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 11 OF 2015

ISSUING OF BARCODES

1. PURPOSE

1.1 The purpose of this circular is to outline the procedure relating to the issuing and collection of barcodes.

2. Background

The office has identified the fraud risk associated with the issuing and collection of barcodes and the possible manipulation of the process thereof. To mitigate this risk of unauthorised use, misuse of lost and stolen barcodes, the office has introduced new control measures to address/prevent this problem.

3. New procedure for issuing of barcode

3.1 The conveyancing firm must make an application on the letter head of the law firm authorising the individual to collect barcodes on their behalf.

3.2 Individuals collecting barcodes must identify themselves in a form of Identity document, drivers licence or access card.

3.3 The register which is currently in place must be completed and duly signed by the individual collecting barcodes.

3.4 The letter will be filed at DOTS section, however a letter will be required whenever the new set of barcodes are requested.

3.5 The letter will be checked by the official at DOTS section where submissions will be made and be verified by the supervisor or manager of the section whenever barcodes are being issued.

3.6 No barcodes will be issued to a conveyancing firm which has adequate stock level of barcodes of at least six month at their disposal.

3.7 Conveyancing firms are urged to report any fraudulent activities they may detect regarding the unauthorised use of barcodes for possible investigation by the office Registrar of Deeds.

The circular will come in operation on the 01 July 2015

Registrar of Deeds
Pretoria
Date 24/6/2015