rural development
& land reform
Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE REGISTRAR OF DEEDS, PRETORIA, PRIVATE BAG X 183, CORNER PRETORIUS AND BOSMAN STREETS, PRETORIA, 0001.TEL: (012) 338 7000, FAX: (012) 338 7103

REGISTRAR'S CIRCULAR 9 OF 2015

DEEDS HELD OVER ON EXAMINATION

1. PURPOSE

To reinforce compliance with the procedure regarding the held over of deeds or documents by examiners during the examination process and matters relating thereto.

2. COLLECTION OF DEEDS

Deeds must be collected before 08h00 by Juniors, Seniors and Monitors.
If for any valid reason, it is not possible for an examiner to collect his/her deeds by 8h00, suitable arrangements must be made with the supervisor. The supervisor must inform the distribution room before 8h00 of such arrangements.

If no arrangement was made with the distribution room by 8h00, deeds assigned to absentees/late comers will be scanned back. It will then be required of any late comer to apply for leave. Except those who made arrangements.

3. HANDING OVER OF DEEDS

Junior and senior examiners must ensure that all deeds received the previous day are handed back by 15h00. Deeds that still need attention must be handed over by 8h00 the following morning. Junior examiners are not allowed to hold over any deeds under any circumstances.

Senior examiners who want to hold deeds over with a valid reason must complete a **Hold Over Slip** approved by his/her assistant registrar. The remainder of the quota must be returned to distribution together with the **Hold Over Slip**.

Monitors or Assistant Registrars doing second level examination must also complete a **Hold Over Slip** to be returned to the distribution room together with the remainder of the quota.

Distribution must keep all **Hold Over Slips** in a folder available for inspection. An examiner may only receive his or her own deeds and may not collect the deeds of a colleague under any circumstances.

No deeds will be handed to examiners a day early, except when consent has been granted by the Deputy Registrar over the Distribution room.

Registrars Circular 8/2001 and paragraph 2 of Registrars Circular 8/2003 is hereby withdrawn.

This circular will come in operation on the 1st July 2015.

REGISTRAR OF DEEDS
PRETORIA
DATE : 23/6/2015