



THE
NAUTILUS

The Nautilus Body Corporate
CONDUCT RULES

AUGUST 2026 | VERSION 1

SS No. #####

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TAKE NOTICE THAT:

The following conduct rules impose either a financial or a maintenance obligation on members, namely conduct rules 6, 9, 10, 11, 13, 14, 17, 19, 20, 21, 22 and 26.

1. Preliminary

1. (1) The conduct rules may not be added to, amended or repealed, except in accordance with section 10(2)(b), (3), (4), (5) and (6) of the Sectional Titles Schemes Management Act 8 of 2011 ("the Act").

2. Binding nature

2. (1) These conduct rules have been made in terms of section 10(2)(b) of the Act, for the regulation, management, administration, use and enjoyment of sections and common property within the The Nautilus Body Corporate ("the body corporate" and/or "the scheme"), and once submitted to, reviewed and approved by the Community Schemes Ombud Service ("the CSOS"), will form the final consolidated conduct rules of the body corporate.

(2) These conduct rules must not be added to, amended or repealed, except in accordance with section 10(2)(b), (3), (4), (5) and (6) of the Act.

(3) The provisions of these conduct rules bind the body corporate, the owners of sections and any person occupying a section. A member must take all reasonable steps to ensure compliance with the conduct rules in force, by any occupier/s or tenant/s of any section or exclusive use area, including any visitors, employees and/or guests.

(4) Should any damages be caused by, or penalties be imposed on, any of the persons referred to above, the owner of the particular section will be strictly liable to pay for the damages incurred, or to pay the penalties imposed, by the body corporate.

(5) The owners concerned may further be held liable for damages, penalties, expenses and charges incurred by the body corporate in enforcing compliance with the conduct rules.

3. Definitions and interpretation

3. (1) In these conduct rules the following words, unless the context otherwise requires, have the meanings hereinafter assigned to them:

(a) "Act" means the Sectional Titles Schemes Management Act 8 of 2011, as amended from time to time, and any Regulations and rules made, and in force, thereunder;

(b) "body corporate" means the body corporate of the scheme as defined in the Act;

(c) "building" means a structure of a permanent nature erected or to be erected and which is shown on a sectional plan as part of the scheme;

(d) "children" means children under the age of 10 (ten) years;

(e) "common property" means the common property of the scheme as defined in the Act, and as depicted on the sectional plan;

(f)} "Community Schemes Ombud Service Act" means the Community Schemes Ombud Service Act 9 of 2011, as amended from time to time, and any Regulations made and in force thereunder;

(g) "contractor" means any artisan, builder, electrician, plumber or other person appointed by an owner, occupier or tenant to perform minor alterations, renovations or structural alterations in terms

of these rules, including the workmen, employees, sub-contractors, suppliers and other service providers of the contractor;

(h) "exclusive use area" means a part/s of the common property for the exclusive use by the owner/s, occupier/s or tenant/s of one or more sections;

(i) "managing agent" means the managing agent duly appointed by the body corporate to act as its agent for the purposes of managing the The Nautilus Body Corporate;

(j) "motor vehicle" includes any vehicle, truck, motorcycle or motorised scooter and/or bicycle;

(k) "occupiers" means any person occupying the unit;

(l) "office" means the office of the body corporate situated at the scheme or the office of the managing agent;

(m) "ombud" means a person contemplated in section 21(2)(a) of the Community Schemes Ombud Service Act 9 of 2011;

(n) "owner" means the person/s in whose name the unit is registered at a deeds registry in terms of the Act or in whom ownership is vested by statute, including the trustee in an insolvent estate, the liquidator of a company or close corporation which is an owner, the executor of an owner who is deceased, or the representative of an owner who is a minor, or of unsound mind, recognised by law, and "owned" and "ownership" have a corresponding meaning;

(o) "pets" include all species of pets, including but not limited to dogs, cats, birds, and reptiles;

(q) "scheme" means the The Nautilus Body Corporate SS. No ####, as depicted on the sectional plan;

(r) "section" means a primary and utility section in the scheme, as defined in the Act and as depicted on the sectional plan;

(s) "sectional plan" means the sectional plan of the scheme as registered with the surveyor general and deeds registry;

(t) "trustees" means the trustees of the body corporate, and

(u) "visitor" means any person/s visiting a unit, other than those person/s defined under occupier, including guests, employee/s and contractor/s.

3. (2) In the interpretation of these conduct rules:

(a) words and expressions used will bear the meanings assigned to them in the Act;

(b) the singular number will include the plural and the converse will apply;

(c) the masculine gender will include the feminine and neuter genders, and the converse will apply, and

(d) A reference to natural persons includes legal persons and the converse will apply.

4. Indemnity

4. (1) Any person/s on the common property of the scheme, or using any of its facilities or services, do so entirely at their own risk, and no person/s will have any claim against the body corporate of whatsoever nature arising from such use, nor for anything which may befall any person/s during the course of such use, whether caused by human or animal agency, natural phenomena or otherwise. The body corporate will not be liable for any injury, loss or damage of any description that any person/s may sustain, physically or to their property directly or indirectly, in or about the common

property, its amenities or in the individual sections nor for any act done or for any neglect on the part of the body corporate or any of the body corporate's trustees, employees, agents or contractors.

5. Written consent of the trustees

5. (1) Certain conduct rules require the written consent of the trustees. Application for such consent must be made in writing, and the applicant owner must furnish the trustees and/or the managing agent, on behalf of the trustees, with all the information, details and documentation, as required.

5. (2) The trustees may attach reasonable conditions to their consent, and may withdraw such consent in the event of non-compliance with any of the said conditions, and when withdrawing their consent, the trustees must notify the owner in writing, and furnish the reasons for their decision.

6. Behaviour in sections and exclusive use areas

6. (1) Owners, occupiers and/or tenants must not use their section or exclusive use area, or permit same to be used, in such a manner or for such purpose which may cause a nuisance to any owner, occupier or tenant.

(2) Owners or occupiers, tenants, visitors, employees or contractors must not cause a nuisance to any other occupiers with their smoking.

(3) Owners or occupiers will be subject to the limitations imposed by smoke legislation where applicable and as amended from time to time.

(4) The slaughtering of animals or poultry for cultural and/or religious reasons, will only be permissible provided that:

(a) an owner, occupier and/or tenant has obtained the prior written consent of the trustees, which consent will not unreasonably be withheld. The trustees may provide for any reasonable condition in regard to the ritual slaughtering of animals or poultry;

(b) The written application for trustee consideration and approval must specify:

(i) a reasonable date and time for the slaughtering to take place;

(ii) the type of animal to be slaughtered;

(iii) the name and qualifications of the person who will be carrying out the slaughtering ritual;

(iv) that the animal will be brought onto the premises immediately prior to the slaughtering ritual and that the carcass will be removed immediately thereafter;

(v) that the Municipality has granted consent in terms of the applicable By-Laws;

(vi) that the Department of Health has granted consent;

(vii) that the Society for the Prevention of Cruelty to Animals (SPCA) will ensure that an official will attend the ritual to ensure that the animal will not endure unnecessary pain or suffering;

(viii) that all affected owners, occupiers and tenants within the scheme have received written notification of the slaughtering ritual to take place, which notification must set out the date and time that the slaughtering ritual is scheduled for.

(ix) No owner, occupier and/or tenant may cure or hang up to dry any meat, fish, skin, or the like on any part of the common property.

(5) Owners must at all times ensure that the number of persons who permanently reside in that section does not exceed 2 (two) persons in respect of a 1 (one) bedroom section and 4 (four)

persons in respect of a 2 (two) bedroom section and 6 (six) persons in respect of a 3 (three) bedroom section.

(6) The owner must always maintain their section in good, clean and habitable order and condition, and will be responsible for all interior painting, maintenance, inclusive of blockage of sewers and sanitary equipment and connections, and repairs of whatever nature including repairs to doors and windows located within the section. Median line should be taken into account here, outer walls, doors, windows, balustrades are usually 50/50 responsibility

(7) Owners, occupiers and/or tenants must take care to avoid costly damage and possible injury by securing doors and windows in adverse weather conditions.

(8) An owner must take all such precautions as are possible, having regard to the plumbing system of the building, to avoid damage to other sections or any other part of the common property by the penetration of water through the walls or floors of their section.

(9) An owner may install a locking or safety device to protect the section against intruders, or a screen to prevent entry of animals or insects, if the device or screen is soundly built and is consistent with a design, colour, style and materials approved in writing by the trustees. The owner must keep said device installed in good working order and repair.

(10) An owner is obliged to maintain all alterations, additions or decorations made by them to the exterior of their section in a state of good working order and repair and to take all reasonable steps to keep it in a clean, hygienic and neat condition.

(11) Owners, occupiers and/or tenants must not place or do anything on any part of their section or exclusive use area, which at the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the scheme.

(12) Owners, occupiers and/or tenants must not, without the prior written consent of the members, make a change to the external appearance of the section or any exclusive use area allocated to it, unless the change is minor and does not detract from the appearance of the section or the common property, which shall be considered and approved at the discretion of the trustees.

(13) Owners, occupiers and/or tenants must ensure that sections are provided with adequate curtaining, lining or blinds at all times. All curtains must be lined in white or off-white coloured fabric.

(14) No reflective or tinting foil may be attached to windows.

(15) When braaiing, an owner, occupier and/or tenant is only permitted to make use of a gas and/or electric braai on their terrace and/or balcony.

(16) Owners, occupiers and/or tenants are not permitted to plant or grow any plants that are unsuitable for gardens in the scheme due to their size, destructive root systems, or that could negatively impact other sections and/or the common property.

(17) Owners, occupiers and/or tenants must ensure that drainage outlets on balconies and terraces are kept clear for the free flow of rainwater.

(18) Owners, occupiers and/or tenants can use lock-up garages only for vehicle storage. No power tools or loud machinery are to be operated inside or outside the garage.

(19) Owners, occupiers and/or tenants will be allowed to automate their lock-up garage door.

7. Alterations and renovations

7. (1) Any owner planning to undertake an alteration/s and/or renovation/s to their section must obtain the prior written consent of the trustees prior to obtaining municipal approval of plans, if

applicable. In doing so, the applicant owner must fully complete, sign and submit to the trustees, an application substantially in the form of the Annexures marked B and C, clearly outlining the scope of work, details of the contractor, duration of the project, (start and end date), confirmation that owner and appointed contractor were furnished with the Conduct Rules and confirmation of their compliance thereof.

8. Business activities and hobbies

8. (1) No owner, occupier and/or tenant may hold or allow to be held any auction, other than those required for the purposes of a sale in execution of a unit.

(2) No owner, occupier and/or tenant may hold or allow to be held exhibition/s or jumble sale/s in their section, exclusive use area or any portion of the common property.

(3) No owner, occupier and/or tenant may run a business, except for working from home in administrative capacity from their section or exclusive use area so as to cause a nuisance or be in contravention of the Municipal By-Laws.

(4) No owner, occupier and/or tenant may run a business on any part of the common property.

(5) No advertisements or publicity material may be displayed or distributed on the common property without the prior written consent of the trustees.

9. Eradication of pests

(1) An owner, occupier and/or tenant must keep the section free of wood-destroying insects, including white ants and borer beetles.

(2) An owner, occupier and/or tenant must allow the trustees, the managing agent, or their duly authorised representatives to enter the section on reasonable notice to inspect it and take any action reasonably necessary to eradicate any such pests and replace damaged woodwork and other materials.

(3) The body corporate must recover the costs of the inspection and replacement from the owner of the section.

(4) No owner, occupier and/or tenant may feed any animal, bird or reptile on any part of the common property or from their section, and must refrain from doing anything, which might encourage the frequenting of pigeons, rodents, cockroaches or stray animals anywhere on the property.

10. Behaviour on common property

10. No owner, occupier and/or tenant may make use of any part of the common property, to the exclusion of other owners, occupiers and/or tenants, or in such a way that interferes with the use and enjoyment thereof by other persons lawfully on the premises.

(2) An owner, occupier and/or tenant must not obstruct the lawful use of the common property by any other person.

(3) Owners, occupiers and/or tenants must not, without the prior written consent of the trustees:

(a) store or leave, or allow to be stored or left, any article or thing on or in any part of the common property;

(b) place, store, leave any object on any part of the common property, or allow or permit it to be so placed, stored, or left;

(c) erect any tent or similar structure of a temporary nature on the common property;

- (d) maintain, add to or remove from the common property gardens;
 - (e) mark, paint, drive nails, screws or other objects into, or otherwise damage or deface a structure that forms part of the common property, and
 - (f) go onto the roof of any building within the scheme.
- (4) No person/s may smoke any tobacco product, including electronic or similar smoking devices, including legalised marijuana, as it is strictly prohibited on the common property.
- (5) The owner or occupier of a section must ensure that no alcohol or any intoxicating substances is consumed on the common property, and must further not bring on to, or use, or allow to be used, any illegal substance on the common property of the scheme.
- (6) Owners, occupiers and/or tenants may not cause any damage to the entrance doors and/or the inside of the lift during transporting their luggage and/or furniture. Such person must ensure the proper use of the lift blanket which includes hanging, followed by removal and storage.
- (7) No owner, occupier and/or tenant may load the lift in excess of the designated maximum carrying capacity.
- (8) Owners, occupiers and/or tenants must not track excessive sand or dirt into the foyer, lift or stairs, or leave any objects or mess in these areas or inside the lift.
- (11) Owners, occupiers and/or tenants must not cause or permit the striking, throwing or bouncing of balls or other objects against any of the walls and/or windows of the common property.
- (12) No person/s may jump or climb over walls, perimeter walls, security gates or fencing.
- (13) The use of roller skates, skateboards and other similar objects, is not permitted on the common property.
- (14) No obstacles or objects, which may interfere with the normal operation of the electronic gates, doors and similar, may be inserted therein or placed in such a manner so as to avoid the automatic closure of the gate.
- (15) No person/s may tamper with or attempt repairs to the electronic gates, doors and similar or its components. Any faults are to be reported to the trustees or managing agent.
- (16) In the event of damage of whatsoever nature being caused to the common property, by an owner, occupier, tenant or any of their visitors, contractors or employees, the registered owner will be responsible for the costs of such repair.
- (17) Owners, occupiers and/or tenants must not keep or do anything on the common property after receipt of a notice to desist has been received from the trustees.
- (18) Access to the common areas, including the clubhouse, may be reasonably regulated, as determined in the discretion of the trustees.

11. Air conditioning units

11. (1) No changes to the exterior of the section may be made without a unanimous approval by members, unless such a change is minor, in which case trustee approval is required and such must be justifiable by the trustees to members should a query arise.
- (2) No air conditioning unit, if approved, may be visible when viewed from outside the scheme or from any other section. Air conditioning units must be properly screened off with The Nautilus Body Corporate approved screens.

(3) An owner, occupier and/or tenant must keep the air conditioning unit in good working order and repair.

Should the trustees not be satisfied with the working order or noise levels of a particular air conditioning unit, the owner of such an air conditioning unit must have it repaired or replaced, at their cost, to the satisfaction of the trustees.

(4) An owner, occupier and/or tenant will be responsible for the maintenance, repair and replacement of all pipes, wires, cables and ducts that service the air conditioning units installed under this rule, notwithstanding the fact that such pipe, wire, cable or duct may be located on common property.

(5) An owner, occupier and/or tenant will be responsible for the cost of any maintenance, repair or damage caused by the installation of the air conditioning unit to the common property or to other sections.

(6) The condensation caused by the air conditioning units is not permitted to drip and must be reticulated directly into a drain, of which the plan for such reticulation must be reviewed and approved by the trustees. See wording of rule 13.3

12. Laundry

12. (1) An owner, occupier and/or tenant must not, without the prior written consent of the trustees:

- (a) erect washing lines or similar on the common property;
- (b) hang laundry or other items in a section or any exclusive use area allocated to it, if the articles are visible from another section or the common property, or from outside the scheme, and
- (c) carpets, mats, brooms, mops or any other cleaning apparatus may not be shaken, dusted or beaten over balconies or through windows.

12. (2) An owner, occupier and/or tenant must not erect their own washing lines or tie washing lines to balcony railings.

13. Satellite dishes and other installations

13. (1) No owner, occupier and/or tenant may, erect a satellite dish, or similar device for the reception or transmission of television or other signals.

(2) An owner, occupier and/or tenant may connect to the scheme's fibre infrastructure, the service provider service fee will be for their account.

(3) Extractor fans for kitchen cookers and barbeques, as well as washing machine and/or tumble dryer extractors, may only be vented out of the section, in a position approved in terms of the prior written consent of the trustees, and will further not be permitted to impinge on the air quality or temperature of other sections.

(4) Solar heating systems, sky lights, generators and water tanks will only be permitted with the prior written consent of the trustees in their sole discretion, which consent may be subject to conditions in regard to the location, method of installation and use.

(5) The prior written consent of the trustees for any installation may be withdrawn at any time in the event of non-compliance with any imposed condition/s. In the event of such withdrawal of consent, the owner will be responsible for the immediate removal of the said installation, at their own cost, failing which the trustees may have it removed and hold the owner liable for any costs so incurred.

(6) The owner will be responsible for the maintenance and repair and replacement of the installation, including but not limited to all pipes, wires, cables and ducts that service the installation,

notwithstanding the fact that such pipes, wires, cables or ducts may be located on common property, including all associated costs.

14. Behaviour within the scheme

14. (1) An owner, occupier and/or tenant must not cause or permit any disorderly conduct of whatsoever nature upon the section or any part of the common property or do or permit any act, matter or thing in or about the same which constitutes or causes a nuisance or disturbance or any inconvenience to any other owner, occupier and/or tenant, in the quiet enjoyment of their own premises or which is likely to or in any way may tend to affect detrimentally the benefit, enjoyment, rights of occupation or the interests of any other owner, occupier and/or tenant.

(2) An owner, occupier and/or tenant must not use the property or permit it to be used for any purpose which is injurious to the reputation of the scheme.

(3) An owner, occupier and/or tenant must take reasonable steps to ensure that their visitors do not behave in a way likely to interfere with the peaceful enjoyment of the scheme.

(4) An owner, occupier and/or tenant must give the trustees and/or the managing agent, at least 24 (twenty four) hours' notice, except in the case of an emergency, should their plumber or electrician require the water or electricity to be shut-off within the scheme.

(5) Owners, occupiers and/or tenants must familiarize themselves with the location of the water and electricity shut-off points within the scheme.

(6) No explosives, crackers, fireworks or items of similar nature may at any time be lit and/or set off within the scheme.

(7) No drones may be operated within the scheme without the prior written consent of the trustees and provided that the operator must be appropriately licensed.

(8) An owner, occupier and/or tenant must not place any sign, including a for sale and to let sign, notice, billboard or advertisement of any kind whatsoever on any part of the common property, or of a section, so as to be visible from outside the scheme, without the prior written consent of the trustees.

15. Employees and/or service providers

15. (1) An owner, occupier and/or tenant may not request the employee/s and/or service providers of the body corporate to perform personal tasks for them during their working hours.

(2) Owners, occupiers and/or tenants may not interfere with the employee/s and/or service providers of the body corporate in the performance of their duties or instruct them in regard to the common property.

(3) Owners, occupiers and/or tenants are responsible for the conduct of their own employees on the common property and must ensure that they:

(a) do not cause a nuisance, and

(b) comply with the security procedures in terms of the conduct rules.

16. Keeping of pets

16. (1) An owner, occupier and/or tenant may not, without the written consent of the trustees, whose approval may not be unreasonably withheld, keep any one (1) small pet in a section and exclusive use area.

- (2) The trustees may provide for any reasonable condition in regard to the keeping of a pet in a section and exclusive use area, which conditions are set out in Annexure A below.
- (3) An owner, occupier and/or tenant suffering from a disability, and who reasonably requires a guide, hearing or assistance dog, will be considered to have the trustees' consent to keep such dog in a section and exclusive use area, and to accompany such person on the common property.
- (4) Upon the non-compliance with the provisions of this conduct rule, as well as the conditions as set out in Annexure A, the owner, occupier and/or tenant of the relevant section may become liable for a penalty.
- (5) Upon the non-compliance with the provisions of this conduct rule, as well as the conditions as set out in Annexure A, the trustees will make an application to the Community Schemes Ombud Service in terms of section 38 read with section 39(2)(b) or 39(2)(c) of the CSOSA, whichever order is appropriate in the circumstances.
- (6) Visitors are not permitted to bring pets into the scheme.

17. Littering, refuse and waste disposal

17. (1) An owner, occupier and/or tenant must not leave refuse or other materials including any rubbish, dirt, cigarette butts, food scraps, chewing gum, bottles, junk mail or any litter whatsoever on the common property.
- (2) Ensure that all refuse bags are securely tied to prevent leakage, that all open tins and bottles are properly drained, and that all broken glass or objects with sharp edges are properly wrapped.
- (3) Unless the trustees provide an alternate method to dispose of refuse, the owner, occupier and/or tenant must keep a receptacle for refuse, in a clean and dry condition, and adequately covered in the section, or in the refuse area.
- (4) Except as set out herein, no receptacles, refuse or refuse bags, builders' rubble or any other kind of waste, may be left in the corridors, walkways or any other part of the common property.
- (5) Ensure that when carrying their refuse to the designated refuse area, the refuse bags, containers or other receptacles do not leak or cause a mess to the common areas, and should the said mess occur, they are responsible to clean same.
- (6) The owner, occupier and/or tenant must:
- (a) ensure that they place their refuse in the refuse receptacle/bin in the refuse area at the time/s so designated by the trustees, for collection purposes, and
 - (b) ensure that they do not, in disposing of their refuse, adversely affect the health, hygiene or comfort of the other owners, occupiers and/or tenants.
- (7) An owner, occupier and/or tenant is responsible for the removal of all other types of refuse, including builder's rubble, from their own section, and such types of refuse must be kept inside the section until it is removed from the scheme.
- (8) By prior arrangement with the trustees, builder's rubble, packing cases and similar refuse may be deposited in a designated area, for municipal or other collection services.
- (9) Owners, occupiers and/or tenants must ensure compliance with recycling initiatives.

18. Noise

18. (1) An owner, occupier and/or tenant must be cognisant of the close proximity of the sections to one another and must not allow any persistent and unreasonable noise levels to disturb other owners, occupiers and/or tenants.

(2) An owner, occupier and/or tenant must not create noise likely to interfere with the peaceful enjoyment of another section or another person's peaceful enjoyment of the common property.

(3) Excessive noise must be avoided from 22:00 to 08:00 Sunday to Thursday, and between 23:00 to 08:00 on Friday and Saturday.

(4) Owners, occupiers and/or tenants must take every effort that they and/or their visitors arriving or departing to do so with little disturbance to other owners, occupiers and/or tenants. be used in such a manner so as not to be heard in adjoining units or on the common property.

(5) Power tools and other noise-producing equipment if operated outside the times stipulated above must cause minimum nuisance to other owners, occupiers and/or tenants.

19. Vehicles

19. (1) Any person/s entering the scheme must obey all signs and road markings containing directions for the use and parking of vehicles on the common property.

(2) No unlicensed person may drive any vehicle on the common property.

(3) No hooters may be sounded within the scheme or outside the security gate, other than in an emergency.

(4) No slamming of vehicle door/s.

(5) No revving of engines excessively.

(6) No vehicle radio and/or sound system may be set at a volume audible outside the vehicle.

(7) When on common property, vehicles must not be driven recklessly or in such a manner as could adversely affect the safety of the occupiers in the scheme, or to create a nuisance.

(8) Tailgating in and out through the main gates is prohibited.

(9) Motorcycles, quad bikes and similar vehicles may not be used on the common property other than for entering and exiting the scheme, nor may they be left, parked and/or stored on any part of the common property where they may cause an obstruction, nuisance and/or danger to any other owner, occupier and/or tenant.

(10) All vehicles must not drip oil, petrol or brake fluid onto the common property, or in any way deface the common property.

(11) Should any vehicle cause a mess or damage to the common property, the owner of the respective unit will be solely responsible for the immediate cleaning of the mess and/or repair of the damage caused to the common property, failing which the trustees will be entitled to arrange that the relevant area of common property be cleaned and/or repaired, and all costs incurred will be for the owner's account.

20. Parking

20. (1) Without the prior written consent of the trustees, which consent must state any reasonable conditions, including the duration for which it is given, except in the case of an emergency, no owner, occupier and/or tenant may:

(a) park any vehicle on the common property, or permit or allow any of their visitors' vehicles to be parked on common property, except for in the parking bays designated for that purpose;

(i) delivery vehicles will only be allowed to park in designated parking bays for a short period of time;

(ii) removal trucks will only be allowed with permission from the trustees and a designated parking area will be indicated for the day of either moving in or out.

- (b) park a vehicle, which is unlicensed or unroadworthy, on the common property, and
 - (c) abandon any vehicle on the common property.
 - (d) park any caravan, boat, trailer or commercial vehicle, on the common property.
- (2) The trustees may cause any vehicle to be wheel-clamped at the risk and expense of the owner of the vehicle.
- (3) A release fee must be paid before the wheel-clamp will be removed. Until otherwise determined by the owners in a general meeting, a release fee of R500.00 (Five Hundred Rand) will be payable.
- (4) In the event that an owner of a vehicle wishes to remove a wheel-clamp during hours in which no one is available to do so, the trustees will place a notice on the vehicle, which provides the contact details of the person responsible for releasing the wheel-clamp.
- (5) No vehicle may be parked, to obstruct the movement of pedestrians or other vehicles on the common property, or as to impede the use of any parking bay, as well as fire hydrants.
- (6) All persons entering the parking area, via vehicle, must adhere to the height restrictions.
- (7) Vehicles are not permitted to be parked in a parking bay in such a manner as to encroach over another parking bay.
- (8) The right to park vehicles upon the common property is subject to the express condition that every vehicle is parked at the owner of the vehicles risk and responsibility, and that no liability will attach to the body corporate, or its agents, or any of their employees, for any loss or damage of whatever nature, which the owner or any person claiming through or under them, may suffer in consequence of their vehicle having been parked on the common property.
- (9) An owner, occupier and/or tenant must:
- (a) keep their parking bay in a neat and presentable condition;
 - (b) not dismantle or effect major repairs to any vehicle on any portion of the common property, an exclusive use area or within a section.
- (10) No person/s may sleep or overnight in a parking bay.
- (11) Owners, occupiers and/or tenants shall comply with any relevant parking procedures, issued by the trustees, from time to time, regarding the parking of vehicles.
- (12) Please refer to Annexure B to the Management Rules for the Schedule of Allocation of the following:
- (a) Exclusive use area plan in terms of Section 10(7) of The Sectional Titles Schemes Management Act No. 8 OF 2011. The exclusive use area, which forms part of the Common Property in the development, will be registered in the name of the owner by way of Cession of Exclusive Use Area. (This garage will have a separate title deed in the name of the owner)
 - (b) Schedule of allocated parking bays for sole usage, which will be permanently reserved and allocated for the use of the owner of the unit. Please note that these Parking Bays are on Common property and no separate title deed for these bays will be registered, but the owner of each unit is entitled to the sole use of the Parking Bay(s), for as long as it is an owner of a unit.
 - (c) A monthly levy will be charged for each Exclusive Use Area (Garage) and Sole Use Area (Parking Bay), payable by the owner for the use thereof.

21. Safety and Security

21. (1) Owners, occupiers and/or tenants must ensure that the security and safety of all owners, occupiers and/or tenants as well as their properties are preserved and protected, and in particular must:

- (a) ensure that upon entering or leaving, all security doors and gates are properly closed, and
 - (b) that such doors and gates are never opened for persons other than those visiting the owner, occupier and/or tenant, known to occupy a section.
- (2) Any contractor must be supervised by the owner, occupier and/or tenant.
- (3) The owner will be liable to replace and/or recode any faulty and/or lost access device at their cost. A faulty device must be returned to the managing agent before a new device will be issued.
- (4) All visitors need to be escorted to their vehicles until exiting the property.
- (5) The body corporate may not be liable or responsible for the receipt or non-receipt and delivery or nondelivery of goods, postal matter or any other property. All delivery persons need to be escorted and observed by the relevant owner to their vehicles until exiting the property-
- (6) All person/s entering the scheme are not permitted to engage in any illegal activity, or breach security that jeopardizes the health, safety, peace, and welfare of other owners, occupiers and/or tenants or involving imminent or actual property damage.

22. Storage of flammable materials

22. (1) An owner, occupier and/or tenant must not, without the prior written consent of the trustees, store a flammable substance in a section, exclusive use area or on the common property, unless the substance is used or intended for the use of domestic purposes. This rule does not apply to the storage of fuel or gas in:

- (a) the fuel tank of a vehicle, or engine, and
- (b) a fuel tank or gas cylinder kept for domestic purposes.

(2) No owner, occupier, tenant or their visitors are permitted to tamper with any firefighting equipment or use the said fire equipment other than for the purpose of extinguishing a fire.

(3) Reference must be made to the Pressure Equipment Regulations, in terms of the Occupational Health and Safety Act 85 of 1993. In terms of these Regulations, all gas installations must have a Certificate of Conformity, which states that the installation has been properly inspected and is determined to be safe and leak free. The certificate must be issued by an authorised person, who is registered with the Liquefied Petroleum Gas Safety Association of Southern Africa.

(4) An owner, occupier and/or tenant must not store any material, or do or permit or allow to be done, any other dangerous act in the building or on the common property which will or may increase the rate of the premium payable by the body corporate on any insurance policy.

23. Communal Garden and Braai area

23. (1) Owners, occupiers and/or tenants may use the communal garden area, subject to the following conditions:

- (a) no smoking is permitted;
- (b) no glass bottles or containers are permitted;
- (c) no music is permitted;
- (d) access is not permitted between 22:00 and 08:00;

(e) persons under the age of 16 (sixteen) must be under the supervision of an adult, who will be responsible for their safety and conduct;

(j) no stones, litter, objects and or liquids may be thrown into the area;

(k) visitors utilising the communal garden or braai area must be accompanied by the relevant owner, occupier and/or tenant;

(2) Any owner, occupier and/or tenant using the braai facilities must always restore the cleanliness of the area and remove any personal braai equipment or refuse immediately after use.

(3) The braai facilities may only be utilised between the hours of 11:00 and 21:00.

(4) All owners, occupiers and/or tenants shall comply with any directives issued by the trustees from time to time regarding the use of the communal garden and braai area.

24. Complaints

24. (1) All complaints are to be submitted, in writing to the trustees or managing agent.

(2) The trustees or the managing agent must investigate the matter and notify the alleged contravening owner, occupier and/or tenant in writing of the complaint.

(3) The trustees, when notified of such a complaint, may issue instructions to the managing agent on the action to be taken against the person/s, who are allegedly in contravention, including the instruction to issue a warning and/or penalty.

25. Dispute resolution

25. (1) In the event of any internal dispute arising between an owner, occupier, tenant and the body corporate, the parties to the dispute must engage each other in good faith, with a view to resolving the dispute within a reasonable timeframe.

(2) In order to notify the body corporate, as well as any person against whom a complaint is made, of the dispute, and for the purpose of holding an internal dispute resolution meeting, the complainant must lodge a signed and motivated complaint with the trustees or managing agent as per the prescribed complaint form (online). The trustees must record their decision and the outcome of any internal dispute resolution meeting.

(3) In the event of the dispute not being resolved internally, a party to the dispute may make an application for relief to the CSOS.

26. Contravention of conduct rules and imposition of penalties

(As duly reflected in Management Rule 35.1-12)

26(1) In the event of a breach, the following procedures must be complied with, prior to the imposition of the penalties:

(2) If the conduct of an owner/tenant/occupier of a section or his or her visitors in the opinion of the trustees constitutes a:

(a) nuisance;

(b) breach of any duty of the owner under section 13 of the Act;

(c) breach of any of the duties of owners and occupiers of sections, and

(d) breach of any of the scheme's rules

the trustees may furnish the owner with a written notice, which may in the discretion of the trustees, be delivered by hand or by email, except in the instance of parking violations, in which case, photographic evidence will suffice as proof of the contravention of the rules, in order to impose a summary fine, where no prior notification in regard to a contravention of the rules of the body corporate is presented to the offender.

In the notice the particular conduct which constitutes a nuisance must be described or the provision that has allegedly been contravened must be clearly indicated, and the recipient must be warned that if he or she persists in such conduct or contravention, a fine will be imposed on the owner of the section.

(3) Once a written notice has been issued by the trustees to the owner in respect of any nuisance or contravention as contemplated in clause 35(2)(a)-(d), such notice shall be deemed to constitute the first warning to the owner. Should any further nuisance or contravention occur in respect of the same section, irrespective of whether the subsequent nuisance or contravention is committed by a different occupier, tenant, or any visitor of the section, the owner will be regarded as having already received the first warning, and the trustees may, at their discretion, impose the penalty provided for in terms of this rule.

(4) If the owner/tenant/occupier nevertheless persists in that conduct or in the contravention of that particular rule, the trustees may convene a meeting of trustees to discuss the matter.

(5) A written notice by which the alleged offender (whether owner/tenant/occupier), is informed of the purpose of the meeting and invited to attend, must be sent to the owner at least 7 (seven) days before the meeting is held. At the meeting the owner/tenant/occupier must be given the opportunity to present his or her case, but except in so far as he or she is permitted by the chairperson, he or she may not participate in the conduct of the meeting. A trustee shall not be entitled to participate at the meeting in that capacity if she or he or any person who occupies the residential section which she or he owns or represents is the alleged offender.

(6) After the owner/tenant/occupier has been given the opportunity to present his or her case, and if 75% (seventy-five percent) of the trustees present at the meeting agree that a provision of the scheme rules or the Act has been breached, the trustees may by majority decision impose on the offender a fine of not more than 50% (fifty percent) of the monthly contribution levied, for the first offence, and a fine of not more than 100% (one hundred percent) for the second offence and for any ongoing offence/s.

(7) The monetary amounts of the fines in terms of this rule shall, at the request of any owner, be reviewed at any annual general meeting and may be amended by majority vote.

(8) In regard to an ongoing offence, the trustees have the discretion to adjust the fine imposed, depending on the gravity of the ongoing offence.

(9) In the event of a contravention of the rules of the body corporate by an owner/tenant/occupier, which the trustees, in their discretion, deem to be a serious breach, the trustees have the right to raise a summary fine, without prior notice, provided that should a meeting be requested to review the fine raised, such a meeting be held as set out in this rule.

(10) Should the meeting be held, trustees must record the outcome of the meeting, and may resolve to:

(a) uphold the penalty, and

(b) withdraw, increase or reduce the penalty.

(11) A trustee will not be entitled to participate at the meeting in the capacity as trustee, if they, or any occupier and/or tenant occupies the section which they own and/or represent, is the alleged offender.

(12) Any fine imposed, if it is not paid by the offender within 14 (fourteen) days after the offender has been notified of the imposition of the fine, be added to the contribution which an owner is obliged to pay, and claimed by the trustees as part of the monthly instalments payable by the owner together with interest at the rate determined by the trustees for overdue levies.

Draft 19/08/2026

Undertaking

I/we the owner/s, occupier/s and/or tenant/s, do hereby confirm and validate that by signing this page, that I/we have read and understand each rule and sub-rule.

Signature

Certificate

These conduct rules have been amended by the developer on behalf of the body corporate on 30 June 2026

Annexure A | Pet application

1. All pets must be registered with the body corporate, using one pet registry form for every pet. The body corporate must be notified immediately of any change e.g. the loss, departure or death of any pet. The managing agent will maintain a register of all the pets kept within the property.
2. Owners, occupiers and/or tenants will not be permitted to keep pets without the prior written consent of the trustees.

The trustees may withdraw such consent in the event of any contravention of any condition prescribed.
3. Pets will be restricted to the maximum of 1 (one) small dog, or 1 (one) cat.
4. Dogs and cats must wear a tag, stating its name and the address and contact number of its owner.
5. Dogs and cats must be vaccinated, as required, and a veterinary certificate to this effect must be available for scrutiny at any time by the trustees.
6. Dogs and cats are to be spayed/neutered, and a veterinary certificate, if available, to this effect must be attached to this form.
7. Dogs may roam freely inside the section and/or exclusive use area, otherwise they must be kept under control on a leash and accompanied by a responsible person.
8. An owner, occupier and/or tenant will be responsible for the correct removal of any of their pet's excrements from their section, exclusive use areas, other sections, other exclusive use areas as well as the common property.
9. No pets may unreasonably disturb other owners, occupiers and/or tenants.
10. The owner of any pet, permitted into the scheme, will be solely liable for the conduct of the pet and the body corporate will not be held responsible for same.

Details

Full Name:

Telephone number: (H): _____ (W): _____ (C): _____

Email Address:

Physical Address:

Pet's Name:

Type: _____ Gender: _____ Age: _____

If dog, height in cm from floor to highest point on back (shoulder):

Description (incl. colouring, specific markings, etc.):

I agree to the terms and conditions herein, as well as the rules under Pets in the The Nautilus Body Corporate.

Signature

Date

Draft 19/08/2026

Annexure B | Alterations and renovations application

The below application must be completed and signed by the owner of the section concerned and returned to the trustees along with any other required documentation.

Application to carry out alterations and/or renovations

I/We the undersigned hereby make application to the trustees with the of the body corporate to carry out alterations/renovations as described by me/us below and I/we undertake to comply with the conditions set out hereinafter.

Owner name: _____ Co-owner name: _____

Section number: _____ Contact number: _____

Contractor name: _____ Contact number: _____

Vehicle registration: _____ Vehicle type: _____

Description of alterations/renovations and diagram/plan (Attach a separate sheet if space below is inadequate)

Visual impact (If any change proposed will be visible from the exterior of the section give details here; if not state "none". Attach a separate sheet if space below is inadequate)

Date of commencement: _____

Date of completion: _____

I/We hereby accept the conditions and make the application accordingly.

Date

Owner

Commencement certificate

We, the trustees of the The Nautilus Body Corporate, hereby authorise you to commence with the alterations/renovations as detailed in the foregoing application and attached diagrams/plan.

Signed at _____ on this day _____ of _____ 20____

Trustee

Trustee

Conditions

Please note: Read these conditions carefully and retain for your own reference.

The conditions set out herein, are made in the interests of all who have invested and/or live in the scheme. Applicants must appreciate that their proposed activities may affect others in the building, and it is most important, firstly that any detrimental impact is kept to an absolute minimum, and secondly that once started the work is completed expeditiously within the work period applied for.

It is the function of the trustees to ensure that all applicant owners act with reasonable, diligent care and with due and proper consideration for the remaining owners, occupiers and/or tenants of the building. Where appropriate, the trustees will obtain professional advice from suitably qualified professional experts at the expense of the applicant owner.

These conditions have been framed accordingly, and it is the duty of the trustees to see that they are adhered to. In this regard, your compliance is earnestly requested.

1. The following broad definitions apply:

(a) **Alterations** will mean any work involving structural alterations or additions to a section, including the removal, creation or modification of a wall or any structural part of the building, and will include any alterations, modifications or decorative work which affects the exterior appearance of a section.

(b) **Renovations** will mean any internal redecoration or refurbishment of the interior of a section, including the replacement, removal or creation of internal fittings, such as kitchen and other cupboards, sanitaryware, floor coverings, etc.

2. Redecoration of the interior of a section by painting, wallpapering and carpeting will not constitute a renovation or alteration requiring compliance with the terms and conditions as set out herein.

3. The decision of the trustees will be final as to whether the work proposed constitutes an "alteration/s" or "renovation/s" as referred to herein.

4. The procedure for obtaining approval is as follows: -

(a) **ALTERATIONS:** Where alterations as defined above are involved:

(i) Submit this application with a sketch plan of the proposed alterations to the trustees to obtain their agreement in principle.

(ii) After approval in principle by the trustees has been obtained, it is the responsibility of the applicant owner to see that, if necessary, professionally prepared plans (which may not deviate from the sketch plan) are duly approved by the Municipality.

(iii) A copy of the plans as approved by the Municipality must be submitted to the trustees, alternatively the trustees must be supplied with evidence satisfactory to them, that Municipal approval is not required.

(iv) If the trustees consider it necessary, they may be entitled, at the cost of the applicant owner to seek the advice of an architect, engineer or other professionals as to the acceptability of the proposals.

(b) **RENOVATIONS:** Where only renovations as defined above are proposed this application need only be submitted to the trustees.

5. Written confirmation that the work may proceed will be conveyed to the applicant owner by the trustees, with whom dates for the commencement and completion of the work will be arranged. The trustees will also provide the applicant owner with information concerning access and the maintenance of security at the building.

6. Under no circumstances, may work start without the prior written consent of the trustees, and the deposit having been paid to the body corporate.

7. Care must be taken not to disrupt or break any bulk service lines, and the trustees must be informed immediately if such disruption or breaks occur. Particular care must be taken with the intercom wiring and telephones, as any damage caused in the section can break the circuit and disrupt the services to other sections. The applicant owner accepts responsibility for any damage caused by them or their contractors to common property or to other sections in the building and indemnifies other owners against such damage.

8. Work carried out by owners must comply with the National Building Regulations and Building Standards Act 103 of 1977.

9. Contractors appointed to carry out alterations and/or renovations to a section, must have contractors all risks insurance in place, incorporating the following cover and minimum limits of indemnity:

(a) Contract works to the value of the contract;

(b) Third party liability, and

(c) Damage to surrounding property.

10. When planning any changes, it is the applicant owner's responsibility to determine whether consent from the Municipality is required. In most cases any approval by the body corporate or trustees will be conditional on such approval being obtained before work can commence.

11. Work is allowed Monday to Friday between the hours of 08:00 to 17:00 and between the hours of 08:00 to 12:00 on Saturdays. No work is permitted on Sundays and public holidays.

Cement or similar products may not be mixed on the tarmac or any portion of the common property.

Building material must be stored on site in the section premises at all times, and may not be stored on the common property.

All refuse to be kept within the section unless alternative arrangements have been made with the prior written consent of the trustees.

Contractors must be always supervised, and at no stage may access devices to the scheme be given to them.

Contractors must ensure that the common property is always kept clean.

The common property's electricity supply may not be used without the prior written consent of the trustees, in which case a charge may be assessed for the electricity consumed, which will be for the applicant owner's account.

Should lift access be required, a written application is required in advance, stating the requested date and approximate duration. Should consent be granted, a daily fee to be determined by the trustees will be charged, and the weight permitted to be carried in the lift must not exceed the lift's capacity. The protective lift blanket and floor covering must be used at all times.

A refundable deposit of R5 000.00 (Five Thousand Rand) to R10 000.00 (Ten Thousand Rand) must be paid to the body corporate or the managing agents prior to the commencement of any building works. The trustees will determine, in their discretion, the amount payable by taking the scope of the building works into account. The deposit will be paid into an interest-bearing account, and the interest will accrue for the applicant owner's account.

Any and all charges, expenses and costs accruing against the applicant owner, arising from matters contained anywhere in the foregoing conditions, will be payable on demand and will be deducted from the deposit. However, should the amount of the deposit prove insufficient to meet the whole of such costs, then any deficit must be paid on demand.

Any balance of the deposit remaining will be repaid to the applicant owner after completion of the alterations and/or renovations to which these conditions apply, and after all charges have been deducted from the initial deposit and accrued interest.

Annexure C | Indemnity Form

AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT
85 OF

1993

Name of scheme or name of registered owner: _____

Hereinafter referred to as "the employer" represented by: _____

and

Name of contractor: _____

Street address: _____

Hereinafter referred to as "the mandatory" represented by: _____

Preamble

(a) WHEREAS the employer and mandatory have entered into an agreement in terms of which the mandatory will perform certain work and/or services on behalf of the employer;

(b) AND WHEREAS the Occupational Health and Safety Act defines a "mandatory" as an agent, a contractor or a subcontractor for work, but without derogating from their status as an employer or user of plant and/or machinery;

(c) Section 37 of Occupational Health and Safety Act potentially punishes an employer for the unlawful acts or omissions of its contractors, sub-contractors and agents, (hereinafter referred to as the mandatory) save where a written agreement is concluded between the employer and the mandatory, which sets out, and contains arrangements and procedures, which are to be implemented and adopted by the mandatory itself to ensure compliance with the provisions of the Occupational Health and Safety Act and its Regulations, and

(d) The parties hereto wish to enter into such an agreement which is set out below.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

Definitions

"employer" means , the principal to this agreement;

"mandatory" means the contractor described under this agreement; sub-contractor means the contractors, agents and/or subcontractors employed by the mandatory;

"The Act" means the Occupational Health and Safety Act;

"The COID Act" will mean the Compensation for Occupational Injuries and Diseases Act, and

"The Agreement" means this agreement and all documents attached or referred to therein, which form an integral part of the Agreement.

1. Scope of this agreement

This agreement will be binding for all work that the mandatory undertakes for the employer and will apply to the mandatory, its employees, agents, contractors and subcontractors.

2. COID Act insurance

The mandatory warrants that all its employees, agents, contractors and/or its subcontractor's and or their employees (if any) are registered and covered in terms of section 80 to 87 of the COID Act which cover will remain in force whilst any such employees are present on the employer's premises and that all such assessment fees are correct and paid up.

3. Compliance with the Occupational Health and Safety Act

(3.1) The mandatory undertakes to ensure that it and its subcontractors and their respective employees at all times comply with regulations, processes and requirements as laid down under the Act, which without detracting from the generality thereof includes the following: -

(3.1.1) all work performed by the mandatory on the employer's premises and will be performed by persons employed or contracted by the mandatory who are trained to understand the hazards associated with any such work performed;

(3.1.2) the mandatory warrants that it is aware of the provisions of the Act and its responsibilities thereunder and that it will ensure that all and any of its employees, agents or contractors who are to carry out the work at the employers premises in terms of this agreement, are equally made aware of the requirements of the Occupational Health and Safety Act and that all comply with the such requirements in all respects;

(3.1.3) the mandatory must appoint competent persons who must be trained on any occupational health and safety aspect pertaining to them or to work that is to be performed by them;

(3.1.4) the mandatory must ensure that discipline regarding all aspects of health and safety will be strictly enforced;

(3.1.5) where applicable, any personal protective equipment required must be tested and issued by the mandatory to its employees and subcontractors, and the mandatory will ensure that such clothing and equipment is worn at all times;

(3.1.6) no unsafe equipment and/or machinery and/or articles will be used by the mandatory, its employees or subcontractors on the employer's premises;

(3.1.7) the mandatory must make available to its employees and subcontractors, written safe working practices, procedures and precautionary measures, and must ensure that all its employees and subcontractors are made conversant with the content of these practices and that they are always enforced;

(3.1.8) all incidents and/or accidents which may occur whilst on the employer's premises or whilst the work under this agreement is being carried out and will be reported by the mandatory to the department of labour as well as to the employer;

(3.1.9) no use may be made by the mandatory and/or by its employees and/or their subcontractors of any of the employer's machinery, articles, substance, plant, personal protective equipment without the employer's prior written approval and any such use will be at the mandatory's own risk;

(3.1.10) the mandatory must ensure that work for which the issuing of a permit is required may not be performed prior to the obtaining of a duly completed and approved permit:

(3.1.11) the mandatory must ensure that no alcohol or any intoxicating substances will be permitted on the employer's premises. Anyone suspected to be under influence of alcohol or any intoxicating substances is not permitted onto the employer's premises and anyone found on the premises suspected of being under the influence of alcohol or any other intoxicating substances will be escorted off the premises immediately;

(3.1.12) the mandatory will report in writing anything it deems to be unhealthy and/or unsafe to the employer's management;

(3.1.13) the mandatory warrants that it will not endanger the health and safety of the employer's employees or visitors or other contractors in any way whilst performing work on the employer's premises;

(3.1.14) the mandatory understands that no work may commence on the employer's premises until this agreement has been duly completed signed and received by the employer;

(3.1.15) no dumping of any hazardous chemical substances is permitted into any drains and/or waste bins. Same must be disposed of in terms of the Hazardous Chemical Substance Regulations of the Occupational Health and Safety Act;

(3.1.16) when any activity during build-up and/ or breakdown periods, is of such nature that it could cause injury to anyone, or damage to the environment, all reasonable practicable preventative measures must be implemented to ensure the health, safety and/or impact upon the environment, and

(3.1.17) all certificates of compliance will be provided in original format to the body corporate or its safety representative.

WITHOUT RECEIPT OF THIS AGREEMENT, THE THE NAUTILUS BODY CORPORATE RESERVES THE RIGHT TO WITHHOLD ACCESS TO THE WORK AREA

SIGNED ON THIS _____ DAY _____ OF _____
20____ AT _____

Signature of the employer

Date

Signature of the mandatory

Date