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

DEEDS REGISTRY - JOHANNESBURG
P O Box 61873, Marshalltown, 2107; Tel: 011 843 8300; Fax: 011 843 8428

REGISTRAR'S CIRCULAR NO 1 OF 2016

THE RAND WEST CITY LOCAL MUNICIPALITY RATE CLEARANCE CERTIFICATE

1. **Purpose**
The purpose of this circular is to clarify the procedure to be followed with regards to migration of Rand West City Local Municipality from manual rates clearance system to electronic system.

2. **Electronic system.**
The migration from a manual rate clearance system to an electronic system is in line with CRC 5/2014.

2.1 Acceptable electronic rate certificate
The electronic rates clearance certificate will:

- Contain a digital signature by Municipality representative using a Class 4 Personal Certificate as per Electronic Communication and Transaction Act
- Be signed by the conveyancer, acknowledging that the certificate is the original as received electronically from municipality.
- Not be stamped and manual signed by delegated manager.

2.2 Prohibitions
No manual (pen) corrections on the certificate will be accepted. Should a correction on the certificate be required, the conveyance will apply to Municipality for the correction, which will be done electronically and a new updated certificate be issued.

3 Manual certificates
As an interim measure manual certificates will still be issued for those conveyancers not linked to the electronic system.

The Manual certificates will be stamped by the council and signed off manually by delegated Manager.

4 Effective date.
This circular will be effective immediately.

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REGISTRAR OF DEEDS
DATE: 25/10/16

RAND WEST CITY
LOCAL MUNICIPALITY

FINANCIAL MANAGEMENT SERVICES

17 October 2016

Attention: Registrar of Deeds – Johannesburg

To whom this may concern

The Rand West City Local Municipality would like to advise the Johannesburg Deeds Office of our migration from a manual rates clearance system to an electronic system.

Effective immediately, we will be issuing rates clearance certificates electronically and all certificates will comply with the prescribed format as set out in CRC 5/2014. As such, all **electronic** rates clearance certificates issued by Rand West City Local Municipality will:

- Contain a digital signature by the Municipality representative, using a Class 4 Personal Certificate as prescribed in the Electronic Communications and Transactions Act.
- Be signed by the Conveyancer, acknowledging that the certificate is the original as received electronically from the Municipality.

The following persons are authorised to Electronically Sign the certificates:

1. Abner Ramanyai
2. Edward Nkoana
3. Stephan Jonker
4. Anna Sefihlolo
5. Ann Tselane Magano

In accordance with regulations agreed upon between Municipalities and the Deeds Office, no manual (pen) corrections on certificates will be accepted. Should a correction be required, the Attorney will need to apply to the Municipality for a correction to the document, which will be done electronically and a new updated certificate be issued.

The Municipality will still issue manual certificates for those attorneys that are not linked to the electronic system. All Manual Certificates will be stamped by the council and signed off by delegated Manager.

The template of the manual and electronic certificates is attached for your records.

We trust you will find this in order.

Kind regards,

Mr Edward Nkoana
Manager- Debtors and Debt Collection
Rand West City Local Municipality

RAND WEST CITY LOCAL MUNICIPALITY

CERTIFICATE IN TERMS OF SECTION 118 OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT No. 32 OF 2000)
(AS PRESCRIBED IN TERMS OF SECTION 120 OF ACT No. 32 OF 2000)

ISSUED BY RAND WEST CITY LOCAL MUNICIPALITY

In terms of section 118 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), it is hereby certified that all amounts that became due to Rand West City Local Municipality in connection with the undermentioned property situated within that municipality for municipal service fees, surcharges on fees, property rates and other municipal taxes, levies and duties during the two years preceding the date of application for this certificate, have been fully paid.

DESCRIPTION OF PROPERTY (see definition of property in section 1 of Act 32 of 2000)

21 Digit Code (or Municipal Reference Number):

Erven: 3995

Portion: 3

Extension: WESTONARIA EXT 8

Zoning:

Registration division / Administrative District:

Suburb:

Town: WESTONARIA

Sectional Title unit number:

Exclusive use area and number as referred to on the registered plan:

Real right:

Scheme registration number:

Sectional Title Scheme Name:

Registered owner: FLORENCE SOUTAR (5509280243184)

Name and Identity/ Registration Number of all purchaser/s: ANDREW MOUTLOATSE (6302125743082)
GLORIA MOUTLOATSE (7212230427084)

NOT FOR OFFICIAL USE

This Certificate is valid until: 30/12/2016

Given under my hand at RANDFONTEIN on 07/10/2016

Digitally signed by Westonaria Local Municipality
Signee: Ann Magano
Sign date: 10/10/2016 02:34:41
Expiration date: 15/07/2017 10:58:23

MUNICIPAL MANAGER
Rand West City Local Municipality

Date issued: 07/10/2016

Authorised Officer: Ann Tselane Magano

Certificate By Conveyancer:

I _____ (full name and surname) hereby certify that this is a print-out of a data message in respect of the original clearance certificate electronically issued by the Rand West City Local Municipality.

Conveyancer _____ Date _____

21 Digit Code (or Municipal Reference Number):

Certificate number: 10722244

RAND WEST CITY LOCAL MUNICIPALITY

CERTIFICATE IN TERMS OF SECTION 118 OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT No. 32 OF 2000)
(AS PRESCRIBED IN TERMS OF SECTION 120 OF ACT No. 32 OF 2000)

ISSUED BY RAND WEST CITY LOCAL MUNICIPALITY

In terms of section 118 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), it is hereby certified that all amounts that became due to Rand West City Local Municipality in connection with the undermentioned property situated within that municipality for municipal service fees, surcharges on fees, property rates and other municipal taxes, levies and duties during the two years preceding the date of application for this certificate, have been fully paid.

DESCRIPTION OF PROPERTY (see definition of property in section 1 of Act 32 of 2000)

21 Digit Code (or Municipal Reference Number):

Erven:

Portion: 000

Extension: 0

Zoning: Demo Template

Registration division / Administrative District:

Suburb:

Town:

Sectional Title unit number:

Exclusive use area and number as referred to on the registered plan:

Real right:

Scheme registration number:

Sectional Title Scheme Name:

Registered owner: DEMO TEMPLATE (0000000000000)

Name and Identity/ Registration Number of all purchasers: DEMO TEMPLATE (0000000000000)

This Certificate is valid until: 12/12/2016

Given under my hand at RANDFONTEIN on 13/10/2016

Not for official use

Rand West City Local Municipality
Finance Directorate
2016 -10- 20
Rates & Taxes
West City Local Municipality

MUNICIPAL MANAGER
Rand West City Local Municipality

Date issued: 13/10/2016

Authorised Officer: Abner Ramanyai

21 Digit Code (or Municipal Reference Number):

Certificate number: WES10000001