



## REGISTRAR'S CIRCULAR NO 2 OF 2013

### 1. REVISED PROCEDURE FOR LODGEMENT AND ISSUING OF COPIES IN TERMS OF REGULATION 68(1) and 68(8)ACT 47/1937

The procedure for issuing of copies as provided in RC1/2010 is hereby revised and repealed only in respect of the above mentioned regulations.

- 1.1 Conveyancers must apply for the copy at VA section prior the lodgement of the relevant transaction.
- 1.2 Upon receipt of the tear-off slip from VA Section the conveyancer must check and verify that it is indeed the copy required and sign the tear-off slip. Mistakes must be addressed timeously. The tear-off slip should be stapled to the relevant deed. These copies will not be delivered to the conveyancer. Examiners will fetch same from the VA section when they come across the tear-off slip.
- 1.3 There after the conveyancer will lodged the deed normally together with any other subsequent transaction in the same batch and will follow the normal work flow as per Deeds Registration System.
- 1.4 The conveyancer will be expected to indicate clearly on the provided space on the cover of a deed that the transaction so lodged involves an application for a certified copy. Conveyancer must put all transactions involving a VA application in a VA box at lodgement.
- 1.5 Lodgement section will endorse a VA stamp in red ink (see below) as an internal indicator( Data section and examiners).

Example of endorsement



- 1.6 All Regulation 68(1) and (8) application/affidavits will be sent to Data Pre and a caveat will be noted against each property, "VA Pending".
- 1.7 The said caveat will be removed once a VA has been recorded against the property after registration.

**2. EXPEDITION OF TRANSACTION FOR RURAL DEVELOPMENT , LAND REFORM AND RDP HOUSING PURPOSES.**

**Procedure and requirements**

- 2.1 The instructed conveyancer must bring the said matters to the attention of the Registrar or Deputy Registrar on duty in a formal letter of request accompanied by a letter from the instructing Department confirming that the transaction to be lodged is for Rural development, land reform or RDP Housing purposes.
- 2.2 The conveyancer will further be required to complete an internal expedition form for consideration by the Registrar or Deputy Registrar on duty.
- 2.3 On approval by the Registrar or Deputy Registrar, the deeds will be lodged and scanned as expedition by lodgements section and give priority.

**3. NEW SCHEDULE OF FEES OF OFFICE IN TERMS OF REGULATION 84 OF THE DEEDS REGISTRIES ACT, ACT 47 OF 1937.**

- 3.1 The schedule of fees in terms of Regulation 84 of Act 47/1937 has been amended as per Government Gazette No. 36306, notice R 241, dated 02<sup>nd</sup> April 2013 (See Annexure) and will come to effect on the 2<sup>nd</sup> May 2013.
- 3.2 **Administrative matter to ensure effective implementation of the new fees for billing purposes.**
- 3.2.1 **Junior Examiners** must calculated and disclose the new fees with effect from **22 April 2013**.
- 3.2.2 **Assistant Registrars and Senior Examiners** must ensure that effective clause 3.2.1. is complied with.
- 3.3.3 **Data Section** must start capturing the new fees on deeds put forward for Final Back Booking on 30 April 2013 for execution/ registration on **02 May 2013** for account billing purposes.

**Deeds Office staff and Conveyancers/clerks are urged to familiarize themselves with the contents of this circular and procedure in order to ensure effective implementation.**

This circular will be effective as from 02 May 2013.

  
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**REGISTRAR OF DEEDS**

**DATE: 19 APRIL 2013**