agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE REGISTRAR OF DEEDS: JOHANNESBURG
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REGISTRAR'S CIRCULAR NO. 02 OF 2020

PROCEDURE AND PROTOCOLS TO BE IMPLEMENTED DURING RISK ADJUSTED ALERT LEVEL 4 IN THE DEEDS REGISTRY: JOHANNESBURG.

1. Background.

1.1 On the 23 April 2020, the President of the Republic of South Africa honourable Cyril Ramaphosa, on the statement to response to the coronavirus pandemic, announced that the Nation Coronavirus Command Council (NCCC) has accordingly decided that beyond Thursday 30 April 2020, the country should begin a gradual and phased recovery of economic activity under Alert level 4 from Friday the 1st of May 2020.

1.2 On the 29 April 2020 the Minister of Co-operative Governance and Traditional Affairs, Dr Nkosazana Dlamini Zuma announced the Regulations as gazetted in the Schedule, issued under section 3 of the Disaster Management Act, 2002 (Act no.57 of 2002) under which the Deeds Office has been placed under level 4, meaning that as from the 1st May 2020 the deeds office may open subject to extreme precautions to limit community transmission and outbreaks.

1.3 On the 08 May 2020 Acting Director general for the Department of Agriculture, Land Reform and Rural Development issue communication (Circular 06/2020) setting out measure to be implemented as we as the date of opening of the Deeds Offices as follows:

- Date of the official opening is the **13th May 2020** in respect of all services.

2. Purpose of the circular.

The purpose of this circular is to outline measures to be implemented by the office in preparation of the workplace as well as procedure and protocols to be followed as per Covid-19 Disaster Management regulations.

3. Preparation of the building and work place and measures status

The below are the minimum requirements that were implemented:

ITEM	ACTIVITIES	STATUS
Decontamination/ disinfecting of the office.	Carpet cleaning, Deep Cleaning, sanitization of the building and all surfaces.	Done and completed on 08 May 2020.
PPE for Deeds Staff	Procurement Masks, gloves, **85%** alcohol based sanitizers.	Done and completed.
Ventilation in the office	Provide sufficient and effective ventilation.	Inprogress. Service of 36x aircon units is in progess. Central ventilation system now opened by landlord. Due to the building not having windows this activity can not be 100%.
Screening equipment	Procurement of screening equipment and training of human resourse	Equipment received on 11/05/2020. Security and OHS & Wellness received traning on 08 & 11 May 2020 respectively
Social distancing marks abd signages	Procurement tapes and marking of queues and front counters	Done and completed on 12/05/2020

4. Opening of the office

The Johannesburg Deeds Registry will open and operate under Risk Adjusted Alert Level 4.

Dates of opening:

- 13th May 2020 from 08H00 am to 12:30 pm for clients.

Inclusions:

- Conveyancers, notaries and other related organization ie sheriffs office, masters office etc.

Exclusions:

- Members of public, Prep Clerks, Conveyancers employees and any other persons except for the above mentioned will not be allowed in the building.

5. Elevators/ Lifts

Only four (4) persons will be allowed as per Marble Towers Building protocol.

6. Entrance to Deeds Office Floors and exit to the building procedure

Staff members

- Staff members must use the entrance on 22nd and 25th Floor and use the staircase that link to 26th floor.

Conveyancers/Notaries

- All clients must use the entrance on 26th Floor only. Access will be restricted to 50 Conveyancers/Notaries at a specific time in a specific service area.
- All clients must wear masks at all times.
- All clients must sanitize or wash thier hands regularly even if they are are wearing gloves, they must sign in at security, be screened (compulsory) and observe social distancing at all times.

7. **Lodgements procedure and protocols**
Lodgement will be accepted from 08:00 am to 11:00am, further arragements will be made with conveyances/notaries should the numbers be extremely high.

8. **Prepation procedure and protocols**
Normal Prep section operations will be available from 08:00am to 11:30am.

9. **Execution procedure and protocols**
Execution will start from 08:30am to 11:00am.
Execution Room/Area will be limited to 20 conveyancers at a time for social distancing purposes.

10. **Special Final Black Book for urgent Deeds that are on Preparation.**
Special Final Black Book will be granted on extreme circumstances i.e Rates Clearance Certificate expire on that day.

11. **Delivery procedure and protocols.**
Deliveries will be handed over from 08:00 am to 12:00pm.

12. **Dots (Deeds Office Tracking System)**
Dots section will be moved to the DFS front desk for social distancing purposes.

13. **Scan Backs and Corrective maintenace**
Deeds requiring Scan Back or corrective mantainace will be handed to Dots Section with a completed form affixed stating reasons.

14. **VA & DFS section**
The sections will operate during the normal service times.

15. **Consultation**
Consultation with Senior Examiners, Assistant Registrar and Senior Managers will be done through emails, written responses placed on the deed and put in boxes/pigeon or upon appointments under extreme circumstances.

16. **Removal of notes.**
    - Deeds with open notes and those which are wrongly/ hashly rejected will be placed at designated boxes/pigeon holes at execution during 08:30am and 10:30am. Conveyancers will be required to affix a form or letter setting out the reason for request to reconsider the note.

- Clients will be expected to collect the deeds at the designated boxes/ pigeon holes.

- For urgent removal of notes conveyancers may approach the ARD in charge of execution to facilitate removal.

17. **Mitigating measures to be implemented by clients to limit the spread of Covid-19.**

- Clients with possible symptoms will not be allowed entry in tems of the Regulations. Upon next entry, proof will be required that the said client is cleared from Covid-19.
- Access to 25th Floor and 22nd Floor will be limited to clients going to Interdict, Diagrams and Sectional Title section and to serve and collect court report.
- Information section will be closed, except for serving of notices of intention to apply for copies interms of Regulation 68(1) of the Deeds Registries Act 47/1937 and related serving of documents.

This circular is effective immediatetly.

JABU MAPHOMOLO
ACTING REGISTRAR OF DEEDS: JOHANNESBURG
DATE: 12/05/2020