

 OFFICE OF THE REGISTRAR OF DEEDS

 Private Bag X918, Pretoria, 0001; Tel: 012 338 7000; Fax: 012 338 7151

**VERIFICATION OF DRS REGISTERED CLIENTS**

The purpose of this questionnaire is to verify the correctness of the information of the existing clients.

Please ensure that all information filled in is clearly readable

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Reference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main Contact Billing Contact:

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service**

|  |  |
| --- | --- |
| Law Firm |  |
| Conveyancer |  |
| Financial Institution |  |
| Estate Agent |  |
| General Business |  |
| Engineering |  |
| Local Authority |  |
| National Department |  |
| Provincial Department |  |
| Public Entity |  |

**Correspondence Method**

Please select your preferred method of correspondence. All correspondence will be sent using the method you select below.

|  |  |
| --- | --- |
| Post | P |
| E-mail | E |

CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/WE, THE UNDERSIGNED, CERTIFIES THAT THE INFORMATION SUPPLIED IS TERMS OF THIS DOCUMENT, INCLUDING THE SUPPORTING DOCUMENTATION IS, CORRECT AND ACCURATE.

SIGNED ON THIS\_\_\_\_\_\_\_\_\_\_\_\_DAY OF\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_AT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SIGNATURE) IN HIS/HER CAPACITY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PRINT NAME)

ON BEHALF OF THE (INSTITUTION’S NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POINTS TO REMEMBER FOR CREDIT VETTING & UPDATING OF CLIENTS DETAILS

* Required documentation – Please refer to the table to determine the mandatory supporting documentation required.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DOCUMENTS REQUIRED** | **Law Firm** | **Conveyancer/ Notary** | **Financial Institution** | **Estate Agent** | **General Business** | **Local Authority** | **National & Provincial Department** | **Public Entity** |
| ID copies | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Proof of residence and postal address | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Credit references ( two) | Yes | Yes | N/A | Yes | Yes | N/A | N/A | N/A |
| Letter from the bank confirming banking details | Yes | Yes | N/A | Yes | Yes | N/A | N/A | N/A |
| Company registration documents | Yes | Yes | N/A | Yes | Yes | N/A | N/A | N/A |
| Confirmation letter from employer | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Membership certificates (Admission as conveyance/Notary) | Yes | Yes | N/A | N/A | N/A | N/A | N/A | N/A |
| A letter listing the names of Prep clerks and Conveyancers and their contact details ( Temporary and Permanent) | yes | yes | yes | Yes | Yes | Yes | Yes | yes |
| ID copies of the prep clerks and conveyancers | yes | yes | yes | yes | yes | yes | yes | yes |