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. 01/2023
TO CLIENTS
RE: ACCESS CONTROL TO THE DEEDS OFFICE-JOHANNESBURG

1. Purpose

1.1 To notify all clients of the way-forward pertaining to access control and restriction measures to be implemented as communicated in the meeting held with conveyancers on 20th December 2022 in the 26th Floor Execution Room.

2. Appication/ request for positive indentity access cards.

2.1 All clients (Conveyancers, Notary, Attorneys, Clerks and messengers) are required provide the Deeds Office with the following**:**

2.1.1 A letter in a Law Firm's letter head signed by the principal/ director with a list confirming names of all Conveyancers, Notary, Attorneys and a maximum of two (2) Clerks/ messengers employed by that firm.

2.1.2 The list of names in clause 2.1.1 must include a specimen signature of the said official.

2.1.3 Certified copy of identity document.

2.1.4 A passport size photo of officials mentioned in clause 2.1.2 with their names written at the back.

2.1.5 Conveyancing Firms must formally notify the Deeds Office about any change regarding its officials nominated and allowed to access the Deeds Office. The process under clause 2.1.1 to 2.1.4 must then be followed.

NB: Actions will be taken against a Law Firm who fails to inform the Deeds Office of changes of nominated representatives if it is found that there are irregular activities committed by the said person using access control issued on request of the said Law Firm.

2.2 The above information must be handed to Ms Nelly Mothibi (Supervisor: Security Personnel) on 22nd Floor on or before the 18th of January 2023. A register will be in place and signed as proof of submission.

3 Access Control protocol and conditions.

3.1 Due to security risks all stakeholders (Conveyancers, Attorneys & Candidates, Notaries, Prep Clerks) will be allowed access in the Deeds Office building under the following protocol, restrictions, and conditions:

3.2 Prep Clerk and other employees-

- Access will be limited to only two (2) Prep Clerks in possession of a positive identity access card issued by the Deeds Office through JAA per Conveyancing Law Firm will be allowed.

3.3 Conveyancers and Notaries-

- Conveyancers, Attorneys and Notaries in possession of a positive identification access card issued by the Deeds office through JAA will have unlimited access to the Deeds Office.

3.4 Security Personnel will strictly monitor and ensure that only clients with a positive identity access card are granted access and those without are restricted access.

3.5 The Deeds Office in collaboration with JAA will procure and issue unique access cards for implementation on 01st February 2023 or a date to be determined.

3. Restriction of "entry" to section

3.1 Clients will hand over and collect deeds and documents for the respective section's counter front desk or counter.

3.2 Deeds and Document will only be handed to the client working for the said firm indicated on the access card. In a case of a substituted appearing conveyancer, a deed of substitution will be required.

3.3 Clients are under no circumstances allowed to enter sections i.e. (Data, Micro, Prep, Delivery, Interdict, Sectional, Diagrams/ Townships etc). Should there be any compelling reason, permission must be formally requested from Senior Management.

This notice will be effective from Wednesday, 11 January 2023.



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REGISTRAR OF DEEDS: JOHANNESBURG

DATE: 11/01/2023