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 10 OF 2015

ACCESS AND CONSULTATION HOURS

1. PURPOSE

To regulate access and consultation times between deeds office officials and conveyancers.

2. BACK GROUND

To address the possible collusion between officials and conveyancers in not following due processes in the registration of deeds and non-adherence to time schedules regarding access and consultation.

3. ACCESS

Access by conveyancers and their staff will be limited to 7h30 and 12h00. Any access outside these office hours should be arranged by appointment with the relevant official.

4. CONSULTATION

Conveyancers and their staff are requested to consult deeds office officials only between 8h00 to 10h30 and 11h00 to 12h00. Junior examiners will attend to notes at the prep section between 10h30 and 11h00. All examination staff are requested to be seated in their respective offices during the above-mention times. All "ran around" work should be performed either before or after the above mentioned period.

A quality service can be delivered if everyone concerned will work together.

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

REGISTRAR OF DEEDS
PRETORIA
DATE : 23/6/2015