

**SCHEDULE 08****SCHEDULE OF DOCUMENTS AND RETURNS TO BE SENT TO DESIGNATED DEPARTMENTS.**

(Effective 01.05.2024)

For the guidance of Club Secretaries and other persons, notification is given that those documents specified in the first column shall be sent to the Secretary within the time limitation specified in the second column, namely:

<b>1. CLUB AFFAIRS</b>	<b><u>LATEST TIME REQUIRED</u></b>
1.1 Annual Affiliation Fees in terms of Schedule 07 Proof of payment to be sent to Debtors Department (applications@kusa.co.za) with a copy to Club Affairs Department (clubdmin@kusa.co.za)	On or before 1 September
1.2 Minutes of every Annual General Meeting and Special General Meeting and attendance register	Within 30 days of the meeting
1.2.1 A signed copy of the annual audited accounts of income and expenditure and Balance Sheet	Once in each calendar year (Usually with AGM Minutes)
1.4 Emailed advice of mid-term resignations/vacations and replacements of the Executive Members of the Committee (i.e. the Club's Officers), or any constitutional required Officers (Information Officer, etc.)	Immediately upon resignation/vacation and replacement at a swiftly convened Committee Meeting or by Committee round robin
<b>2. CHAMPIONSHIP SHOWS</b>	<b><u>LATEST TIME REQUIRED</u></b>
2.1 Application for Championship Show	6 months before Show Date
2.2 Draft Championship Show Schedule for approval	6 months before Show Date
2.3 Championship Show Licence Fee as per Schedule 07	6 months before Show Date
2.4 Application for approval of Championship Show Judges resident abroad	6 months before Show Date
2.5 Signed contracts from all proposed Championship Show Judges	6 months before Show Date
2.6 Approved Championship Show Schedule	24 hours after issue to public.
2.7 Return of Championship Show Entries and Entry Fees in terms of Schedule 07	15 working days after completion of Show.
2.8 Official Show Catalogue containing all entries and awards	15 working days after completion of Show.
2.9 Any Show Entry Form, Judges Sheets/Books.	When called upon by the Secretary subject to time retention not exceeding 12 months from date of Show.
<b>3. QUALIFYING SHOWS</b>	<b><u>WHEN REQUIRED</u></b>
3.1 Application for Qualifying Show Licence	6 months before Show date
3.2 Qualifying Show Licence fee in terms of Schedule 07	6 months before Show date
3.3 Qualifying Show Draft Schedule for approval	6 months before Show date
3.4 Application for approval of Show Judges resident abroad	6 months before Show date
3.5 Signed contracts from all proposed Judges	6 months before Show Date
3.6 Approved Qualifying Show Schedule	24 hours after issue to public.
3.7 Return of Qualifying Show Entries and Entry Fees	15 working days after completion of Show
3.8 Official Show Catalogue containing all entries and awards	15 working days after completion of Show.
3.9 Any Show Entry Form, Judges Sheets/Books	When called upon by the Secretary subject to time retention not exceeding 12 months from date of Show.
<b>4. NON-CHAMPIONSHIP SHOWS</b>	<b><u>LATEST TIME REQUIRED</u></b>
4.1 Application for Non-Championship Show Licence, Draft Schedule and signed contracts from proposed	3 months before Show date.

- Show Judge/s
- 4.2 Non-Championship Show Licence fee as per Schedule 07 3 months before Show date.
- 4.3 Return of Non-Championship Show Judges,  
giving names and addresses of each Judge and  
Breeds/Groups/Events and numbers of exhibits  
judged by each Judge and entry fees for each dog entered  
as per Schedule 07. 15 working days after completion of Show.
5. **PENALTIES**
- 5.1 Any Club that fails to submit a Return in terms of this Schedule 08 shall pay a penalty as specified in Schedule 07 Regulation 16.
- 5.2 Proof of payment to be sent to the Debtors Department ([applications@kusa.co.za](mailto:applications@kusa.co.za)) with a copy to the Shows Department ([showadmin@kusa.co.za](mailto:showadmin@kusa.co.za)) .



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Fedco 12-2015 NP 02/2016  
Fedco 12-2019 PM Updated 05.03.2020.  
Fedco 12-2023 CPA Updated 13.12.2023.  
Fedco 02-2024 PM Updated 19.02.2024.

The most recent changes to this Schedule have an effective date of 01.05.2024.