



## 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

### NOTICE 3 /2021

#### TO ALL DEEDS OFFICE CLIENTS/STAFF PROCESSES AND PROCEDURES REGULATING THE (ALERT LEVEL 3 REGULATIONS) PRETORIA DEEDS REGISTRY

#### 1.BACKGROUND

In line with level 3 covid-19 lockdown regulations published under Government Gazette No. 44044, dated 29/12/2020 . The Pretoria Deeds Office will now apply a phased approach to mitigate and to minimize the spread of the pandemic.

#### 2.PURPOSE OF THE CIRCULAR

To outline the Occupational Health and Safety obligations of Deeds Office Pretoria in taking precautionary measures to protect the workplace, employees, public and clients from the spread of communicable diseases such as COVID -19.

This necessitated departure from normal procedures and new procedures set out below will be followed. The aim is to comply with covid-19 prescribed regulations

Pretoria Deeds Office will not be operating with full complement of staff members in the office.

The Conveyancers, Clerks and the deeds office employees are urged to be patient and understanding in these trying times.

#### 3.PROCEDURE

Temperature will be taken and if found to be more than 38 Degrees Celsius entry will not be allowed.

Facial mask or cloth mask is compulsory and must be worn at all times.

Gloves are optional.

Sanitizing or washing of hands is compulsory.

Clients will be required to complete information at Security. This information will be used for tracing purposes when and if it becomes necessary. Positive identification to be provided in a form of an identity document or driver's license.

#### **4.CATEGORIES OF CLIENTS ALLOWED ACCESS**

All Conveyancers will be allowed access to the building subject to the Alert level 3 restrictions.

Conveyancers will be allowed access upon production of Conveyancer's Admission Certificate.

Only 6 Prep Clerks per day will be allowed access to the building, they should together with conveyancers discuss the rotation and the logistics thereof.

Prep Clerks will be allowed access upon the production of a letter from Conveyancing law firm confirming that the Prep Clerk is employed by the said firm, and an access card produced at the cost of law firm in line with the guidelines provided by the Registrar of Deeds.

Each conveyancing law firm will be allowed one candidate attorney.

Candidate attorneys will be allowed access upon the production of a letter from Conveyancing law firm confirming that the candidate attorney is employed by the said firm, and an access card produced at the cost of law firm in line with the guidelines provided by the Registrar of Deeds.

#### **5.DESIGNATED ACCESS AREAS**

There are no restriction on movement of Conveyancers and Candidate attorneys except in all sections previously identified as restricted areas within the office.

Prep clerks will be accommodated and restricted to the 3<sup>rd</sup> floor.

#### **6.LODGEMENT OF DEEDS AND DOCUMENTS**

Lodgement will be allowed daily up until 11h00.

Firms will be expected to lodge the deeds already linked and bound by rubber band. Deeds will not be accepted if they are not linked.

#### **7.PRE-LINKING AND LODGEMENTS**

Pre- linking of documents for lodgement will be done on the 3<sup>rd</sup> floor.

All documents to be pre-linked must be handed in for pre linking before 10h00.

All linked batches will be handed in by 6 nominated representatives of the Prep clerks at Lodgement Section on the 1<sup>st</sup> floor at 10h45.

#### **8.PREPS AND REMOVAL OF EXAMINERS' NOTES**

The representatives of the prep clerks will collect the preps at the Preparation pigeon holes, to be attended to by the conveyancers.

Deeds with notes complied with for removal by examiners must be distributed in the Pigeon holes of examiners by both conveyancers and representatives of the prep clerks before 10h30.

Same Procedure as provided for the Pre- linking of documents before lodgement must be followed for linking of documents for Final blackbooking.

Linked documents must be handed over by conveyancers and representatives of the prep clerks for final blackbooking before 11h45.

#### **9.DOTS TRACKING, PRINTOUTS, INFORMATION REQUESTS, RECTIFICATIONS**

A data typist will be located on the 3<sup>rd</sup> floor for service to provide the printouts for the prep clerks

All other requests will be placed in marked boxes placed on the 3<sup>rd</sup> floor to be collected at intervals by the messengers responsible for those sections.

#### **10.CONSULTATION**

No Physical Consultation will be allowed

This will be done telephonically or through e-mails.

Only in exceptional circumstances will consultation be allowed. Prior request to be made with the secretariat through an email the requester to disclose the matter which he/she needs to consult on.

([Nono.mokale@drdlr.gov.za](mailto:Nono.mokale@drdlr.gov.za))

#### **11.CORRECTIVE MAINTENANCE**

Corrective maintenance of deeds will be allowed, a box for corrective maintenance will be placed at Prep section for all corrective maintenance matters to be put in. All rejected deeds will be monitored by designated Assistant Registrar.

The Assistant Registrar will confirm the rejection or overrule it. It is only then that corrective maintenance can be applied for, this process is intended to minimize the harsh or incorrect rejections. Expedition will only be done for Land Reform Deeds

#### **12.PUT-FORWARD**

Putting forward of deeds will not be allowed. Deeds will follow normal process; **ONLY** in exceptional circumstances will it be allowed for example on Rates Clearance Certificate or HOA certificate which will expire if not put-forward.

#### **13.DELIVERY**

The Conveyancers and the Prep clerks on duty will get delivered deeds from delivery from 10h30 to 12h00 daily

#### **14.EXPEDITED DELIVERY**

Expedited delivery will be allowed under strict covid-19 protocol.

#### **15.ARCHIVES/LNTERDICT**

Will still be accessed at M FLOOR under strict demarcations to observe and enforced social distancing

#### **16.INFORMATION**

Information Section will not be opened for public. Provision of information will be done through e-mails or telephonically as per Deeds Office Procedures.

#### **17.COPIES**

The normal application procedure for Information and judicial copies will be followed as usual.

#### **18.EXECUTION**

Conveyancing firms must arrange one Conveyancer to execute.

Execution time will be from 09h00 to 12h00.

Conveyancers must be considerate in executing deeds, so that other Conveyancers can be afforded opportunity to execute

Only marked chairs/designated areas must be used at the execution.

The chairs at execution must not be moved around

#### **19.EXAMINERS NOTES**

Minimal contact with examiners is advised. Deeds with notes should be put in examiners' pigeon holes at Prep section. Examiners will provide their contacts details with email address for required correspondence

## **20.GENERAL PROVISIONS**

Wearing of Personal Protective equipment is compulsory

Non-compliance with the notice will result in persons being denied entry and access to the deeds office.

No children or visitors will be allowed for entry.

Social distancing must always be practiced.

## **21. OFFICE TOUR PROCESS**

Deeds Process Tours will not be allowed until further notice.

## **22.SERVICE OF DOCUMENTS ON REGISTRAR OF DEEDS**

Physical service of documents will be done on 4<sup>th</sup> floor. Clients must also use the electronic service of documents as per contact list below.

This Notice will be effective from 15.01.2021

### **CONTACT DETAILS**

[riaan.vanwyk@drdlr.gov.za](mailto:riaan.vanwyk@drdlr.gov.za) (Information Section)

[andrew.ndala@drdlr.gov.za](mailto:andrew.ndala@drdlr.gov.za) (information Section)

[esther.ndlovu@drdlr.gov.za](mailto:esther.ndlovu@drdlr.gov.za) (Registration Section)

[hettie.pienaar@drdlr.gov.za](mailto:hettie.pienaar@drdlr.gov.za) (Examination)

[phanyanganijoel@drdlr.gov.za](mailto:phanyanganijoel@drdlr.gov.za) (Examination)

[zahira.jooma@drdlr.gov.za](mailto:zahira.jooma@drdlr.gov.za) (Data Section)

[lorraine.badenhorst@drdlr.gov.za](mailto:lorraine.badenhorst@drdlr.gov.za) (Micro Section)

[francis.Ndlovu@drdlr.gov.za](mailto:francis.Ndlovu@drdlr.gov.za) (Data and Micro)

[rakoli.machika@drdlr.gov.za](mailto:rakoli.machika@drdlr.gov.za) (Information Section)

[nono.mokale@drdlr.gov.za](mailto:nono.mokale@drdlr.gov.za) (Registrar's office)

[susan.hurter@drdlr.gov.za](mailto:susan.hurter@drdlr.gov.za) (Townships, municipalities. bylaws)

peet.duplessis@drdlr.gov.za ( Court documents)

wilhelmina.odendaal@drdlr.gov.za (interdicts)

A handwritten signature in black ink, appearing to read 'G W M NGAPO', is written over a horizontal dashed line.

G W M NGAPO

ACTING REGISTRAR OF DEEDS: PRETORIA

DATE: 12.01.2021