19

|  |  |  |  |
| --- | --- | --- | --- |
| Description of security | Nominal value | Book value | P.D.C.  valuation |
| (A) Securities not pledged or otherwise encumbered:        Total | R | R | R |

\* Securities are to be shown under:

(A) *Securities not pledged or otherwise encumbered*;

(B) *Securities pledged or otherwise encumbered*;

and each security is to be detailed and grouped under -

(1) Government stock;

(2) Land Bank debentures;

(3) Other approved securities.

*Subtotals are to be given for the groups and subgroups.*

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

**BSA Form 2(b)**

MONTHLY RETURN – ANNEXURE B

PRESCRIBED INVESTMENT SECURITIES

Building Society

Month ended 19

|  |  |  |  |
| --- | --- | --- | --- |
| Description of security | Nominal value | Book value | P.D.C.  valuation |
| A. *Securities not pledged or otherwise encumbered:*  1. Government stock\*  2. Debentures or stock guaranteed by the Government  3. Local authority stock  4. Loans to local authorities  5. Eskom stock  6. Rand Water Board stock  7. Debentures of the Land Bank\*  8. Debentures or stock of Administration Boards  9. Loans to Administration Boards  10. Other approved securities (specify)\*:        Total  B. *Securities pledged or otherwise encumbered:*  Total | R | R | R |

\* Excluding securities included in *Annexure A*.

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

**12.** Every permanent society shall submit annually to the Registrar, within the period prescribed by section 35(9) of the Act, the following statements, accounts and returns in the different forms prescribed hereunder and completed in accordance with the requirements of regulation 15:

(a) Form of Balance Sheet contemplated in section 35(2) and (6) and the statement contemplated in section 35(6) of the Act.

**BSA Form 3**

BALANCE SHEET AS AT 31 MARCH 19 ........

[In terms of section 35(2) of the Building Societies Act, 1965]

Name of society Date of annual general meeting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Share capital -  (a) indefinite paid-up  (b) fixed period paid-up  (c) fixed period subscription  2. Deposits (including accrued  interest) -  (a) fixed  (b) savings  (c) transmission  3. Loans (including accrued interest) -  (a) building societies’ loan  stock  (b) from bankers  (c) from Government under Housing Act  (d) from Government (for housing)  (e) from other (specify) -      4. Collateral security deposits (including accrued interest)  5. Creditors and provisions  6. Other liabilities (specify) -        7. Reserves -  (a) General  (b) Other (specify) - | R | R | 1. Number of and aggregate amount owing on mortgage advances under -  (a) Building Societies Act -  (i) On …… advances not exceeding R15,000  each  (ii) On …… advances exceeding R15,000 but not R20,000 each  (iii) On …… advances exceeding R20,000 but not R40,000 each  (iv) On …… advances exceeding R40,000  each  (b) Housing Act -  On ……advances not exceeding R17,000 each  2. Properties in possession -  (a) …… properties sold under agreement  (b) …… properties unsold | | R | R |
|  | 3. Loans against pledge of shares in and deposits with Society (including accrued interest)  4. Fixed property [including shares in and loans to companies owning fixed property contemplated in section 22(1)(a)(iii) of the Act]  5. Furniture, equipment and motor vehicles  6. Computers  7. Debitors and payments in advance  8. National Finance Corporation stock | | |
| 8. Unappropriated balance as per Appropriation Account   |  |  | | --- | --- | | NOTES  [Section 35 (5)]  1. Aggregate amount of remuneration paid to the directors and to members of local boards and committees  2. Aggregate net amount of advances and re-advances granted but not paid out  Of which amount there is due by the Government to the Society in respect of advances under the Housing Act not fully paid out  3. Aggregate amount or estimated amount, if material, of contracts for capital expenditure not provided for  4. Contingent liabilities (specify) -      5. Pledged assets (state nature and value of assets and amount of liability)  ANNEXURE “A”  [Statement in terms of section 35(6)(a)]  The aggregate amount owing to the Society in respect of advances in excess of R20 000/R40 000\* each by its officers or by any firm in which they or any of them have any direct interest, is | R  R  R  R  R  R  R  R | | \* Delete which is not applicable to the Society. | | | |  | 9. Investment in subsidiary companies - | | |  |
| (a) Insurance  companies  (b) Development companies  (c) Total | Shares | Loans  and advances |
|  |  |
|  | 10. Shares in companies contemplated in section 22(1)(mE)  11. Government loan levies | | |  |
|  | 12. Investments in stock of and loans to -  (a) Government of the Republic (including Defence Bonds)  (b) Local authorities in the  Republic  (c) other  (d) accrued interest  [Market value of (a), (b) and (c) = R……]  [Nominal value of (a), (b) and (c) = R……] | |  |  |
|  | |  | 13. Bills, deposits and cash -  (a) Bills of -  (i) Treasury  (ii) Land Bank  (iii) other  (b) Deposits for fixed periods with -  (i) bankers  (ii) local authorities  (iii) National Finance Corporation  (c) Deposits at call with -  (i) bankers  (ii) local authorities  (iii) National Finance Corporation  (d) Loans to discount houses  (e) Accrued interest on items (a) to (d)  (f) Cash at bank and in hand  (g) Total of items (a) to (f) (R……)  14. Other assets (specify) - | |  |  |
| Total | |  | 15. Deficit as per Appropriation Account  16. Total | | |  |

We, the undersigned, do hereby certify that the information contained in the above Balance Sheet and Annexure “A” is to the best of our knowledge and belief true and correct.

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

(b) Form of Revenue and Expenditure Account contemplated in section 35 (2) of the Act.

**BSA Form 4**

REVENUE AND EXPENDITURE ACCOUNT FOR THE FINANCIAL YEAR ENDED ............................

[In terms of section 35(2) of the Building Societies Act, 1965]

Name of society

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Interest -  (a) On deposits -  (i) fixed  (ii) savings  (iii) transmission  (b) On loans -  (i) bankers’  (ii) Government under Housing Act  (iii) Government (for housing)  (iv) building societies loan stock  (v) other (specify) -    (c) On collateral security deposits  (d) Other (specify) -    2. Management expenses  3. Depreciation:  (a) Furniture, equipment and motor vehicles  (b) Computers  (c) Fixed property  (d) Other (specify) -    4. Net loss:  (a) On sale of properties in possession  (b) Other (specify) -    5. Leasing:  (a) Computers  (b) Other (specify) - | R | R | 1. Interest:  (a) From advances -  (i) under Building Societies Act  (ii) under Housing Act  (b) From properties in possession sold under agreement  (c) From loans against pledge of shares in and deposits with Society  (d) From loans to subsidiary companies  (e) From other loans  (f) From Government loan levies  (g) From stocks of and loans to public bodies\*  (h) From other investments  2. Dividends:  (a) From subsidiary companies  (b) From National Finance Corporation  (c) From other  3. Rents:  Gross  Less expenses  4. Valuation and inspection fees  5. Commissions  6. Net profit -  (a) on sale of properties in possession  (b) other (specify) - | R | R |
| 6. Taxation  7. Other expenditure (specify) -    8. Excess revenue over expenditure transferred to Appropriation Account  Total | |  | 7. Other receipts (specify) -    8. Excess expenditure over revenue transferred to Appropriation Account  Total | |  |

\* i.e. stocks and loans ranking as liquid assets or prescribed investments.

**BSA Form 4(a)**

DETAILS OF MANAGEMENT EXPENSES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | R | 10. Stationery and printing  11. Telephones and postages  12. Insurances  13. Bank charges (excluding interest)  14. Legal charges  15. Fees paid to other persons in respect of valuations and inspections  16. Travel and subsistence costs  17. Stamp duty  18. Sundries  Total management expenses (as per Revenue and Expenditure Account) | R |
| 1. Staff salaries, wages and bonuses (including cost of living allowances) | |  |  |
| 2. Directors:  (i) Fees of office and bonuses  (ii) Valuation and inspection fees  (iii) Allowances | R |  |
| 3. Fees and bonuses of local boards and committee  4. Auditors’ fees | |  |
| 5. Contribution:  (a) To staff pension/provident fund  (b) To staff medical aid fund  (c) To other staff funds | R |  |
| 6. Commission (agency and other)  7. Other agency expenses  8. Office rent  9. Advertising | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

(c) Form of Appropriation Account being part of the Income and Expenditure Account contemplated in section 35 (2) of the Act.

**BSA Form 5**

APPROPRIATION ACCOUNT

[In terms of section 35(2) of the Building Societies Act, 1965]

Name of society

Financial year ended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | R |  | | R |
| 1. Balance at close of previous financial year  2. Excess expenditure over revenue transferred from Revenue and Expenditure Account  3. Net loss on sale of fixed property | |  | 1. Unappropriated balance at close of previous financial year  2. Excess revenue over expenditure transferred from Revenue and Expenditure Account  3. Net profit on sale of fixed property | |  |
| 4. Appropriations to reserves -  (a) General  (b) Other (specify) -      5. Other appropriations (specify) -      6. Dividends and bonuses -  (a) Paid-up indefinite shares  (b) Paid-up fixed period shares  (c) Subscription shares | R |  | 4. Transfer from reserves (specify) -      5. Other credits (specify) - | R |  |
| 6. Deficit as per Balance Sheet | |
| 7. Donations  8. Unappropriated balance as per Balance Sheet  Total | |  | Total | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

AUDITOR’S REPORT

I/We have examined the annual financial statements on pages ...... to ................ In my/our opinion those statements exhibit a true and fair view of the financial position of the Society at 31 March 19…… and of the revenue and expenditure for the year ended on that date, in the manner required by the Building Societies Act.

Date……………………………………….

Auditors

(d) Forms of subsidiary statements contemplated in section 35(10) of the Act.

**BSA Form 6**

RESERVE ACCOUNT

[In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

|  |  |  |  |
| --- | --- | --- | --- |
|  | R |  | R |
| 1. Debits and transfers (specify) -    2. Balance at end of year (as per current Balance Sheet)  (a) General reserve  (b) Other (specify) -    Total |  | 1. Balance at beginning of year (as per previous Balance Sheet)  2. Appropriations (as per current Appropriation Account) (specify) -    3. Levies received in terms of section 40(6) of Act  4. Other credits (specify) -    Total |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 7**

SHAREHOLDERS’ ACCOUNT

[In terms of section 35(10) of the Building Societies Act, 1965]

Name of society

Financial year ended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | R |  | | R |
| 1. Share redeemed, repaid or cancelled -  Paid-up  Subscription (including dividends etc.)  2. Dividends (including bonuses) in respect of paid-up shares  3. Other debits (specify and classify as to) -  Paid-up  Subscription  4. Total amount due to shareholders at end of year (as per Balance Sheet) -  Paid-up (excluding dividends due but unpaid)  Subscription (including dividends credited) | R |  | 1. Total amount due to shareholders at beginning of year (as per previous Balance Sheet) -  Paid-up  Subscription  2. Dividends due but unpaid at beginning of year (paid-up shares only)  3. Receipts in respect of shares -  Paid-up  Subscription  4. Dividends appropriated as per Appropriation Account -  Paid-up  Subscription | R |  |
|  | |
| 5. Dividends due but unpaid at end of year  (paid-up shares only)  Total | |  | Total | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ANALYSIS OF THE TOTALS REFLECTED IN THE ABOVE ACCOUNT AND THE NUMBER OF SHARES | | | | | | |
|  | Indefinite | | Fixed period | | Total | |
| Number | Amount | Number | Amount | Number | Amount |
|  |  | R |  | R |  | R |
| Paid-up shares -  1. Balance at beginning of year  2. Receipts  3. Shares repaid etc.  4. Balance at end of year  Subscription shares -  1. Balance at beginning of year  2. Receipts  3. Dividends credited  4. Shares repaid etc.  5. Balance at end of year  Dividends (paid-up shares only) -  1. Dividends due at beginning of year  2. Dividends appropriated  3. Dividends paid  4. Dividends due but unpaid at end of year |  |  |  |  |  |  |
| Total number of shareholders (i.e. individual persons and not the number of accounts) | | | | | | |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 8**

DEPOSIT ACCOUNT

[In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | R | R |  | R | R |
| 1. Deposits withdrawn or paid out during year (including interest) -  (a) Fixed deposits  (b) Savings deposits  (c) Transmission deposits  2. Other debits (specify) -  (a) Fixed deposits  (b) Savings deposits  (c) Transmission deposits  3. Amount due to depositors at end of year (as per Balance Sheet) -  (a) Fixed deposits  (b) Savings deposits  (c) Transmission deposits |  |  | 1. Amount due to depositors at beginning of year (as per previous Balance Sheet) -  (a) Fixed deposits  (b) Savings deposits  (c) Transmission deposits  2. Deposits received during year -  (a) Fixed deposits  (b) Savings deposits  (c) Transmission deposits  3. Interest paid and accrued to depositors (as per Revenue and Expenditure Account) -  (a) Fixed deposits  (b) Savings deposits  (c) Transmission deposits  4. Other credits (specify) -  (a) Fixed deposits  (b) Savings deposits  (c) Transmission deposits |  |  |
| Total | |  | Total | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NUMBER OF ACCOUNTS | | | | |
| Deposits | Open at end of  previous year | Opened during  current year | Closed during  current year | Open at end of  current year |
| Fixed deposits  Savings deposits  Transmission deposits |  |  |  |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 9**

LOAN ACCOUNT

[In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | R | R |  | R | R |
| 1. Loans repaid by Society -  (a) Bankers  (b) Housing Act  (c) Other  2. Interest paid by Society -  (a) Bankers  (b) Housing Act  (c) Other  3. Other debts (specify) -      4. Amount due by Society on loans at end of year (as per Balance Sheet) -  (a) Bankers on loan  (b) Bankers on overdraft -  (i) Secured  (ii) Unsecured  (c) Housing Act  (d) Other (specify) - |  |  | 1. Amount due at beginning of year on sums borrowed by Society (as per previous Balance Sheet) -  (a) Bankers (including overdraft)  (b) Housing Act  (c) Other  2. Amount borrowed by Society during the year -  (a) Bankers  (b) Housing Act  (c) Other  3. Interest on loans (as per Revenue and Expenditure Account) -  (a) Bankers  (b) Housing Act  (c) Other  4. Other credits (specify) - |  |  |
| Total | |  | Total | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 10**

COLLATERAL SECURITY DEPOSITS ACCOUNT

[In terms of section 35(10) of the Building Societies Act, 1965]

|  |  |  |  |
| --- | --- | --- | --- |
|  | R |  | R |
| 1. Deposits repaid by Society  2. Interest paid by Society  3. Other debits (specify) -    4. Amount due at end of year (as per Balance Sheet)  Total |  | 1. Amount due at beginning of year (as per previous Balance Sheet)  2. Amount received during the year  3. Interest on deposits (as per Revenue and Expenditure Account)  4. Other credits (specify) -    Total |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 11**

ADVANCES AND LOANS

[In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

MORTGAGE ACCOUNT No. 1

(Including Housing Act Loans, but excluding amounts relating to properties in possession, whether sold under agreement or not.)

(*Note.*–Amounts of advances made and repaid during the year are to be shown on a net basis.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | R |  | R |
| 1. Amount due at beginning of year (as per previous Balance Sheet)  2. Advances made during year (including re-advances but excluding loans granted but not paid out)  3. Interest debited during year (as per Revenue and Expenditure Account)  4. Other debits (specify) -      Total |  | 1. Amount repaid by borrowers during year (including interest)  2. Losses written off on mortgages  3. Other credits (specify) -      4. Amount due at end of year (as per Balance Sheet) on mortgages -  (a) administered under irrevocable power of attorney  (b) not administered under irrevocable power of attorney  Total |  |

The aggregate amount of advances granted during the year amounted to R................, of which R................ related to property for business purposes.

MORTGAGE ACCOUNT No. 2

(Housing Act only, excluding amounts relating to properties in possession, whether sold under agreement or not.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | R |  | R |
| 1. Amount due at beginning of year (as per previous Balance Sheet)  2. New advances made during year (including loans granted but not paid out)  3. Interest debited during year (as per Revenue and Expenditure Account)  4. Other debits (specify) -      Total |  | 1. Amount repaid by borrowers during year (including interest)  2. Losses written off on mortgages  3. Other credits (specify) -      4. Amount due at end of year (as per Balance Sheet) on mortgages -  (a) administered under irrevocable power of attorney  (b) not administered under irrevocable power of attorney  Total |  |

The total shown under item 4 above includes the sum of R................ being the amount owing to the Government under the Housing Act. A further amount of R................ is due by the Government to the Society in respect of advances made.

|  |  |  |  |
| --- | --- | --- | --- |
| LOANS AGAINST SHARES AND DEPOSITS\* | | | |
|  | R |  | R |
| 1. Amount due at beginning of year (as per previous Balance Sheet)  2. New loans made during year  3. Interest debited during year (as per Revenue and Expenditure Account)  4. Other debits (specify) -      Total |  | 1. Amount repaid by borrowers during year (including interest)  2. Other credits (specify) -      3. Amount due at end of year (as per Balance Sheet)  Total |  |

\* Must reflect advances on the security of shares and deposits only and exclude cases where shares are pledged merely as collateral security.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NUMBER OF (A) MORTGAGE ADVANCES AND (B) LOANS AGAINST SHARES AND DEPOSITS | | | | |
| Deposits | Number at beginning of year | Number made during year | Number repaid during year | Number at end  of year (as per Balance Sheet) |
| (a) Mortgage advances -  (i) Society’s own funds  (ii) Housing Act funds  Total  (b) Loans against shares and deposits |  |  |  |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 12**

PROPERTIES IN POSSESSION

[In terms of section 35(10) of the Building Societies Act, 1965]

Name of society

Particulars of every property held by the Society at any time during the financial year ended

These particulars are to be divided into:

(a) Loans under the Building Societies Act, and

(b) loans under the Housing Act.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stand No. of property and township | Date when possession  taken | Debt when possession  taken | Date of  sale | Price  realised | Aggregate amount  due at end of financial  year in respect of capital, interest and charges incidental to taking over |
|  |  | R |  | R | R |
| Total as per Balance Sheet | | | | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 13**

INVESTMENT ACCOUNT

[In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Govern- ment | Local autho- rities | Other | Total |  | Govern- ment | Local autho- rities | Other | Total |
|  | R | R | R | R |  | R | R | R | R |
| 1. Balance at beginning of year (as per previous Balance Sheet)  2. Investments made during year  3. Profit on  realisation  4. Other debits (specify) -                      Total |  |  |  |  | 1. Investments realised during the year  2. Premiums written  off  3. Depreciation written  off  4. Losses on  realisation  5. Other credits  (specify) -      6. Balance at end of year (as per current Balance Sheet)  \*1. Escom   2. R.W.B.   3. Land Bank   4. Other approved (specify) -      Total |  |  | \*    (…….)  (…….)  (…….)  (…….)  (…….) |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**13.** Every terminating society shall submit annually to the Registrar, within the period prescribed by section 35(9) of the Act, the following statements, accounts and returns in the different forms prescribed hereunder and completed in accordance with the requirements of regulation 15:

(a) Form of Balance Sheet contemplated in section 35(2) and the statement contemplated in section 35(6) of the Act.

**BSA Form 14**

(Terminating societies)

BALANCE SHEET

(In terms of section 35(2) of the Building Societies Act, 1965]

Name of society of

(Full address or registered head office or place of meeting)

Financial year ended Date of Annual General Meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LIABILITIES | R | R | ASSETS | R | R |
|  |  |  |  |  |  |
| 1. Share subscriptions  2. Reserve funds (specify) -      3. Sundry creditors  4. Other liabilities -  (a) Intersection loans  (b) Other (specify) - |  |  | 1. Number of and aggregate amount owing on mortgage advances including premiums on appropriations by purchase or accrued interest in respect of advances -  (i) On …… advances not exceeding R2 000 each  (ii) On …… advances exceeding R2 000 but not R5 000 each  (iii) On …… advances exceeding R5 000 but not R10 000 each  (iv) On …… advances exceeding R10 000 but not R15 000 each  (v) On …… advances exceeding R15 000 but not R20 000 each  (vi) On …… advances exceeding R20 000 but not R40 000 each  (vii) On …… advances exceeding R40 000 each  2. Premiums in respect of deferred appropriations  3. Properties in possession -  (a) Sold under agreement  (b) Unsold  4. Balance (including accrued interest) outstanding on loans on the security of shares only  5. Fixed property  6. Office furniture, fixtures and fittings  7. Sundry debtors |  |  |
|  |  |  | 8. Other assets -  (a) Intersection loans  (b) Other (specify) -    9. Investments (shown at book value) -  (a) Government  (b) Local authorities  (c) Other (specify) - |  |  |
|  |  |  | 10. Deposits with -  (a) Permanent building societies  (b) Post Office  (c) Other (specify) - |  |  |
|  | |  | (d) Banks -  (i) Current account  (ii) Fixed deposit  (iii) Savings account  (iv) Transmission account |  |  |
| 5. Unappropriated balance as per Appropriation Account | |  | 11. Cash in hand  12. Deficit as per Appropriation Account | |  |
| Total | |  | Total | |  |

NOTES

[Section 35(5)]

|  |  |
| --- | --- |
| 1. Contingent liabilities (specify) -      2. Aggregate amount of advances and re-advances granted but not paid out  3. Aggregate amount of remuneration paid to the directors and to members of local boards and committees  4. Aggregate amount or estimated amount, if material, of contracts for capital expenditure not provided for  5. Pledged assets (state nature and value of assets and nature and amount of liability) | R  R  R  R  R  R |

ANNEXURE “A”

[Statement in terms of section 35(6)(a)]

The aggregate amount owing to the Society in respect of advances in excess of R20 000 each by its officers or by any firm in which they or any of them have any direct interest, is ……………………….……………………………….... R

We, the undersigned, do hereby certify that the information contained in the above Balance Sheet and Annexure “A” is to the best of our knowledge and belief true and correct.

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

(b) Form of Revenue and Expenditure Account contemplated in section 35(2) of the Act.

**BSA Form 15**

(Terminating societies)

REVENUE AND EXPENDITURE ACCOUNT

(In terms of section 35(2) of the Building Societies Act, 1965]

Name of society for the financial year ended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | R | R |  | R | R |
| 1. Management expenses -  (a) Salaries of staff, wages and bonuses  (b) Directors’ -  (i) fees of office  (ii) valuation fees  (iii) inspection fees  (c) Fees of local boards and committees  (d) Fees paid to persons other than directors in respect of -  (i) valuations  (ii) inspections  (e) Auditor’s fees  (f) Commission (agency and  other)  (g) Other agency expenses  (h) Rent (office, halls, etc.)  (i) Advertising  (j) Stationery and printing  (k) Telephones and postages  (l) Insurance  (m) Bank charges (excluding interest)  (n) Legal expenses  (o) Other expenses (specify) -      Total management expenses  2. Depreciation -  (a) Office furniture, fixtures, etc.  (b) Office premises  (c) Other (specify) -    3. Net losses -  (a) Mortgages  (b) Properties in possession – sold  (c) Other (specify) -    4. Other expenditure (specify) - |  |  | 1. Interest and dividends from investments or deposits  2. Interest on -  (a) Mortgages  (b) Loans against pledge or shares   only  3. Premiums on appropriations  4. Annual deductions from share subscriptions  5. Deductions on withdrawals  6. Fines  7. Transfer fees  8. Entrance fees  9. Forfeitures  10. Rents -  Gross  *Less* expenses  11. Commission  12. Valuation fees etc. paid by borrowers (contra)  13. Other receipts (specify) - |  |  |
| 5. Excess of revenue over expenditure carried to Appropriation Account | |  | 14. Excess of expenditure over revenue carried to Appropriation Account | |  |
| Total | |  | Total | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

(c) Form of Appropriation Account contemplated in section 35 (2) of the Act.

**BSA Form 16**

(Terminating societies)

APPROPRIATION ACCOUNT

(In terms of section 35(2) of the Building Societies Act, 1965]

Name of society Financial year ended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | R | R |  | R | R |
| 1. Deficit at close of previous financial year  2. Excess expenditure over revenue transferred from Revenue and Expenditure Account  3. Appropriations -  (a) Reserve fund  (b) Other (specify) - |  |  | 1. Unappropriated balance at close of previous financial year  2. Excess revenue over expenditure transferred from Revenue and Expenditure Account  3. Other credits (specify) - |  |  |
| 4. Dividends and bonuses credited to share subscription accounts  5. Unappropriated balance as per Balance Sheet  Total | |  | 4. Deficit carried forward as per Balance Sheet  Total | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

Date……………………………………….

AUDITORS’ REPORT

I/We have examined the annual financial statements on pages ............ to ............ In my/our opinion those statements exhibit a true and fair view of the financial position of the Society at 31 March 19 ........ and of the revenue and expenditure for the year ended on that date, in the manner required by the Building Societies Act.

Date………………………………………. ……………………………………………………………….

Auditor/s

(d) Forms of subsidiary statements prescribed in terms of section 35(10) of the Act.

**BSA Form 17**

(Terminating societies)

SHARE SUBSCRIPTION ACCOUNT

(In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

|  |  |  |  |
| --- | --- | --- | --- |
|  | R |  | R |
| 1. Subscriptions repaid, withdrawn or cancelled -  (a) Cash refunds  (b) Annual deductions on cancelled shares  (c) Withdrawal (surrender) fees  (d) Fines  (e) Transfers to Mortgage and Loan Account  Total  2. Annual deductions on remaining existing shares at end of year  3. Other debits (specify) -      4. Share subscriptions standing to credit of members at end of year as per Balance Sheet  Total |  | 1. Share subscriptions standing to credit of members at beginning of year (as per previous Balance Sheet)  2. Subscriptions received (gross)  3. Dividends and bonuses credited as per Appropriation Account  4. Other credits (specify) -                      Total |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 18**

(Terminating societies)

MORTGAGE AND LOAN ACCOUNT

(In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | R | R |  | R | R |
| 1. Total amount due at beginning of year (as per previous Balance Sheet) in respect of -  a) Advances on mortgaged properties (including accrued interest or premium) -  (i) administered under irrevocable power of attorney  (ii) not administered under irrevocable power of attorney  (b) Loans against security of pledged shares only (including accrued interest)  (c) Premiums in respect of deferred appropriations  2. Amount of new advances made during year (including re-advances but excluding advances granted but not paid out) -  (a) On ........ (No.) appropriations by ballot  (b) On ........ (No.) appropriations by purchase  (c) On ........ (No.) advances other than by ballot or purchase  (d) Premiums (purchase price) on appropriations by purchase  3. Loans ........ (No.) against security of existing shares only  4. Interest debited during year in respect of -  (a) Advances against mortgages  (b) Loans against the security of shares only  5. Other debits in respect of advances against mortgages (specify) -    6. Other debits in respect of loans against shares only (specify) - |  |  | 1. Amount (including interest or premium) repaid by borrowers during year on -  (a) Advances against mortgages  (b) Loans against security of shares only  2. Transfers from share subscription account  3. Losses on mortgages written off  4. Other credits (specify) -        5. Total amount due or outstanding at end of year (as per Balance Sheet) on -  (a) Advances against mortgages (including premiums or accrued interest) -  (i) administered under irrevocable power of  attorney  (ii) not administered under irrevocable power of  attorney  (b) Loans against security of pledged shares (including accrued  interest)  (c) Premiums in respect of deferred appropriations |  |  |
| Total | |  | Total | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 19**

(Terminating societies)

PROPERTIES IN POSSESSION

(In terms of section 35(10) of the Building Societies Act, 1965]

Name of society

Particulars of every property held by the Society at any time during the financial year ended

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Stand No. of property and township | Date of registration of bond (month  and year) | Amount advanced | Original valuation of property | Date when possession taken | Debt when possession taken | Date  of sale | Price  realised | Aggregate amount due at end of financial year in respect of capital, interest and charges incidental to taking over |
|  |  | R | R |  | R |  | R | R |
| Total as per Balance Sheet | | | | | | | |  |

Certified correct:

……………………………… ……………………………… ………………………………

Director Director Secretary

**BSA Form 20**

(Terminating societies)

STATISTICAL RETURN

(In terms of section 35(10) of the Building Societies Act, 1965]

Name of society Financial year ended

1. Shares and shareholders -

|  |  |
| --- | --- |
| (a) Number of members at beginning of year (as per last return)  Number of new members during year  Number of members withdrawn etc. during year  Number of members at end of year  (b) Number of shares at beginning of year (as per last return)  Number of shares issued during year  Number of shares withdrawn, cancelled, etc., during year  Number of shares in existence at end of year  Nominal value of individual share R  Nominal value of all shares existing at end of year R |  |

2. Advances and loans -

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | On mortgaged properties | | | | | | | | Loans against security of shares only (Total) |
|  | Not exceeding R2 000 | R2 001  to  R5 000 | R5 001  to  R10 000 | R10 001  to  R15 000 | R15 001  to  R20 000 | R20 001  to  R40 000 | Over  R40 000 | Total |
| Number of advances and loans owing at beginning of year  (as per last return)  Number of advances and Joans made during year  Number of advances and loans repaid during year  Number of advances and loans owing at end of year |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. Sections -  Number of sections in Society  Number of sections terminated during year  Number of new sections opened during year  Number of sections in process of termination | | | | | |  | | |
|  | Section | Section | Section | Section | Section | | Section | Section |
| Number of members  Number of shares |  |  |  |  |  | |  |  |

|  |  |
| --- | --- |
| 4. Situation of branches and agencies -  Branches (including Head Office) | Branches (including Head Office) |

**14.** Every valuation of immovable property made in terms of section 47(1) of the Act shall be recorded in the form set out in BSA Form 21 hereunder or in a form which includes at least the particulars set out in that form: Provided that a society may, in its discretion, for such purpose utilise the application form ordinarily used by it in connection with the granting of advances, subject to the following conditions:

(1) That such application form shall contain information in respect of at least all the items included in BSA Form 21;

(2) that at least one valuator concerned shall personally certify the correctness of the information furnished by the applicant or shall personally make any necessary amendment thereto at least in respect of every item of section B of the prescribed form (BSA Form 21);

(3) that every individual or joint valuator shall, on such application form, sign the declaration required in the prescribed form.

**BSA Form 21**

(All societies)

VALUATION OF IMMOVABLE PROPERTY

[In terms of section 47(2) of the Building Societies Act, l 965)

A.–PROPERTY

1. Stand No.

2. Street and No.

3. Township

4. Size of stand

5. Leasehold or freehold

(If leasehold, state number of years lease has to run.)

B.–DESCRIPTION OF IMPROVEMENTS

1. Main buildings:

(a) Number of storeys.

(b) Detached or semi-detached.

(c) Dwelling, shops, flats, etc.

(d) Outside walls (brick, iron brick-lined, etc.).

(e) Roof (iron, tile, thatch, etc.).

(f) Floors (ordinary wood, parquet, tile, etc.).

(g) Number of rooms other than k.p.b.

(h) State whether k.p.b.

2. Outbuildings:

(a) Number of storeys.

(b) Nature (garage, servants' rooms, coal-shed, storeroom, latrine, etc.).

(c) Brick or iron.

3. Sewerage or sanitary system.

4. Lighting.

5. Water-supply (if not municipal give particulars).

6. Fencing (state nature).

C.–VALUATION

|  |  |  |
| --- | --- | --- |
|  |  | *Remarks* |
| 1. Main buildings  2. Outbuildings  3. Other improvements (give details, e.g. garden wall, fencing, swimming bath, tennis court, borehole, etc.)  4. Total improvements  5. Land  6. Grand total | R  R  R  R  R  R |  |

I/We declare that I/we have no interest, as referred to in section 47(4) of the Act, in the granting of this advance.

Valued by me/us on this ............................................................ day of ........................................................... 19…......

……………………………………………. ……………………………………….

Signature of Valuator Signature of Valuator

……………………………………………. ……………………………………….

Designation Designation

PART III

REQUIREMENTS REGARDING THE COMPLETION AND   
SUBMISSION OF RETURNS AND STATEMENTS

**15.** (a) The monthly return must be lodged on sheets of a standardised size, viz 210 mm across and 297 mm down, and the annual accounts and subsidiary statements on sheets 420 mm across and 297 mm down.

(b) The forms must be completed in a legible manner and figures must be either typewritten or in ink.

(c) Amounts must be rounded off to the nearest rand.

(d) Every item must be completed except where an “X” appears in a column (indicating that no entry is required or possible); where there is no amount in respect of any particular item, “–” should be inserted.

PART IV

REPEAL OF REGULATIONS

**16.**  The regulations published under Government Notice R. 70 of 15 January 1965 are hereby repealed.