|  |
| --- |
| **DEEDS OFFICE CAPE TOWN****ARRANGEMENTS: DECEMBER 2014 – JANUARY 2015*** *The schedule below sets out* ***changes to the normal operations*** *in the various sections*
* *Unless otherwise stated herein, sections will operate normally*
* *All arrangements remain subject to change*

**Last day for registration is 23 Dec 2014.** **Average turn-around in December is usually 10 working days.** |
| **Dates to Remember** | **Section/s** | **Function** | **Information & Comments** |
| Tuesday, 9 December 2014 | Examination |  | All deeds lodged by 9 Dec 2014 will be available for registration on or before 19 Dec 2014. |  |
| Thursday, 11 December 2014 | Front Counter | 1. Prep room (Ups)
 | Ups will be available until 14h00for hand-in until 15h00. | **Please note that the office will not accept hand-ins on 15 Dec 2014.** **15 Dec 2014 is however counted into the 5-day period of deeds already in prep.****Conveyancers are encouraged to submit all deeds that will be on last day on 15 Dec 2014 on the days leading up to the 15th.** |
| 1. Prep room (Hand-ins)
 | 8h30 – 15h00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Friday, 12 December 2014 | Examination | 1. Application for expedited registration prior to lodgment
2. Consultations with the

Registrar (10h00 – 11h00) |  | Last day for applications for 1. Expedited registration and consultations
2. Expedited delivery
 |
|  | Execution | Until 12h00 |  |
| Prep room (hand-ins) | 8h30 – 11h30 |  |
| Monday, 15 December 2014(Deeds Office function) | Front Counter | No lodgmentNo hand-ins |  | Deeds Office is closed for the year-endfunction |
| Execution | 8h00 – 9h00 |  |
| Information | Closed |  |
| Tuesday, 16 December 2014 | Holiday |  |  |  |
| Wednesday,17 December 2014 | Front Counter | 1. Lodgment

No ‘Ups’ | 8h00 – 10h00 |  |
| Thursday, 18 December 2014 | Front Counter | 1. Prep room (Hand-in)
2. Prep room (Ups)
 | 8h30 – 15h00Ups will be available until 14h00for hand-in. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Friday, 19 December 2014 | Front Counter | 1. Lodgment
 | 8h30 – 10h00 |  |
| 1. Prep room (Hand-ins)
 | 8h30 – 10h30 |  |
| 1. Execution
 | 8h30 – 10h30 |  |
| Monday, 22 December 2014 | Front Counter | 1. Lodgment
 | 8h30 – 10h00 |  |
| 1. Prep room (Hand-ins)
 | 8h30 – 10h30 |  |
| 1. Execution
 | 8h30 – 10h30 |  |
| Finance |  | Settle outstanding accounts | * All outstanding Deeds Office accounts to be settled by 22 Dec 2014.
* EFT payments must be made before 22 Dec 2014 and proof of such payment must be faxed to 021 464 7725.
* Non-payment of the outstanding amount will result in the account being suspended on 1 Jan 2015.
 |
| Tuesday, 23 December 2014 | Front Counter | 1. Lodgment
 | 8h00 – 10h00 |  |
| 1. Prep room (Hand-ins)
 | No hand-ins |  |
| 1. Execution
 | 8h30 – 12h00 | * Last registration day for 2014
* Last day for manual black-book applications
* Arrangements for possible registration during the course of the period 24 Dec – 2 Jan must be made with the Registrar on 23 December 2014.
 |
| 24 December 2014 – 2 January 2015 | * **It is anticipated that the DG will instruct offices to close at 10h00 on 24 December 2014**
* **The Deeds Office Cape Town is closed to its clients (public including conveyancers)**
* **No telephonic enquiries will be serviced as the switchboard of the office will be closed**
* **No registrations, except by arrangement with the Registrar/Acting Registrar in person, which arrangement should be made by 9h00 on the morning of 23 December 2014 in the office of the Registrar (Room 1216)**
 |
| **Calculation of Prep days:** Please be advised that the period 22 December 2014 to 2 January 2015 will not be added in the calculation of the 5 days in Prep as the following illustrates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
| ‘Ups’ dated 18 Dec | 19 Dec | 5 Jan | 6 Jan | 7 Jan | 8 Jan |
| ‘Ups’ dated 19 Dec | 5 Jan | 6 Jan | 7 Jan | 8 Jan | 9 Jan |
| ‘Ups’ dated 22 Dec | 6 Jan | 7 Jan | 8 Jan | 9 Jan | 12 Jan |

**5 January 2014: Normal operations resume** |