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| **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 14h00  for 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 |

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| 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 lodgment  No hand-ins |  | Deeds Office is closed for the year-end  function |
| 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 – 15h00  Ups will be available until 14h00  for hand-in. |  |

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| 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** | | | | |