



REGISTRAR 'S CIRCULAR 1 OF 2008

RE: 2007 SERVER CRISIS

1. BACKGROUND

On the 8th of December 2007, the Pretoria Deeds Office server experienced an unexpected shut down as a result of unstable power supply. This resulted in a loss of certain images of title deeds and documents scanned between the 25th of August 2007 and the 8th of December 2007.

2. PURPOSE OF CIRCULAR

The purpose of this circular is to request all the Conveyancers, Financial Institutions, Local Municipalities, Provincial Government Offices and General Public who are in possession of the paper copies of the Title deeds and documents referred to in paragraph 1 above, to submit same to the Registrar of Deeds Pretoria for the purpose of rescanning.

3. PROCEDURE

3.1 The relevant Conveyancer or Local Government Office will receive a letter from the Registrar requesting submission of the title deeds and documents. A list of the requested titles and documents will be attached to the letter.

3.2 You are requested to submit all deeds and documents to Mr E Sibisi or Mr Maphosa on the 12th floor where it will be recorded and forwarded to the designated Officials at micro for rescanning.

3.3 A register will be kept of all submitted deeds and documents as well as the name and the contact numbers of the client.

3.4 Upon completion of the rescanning process, the relevant client will be telephonically notified to come and collect and sign for the deeds and documents.

4. EXCEPTIONAL CIRCUMSTANCES

Where the original paper copy of the title or document cannot be obtained for rescanning and further act of registration with the property is required, the following procedures shall apply:

4.1 For lost titles pertaining to land, the procedures prescribed in Section 38 of Act 47 of 1937 must be complied with.

4.2 For lost bonds, a Court Order must be obtained for cancellation thereof.

4.3 For any further clarity not provided for in the circular contact Mr van der Westhuizen at Room 411.



REGISTRAR OF DEEDS
PRETORIA
DATE: 20.02.08