



IMPORTANT NOTICE

**NEW PROCESS FOR RECEIVING OF YOUR
LEVY STATEMENTS**

Dear Owner / Tenant / Rental Agent,

19 June 2008

In efforts to improve communications between the owners of the body corporate / home owners and Zygote Properties and your trustees / directors we have developed a customized website for your complex. On this website you will find all the documents pertaining to your body corporate / home owners (conduct rules, annual financial statements etc). As per the levy statement emails we will now be uploading your levy statements onto the website.

In future your levy statement will be available on the website every month. Please ensure that you retrieve it from here to pay you account. We will NOT be emailing the levy statement anymore. All you history of your statements will be kept on your personal screen and can not be viewed by any one but yourself.

You should have received a personal username and password which you will use to log onto the website as a resident. You will then be able to view/download your statement from the website.

Should you be an owner and you have not yet received your username and password kindly go to your complex web page -www.complexname.novaworx.co.za and go to the log in page. Click on 'Forgot password?' and enter in your unit number and email address and the system will email you a new username and password.

Should you be a rental agent and require the statement to be emailed to you kindly contact our offices and we will make alternative arrangements to have the statements emailed to you.

Please do not hesitate to contact our offices should you have any queries.

Yours Faithfully,

The Zygote Team.