



**rural development
& land reform**

Department:
Rural Development & Land Reform
REPUBLIC OF SOUTH AFRICA

Office of the Registrar of Deeds, P O Box 61873,
Marshalltown, 2107
Tel: 011 843 8300; Fax: 011 843 8407

**NOTICE CONVEYANCERS & DEEDS OFFICE STAFF
MEMBERS**

A. CONVEYANCER

1. Please take note that the cut off date for lodgement of Deeds and documents to be registered by 30 December 2012 will be 06 December 2013.
2. The office will only close for all clients/public on the 24th and 31st December 2013 respectively.

B. DEEDS OFFICE STAFF MEMBERS

1. Please note that the office will be open during the festive period.
2. The office will close at 10H00 on the 24th and the 31 December 2013.
3. Managers and supervisors are urged to manage leave effectively, taking the office operational requirements into consideration.
4. Furthermore should employees take leave in this period and do not have sufficient leave credits, it will be regarded as unpaid leave. No leave credits will be deducted from the 2014 leave cycle (see Clause 4 of the DG's communication dated 11/11/2013).

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REGISTRAR OF DEEDS

DATE: 29 Nov 13