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 15/2014

1. PURPOSE

To introduce new township procedures in Pretoria Deeds Registry.

2. OPENING OF THE TOWNSHIP FILE

A Township file will be opened by the Township section located on the 1st floor (at old Lodgement section). The Conveyancer will submit the necessary Township documentation to the Township Section and one of the Junior Examiners in the Township section will affix the Deeds office stamp on all documentation submitted and will file the documentation on the Township file. Annexure "A" attached hereto must be completed in full to enable the Township section to contact the firm/developer if the Township is not "Opened" within 1 year. Written explanation must be provided as to the delay in the "Opening" of the Township concerned.

3. LODGEMENT OF "OPENING OF TOWNSHIP"

All deeds containing an "Opening of a Township" in terms of Section 46 Act 47 of 1937 will be marked clearly in RED on the front cover of number 1 of the batch and the deeds will be lodged separately at Lodgement (similar procedure as with VAs).

4. NOTIFICATION AFTER REGISTRATION

After registration, the notification will be e-mailed/faxed/couriered to the relevant office and Local Authority.No notification may be collected by or furnished to the Conveyancer.

5. ARCHIVING OF TOWNSHIP FILES

If Proclamation is not required (depending on the Act in terms of which the Township was opened), the Township file will be included in the register at the Mezzanine floor only after the Deputy Registrar signed the notification to the Surveyor General and the Local Authority.

The Conveyancer will provide the Township section with the Proclamation if Proclamation is required (depending on the Act or Ordinance in terms of which the Township was opened). The Township section will verify that the Proclamation was in accordance to the approved Conditions of Establishment.

The Township file will only be included in the register at the Mezzanine floor after

The Township section has verified that the Proclamation and Conditions of Establishment coincide with one another. First transfer of erven can now be proceeded with.

This circular will come into operation on 05/01/2014.

REGISTRAR OF DEEDS
PRETORIA
Date:

Name of Township:

File opened on:

Firm number:

Firm name:

Contact person:

Phone number:

E-mail address:

Name of Developer:

Phone number:

E-mail address:

Local Authority:

Contact Person:

Phone number:

E-mail address: