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

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REGISTRAR'S CIRCULAR 12 OF 2015

UNAUTHORIZED PROCESSING OF DEEDS

1. PURPOSE

To create awareness to both Deeds office Pretoria officials and Conveyancing fraternity on the consequences of unlawful processing of the deeds in the Deeds Registry Pretoria.

2. BACKGROUND

The legal procedure for the processing of deeds in the Pretoria Deeds Registry is contained in the Deeds Registry Act 47/1937, CRC's, RC's, RCR's, Pretoria Deeds Registry In section procedure manuals and other legal prescripts. There have been reported cases of unauthorized processing of deeds contrary to the procedures followed in the Deeds Registry Pretoria.

3. PROCEDURE

Emphasis is drawn to the fact that any request from any Deeds Registry official contrary to the procedure aforementioned should be authorized by a Registrar/Deputy Registrar of Deeds, in writing and indicated on the lodgement cover of the said deeds with his full signature and date of the request. Such requests should be entered into a register as prescribed in the Pretoria Deeds Registry procedures. This register will be reviewed by Pretoria Deeds Management on a monthly basis.

4. NON COMPLIANCE

Attention is drawn to the provisions of the Deeds Branch Code of Conduct and the Public Service Code of Conduct in case of non compliance with the above procedure. Any unauthorized movement of deeds can be reported to the Registrar of Deeds and or Chief Registrar of Deeds

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

REGISTRAR OF DEEDS
PRETORIA
DATE : 24.06.2015