



rural development
& land reform

Department:
Rural Development & Land Reform
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE REGISTRAR OF DEEDS
Private Bag X183, Pretoria, 0001; Tel: 012 338 7000; Fax: 012 338 7103

REGISTRAR'S CIRCULAR NO. 5 of 2014

1. Purpose

To provide guidance regarding the removal of notes on prep by examiners.

2. Prep Notes:-

- Conveyancers are urged to submit all deeds with prep notes on or before 10h30 at prep.
- Junior Examiners must attend to prep notes (at prep section) from 10h30 to 11h00.
- Examiners must ensure that Prep notes are properly complied with before being purged.
- Where junior examiners are unsure if notes are not properly/correctly complied with, the deed should be referred to the relevant senior examiner or Assistant Registrar.
- Prep notes from junior examiners on leave will be attended to by his/her direct supervisor and if not available by his/her monitor/assistant registrar.
- All deeds not submitted to prep by Conveyancer before 10h30 must be taken to junior examiner's office after 11h00 or else they will be attended to on prep the following day.
- All examiners must be available in their offices between 08h00 -10h30 and between 11h00 -12h00.

3. Purge of examiner notes

A Deputy Registrar, Assistant Registrar or Examiner who takes out a note raised by him /her or not) must always put his/her name stamp beneath the note being taken out and must also attach his/her signature above the name stamp.

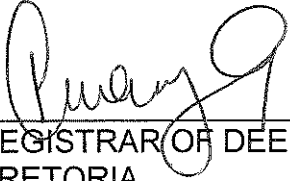
4. Holdovers

Junior Examiners are not permitted to keep deeds with them. All deeds allocated to junior examiners must be submitted back to the distribution room.

Senior Examiners are permitted to hold over a deed for one day only .Senior examiners must make the necessary arrangements with his/her monitor and complete the prescribed form

Hold over deeds must be seriously limited as it hampers service delivery

This circular comes into operation immediately and all circulars in conflict herewith will be regarded as repealed.



REGISTRAR OF DEEDS
PRETORIA

Date: 10/3/2014