agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE REGISTRAR OF DEEDS: JOHANNESBURG
P O Box 61873, Marshalltown, 2107; Tel: 011 843 8300; Fax: 011 843 8428

NOTICE TO:
EXAMINERS, ARD'S, DISTRIBUTION & PREP SECTION

Please take note of the following to be implemented during the **Adjusted Risk Alert Level 4:**

1. **Implementation of the new office fees**

- Examiners are reminded to calculate fees in line with the amended Schedule of fee published in a GG Notice No.43055 dated **28 February 2020** which came into operation on **01 April 2020**.

- Assistant Registrars and Examiners must insure that fees are calculated and reflected correctly in respect of Deeds that were in the system (Prep, Level 1&2) prior implementation of lockdown before deeds are registered.

2. **Collections, submision of deeds and scanning of deeds at Distribution**

- Due to adjusted office hours and anticipated delays in the normal workflow, examiners are expected to:

  - Collect Deeds as soon as they arrive at the office latest **08:40am.**
  - Submit completed Deeds as soon as they are complete in order for distribution to assign to the nex level of scan to Prep Section.

- Distribution must ensure that completed deeds received are assigned to the next level or scanned deeds immediately out of Districution uporn receipt.
- Prep Section must also upon receipt of deeds from Distribution scan into Prep and avail to client the normally or immediately upon request were the transaction is urgent/expedided.

3. **Removal of notes, request for scan back and consultations**

The following will be implemented in order to ensure social distancing.

- During this period removal of notes and consultation will not be done through physically were the conveyancer approach the examiners in their office, the following procedure must be followed:

  - **Consultation**: To be done through emails, written response or in person upon confirmed appointment. Examiners & ARDs official telephone numbers and email addresses will be made available to conveyancers

- **Removal of Notes**: Deed will be placed by conveyancers in the designated boxes/pigeon holes at execution. The said Deeds will be collected during **08:30am - 10:30am** and brought down to the respective Hives. The affected examiners must immedietly attend to the notes and hand back at a central point or to the official bringing the deeds to take it back to execution. Some of the urgent removals may be attended to by the ARD in charge of Execution.

- **Scan Backs**: Deed will be placed by conveyancers in the designated boxes/pigeon holes at execution with a completed request form on top. The said Deeds will be collected during **08:30am - 10:30am** and brought down to the respective Hives. The affected examiners must immedietly attent to the request reconsidere and pass the Deed and hand back at a central point or to the official bringing the deeds to take it back to execution. Should the examiner decline to reconsider, the said deed and request must be taken to the ARD for a ruling then to Senior Management for a final rulling should the ARD also decline.

NB:
- Examiners must be available in their offices during 08:30am - 10:30am in order to effectively implement the above.
- Adherence to time and extra care to avoid missplacement of deeds will be very critical

4. <u>Expedided Deeds</u>
Expedited deeds must be attended to immediately by all sections and examiners in order to ensure that the time frame set is achieved i.e examiner must junior examin immediately and return to Distribution.

5. <u>Extra Deeds, one-line examination and other related assistance</u>

- In order to ensure iffective and efficiant service during this perion, examiners are requested to assit with extra deed when ever the lodgements are high, the normal principle still applies in respect of the extrar deeds done.
- Examiners must still assist with one line examination as and when a need arise and Senior to assist with Level 1 deeds or Juniors with Level 2 depending on the level with a backlog threat.
- Assistant Registrar, Deputy Registrars and Registrar to continue assisting with one line/ Level 2 examination as and when the need arise.

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JABU MAPHOMOLO
ACTING REGISTRAR OF DEEDS: JOHANNESBURG
DATE: 14/05/2020