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

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REGISTRAR'S CIRCULAR 13 OF 2015

PROCEDURE FOR HANDLING OF REQUESTS FOR RULINGS ON DEEDS REGISTRATION MATTERS

1. PURPOSE

To provide for a procedure for handling of requests for rulings on deeds registration matters in the Deeds Registry Pretoria.

2. BACKGROUND

The Deeds Registry Pretoria on numerous occasions receives requests for rulings on Deeds Registration matters. There is no formalised procedure in handling these requests

3. PROCEDURE

A request for a ruling on a deeds related matter shall be done in writing, on a document bearing the letterhead of the relevant firm of conveyancers/attorneys, firm number, property description if any, and or the barcode if any of the said matter. The said request must contain nature of query in detail and the relief sought.
The request, if hand delivered should be submitted on 4th floor, office of the Registrar of Deeds Pretoria. The Registrar of Deeds Pretoria will formally acknowledge receipt of the said request and enter it in a register. The Registrar of Deeds Pretoria will respond to the request in writing within 5 days of receipt of said request. The request and ruling will be filed in Office of Registrar of Deeds Pretoria and be given a unique reference.

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

REGISTRAR OF DEEDS
PRETORIA
DATE:24.06.2015