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

REGISTRAR'S NOTICE NO. 5/2022: TO DEEDS OFFICE CLIENTS RE: ACCESS CONTROL AND PRE-LINKING ARRANGEMENTS

1. Purpose

1.1 To notify all clients of the way-forward pertaining to access and pre-linking of deeds and documents from 01 June 2022.
1.2 This notice should be read with all previously issued Registrars Notice 12/2021.

2. Access control.

2.1 The arrangement pertaining to access remains unchanged as follows:
All stakeholders (Attorneys, Notaries and Prep Clerks) will continue be allowed in the Deeds Office building under the following strict protocol and condition:
- Only one (1) Prep Clerk per conveyancer will be allowed in the Prep-Room in order to adhere to acceptable social distance.
- Messengers will be allowed to hand in documents to their respective correspondence on 26th floor and to the deeds office on 22nd Floor Registry Section.

2.2 Conveyancers must notify the office by sending any change and new arrangements for their nominated Prep Clerks to the email address indicated on clause 7 in a formal letter containing names of all outgoing and new Prep Clerks working for their firms and a plan on how they will be rotated them to allow everyone an opportunity to work during this alert level.

2.3 Security will strictly monitor the number of clients entering the building to ensure that the area is not over crowded.

3. Pre-linking, consultations and removal of notes

3.1 Pre-linking for lodgement will temporarily be conducted internally on 26th Floor pigeonholes/ boxes in front of Lodgement Section (subject to strict adherence to social distance) while the office is busy finalizing the long term plan of erecting pigeonholes/boxes in the Prep-Room.
3.2 The current arrangement regarding removal of notes, consultation on appointment Scan Back's, expeditions and **ADHOC** will remain in place.

4. Emails to be used for serving of documents and setting appointments:

- For appointment with Examiners and Assistant Registrars: please follow the list placed in the execution room.
- Changes of Prep clerk who can access the Deeds Office and appointment with Senior Managers (Deputy Registrar of Deeds and Registrar): lesedi.moche@dalrrd.gov.za or agnes.kibe@dalrrd.gov.za.

- Arrangement of Deeds Office process tours: success.mlotshwa@dalrrd.gov.za:
- Serving of documents (JJJ, KKK, notices of motion etc) electronically: jhbcorrespondance@dalrrd.gov.za.

This notice will be effective from Thursday , 01st June 2022.

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REGISTRAR OF DEEDS: JOHANNESBURG
DATE: 31 May 2022