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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 official day for registration is Friday 19 December 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.**  *Update on 12 Dec 2014:*   * *Deeds Office closed at 13h30 due to preparations for load shedding* |
| 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 |
| Front Counter | Execution | Until 12h00 |
| Prep room (hand-ins) | 8h30 – 11h30 |
| Monday,  15 December 2014  (Deeds Office staff function) | Front Counter | No lodgment  No hand-ins |  | Deeds Office is closed to its clients for the  year-end function.  *\* Execution will be the only function for the*  *day* |
| Execution | 8h00 – 9h00 \* |
| Information | Closed |
| Tuesday,  16 December 2014 | Holiday |  |  |  |
| Wednesday,  17 December 2014 | Front Counter | 1. Lodgment 2. No ‘Ups’ | 8h00 – 10h00 |  |

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| Thursday,  18 December 2014 | Front Counter | 1. Lodgment      1. Prep room (Hand-in)   **For registration on Friday 19 Dec 2014**   1. Prep room (Ups) | 8h00 – 10h00  8h30 – 15h00 and  8h30 – 10h30 on Friday 19 Dec 2014    Ups will be available until 14h00 and  8h30 – 9h30 on Friday 19 Dec 2014  for hand-in for registration on  19 Dec 2014 | *Reason for the extended hand-in and availability of ‘ups’ time, is to ensure that as many as possible deeds are registered on Fri 19 Dec 2014.* |
| Friday,  19 December 2014 | Front Counter | 1. Lodgment | No lodgment |  |
| 1. Prep room (Hand-ins) | No hand-ins |  |
| 1. Execution | 8h30 – 12h00 | Last official day for registration |
| Monday,  22 December 2014 | Front Counter | 1. Lodgment | No lodgment |  |
| 1. Prep room (Hand-ins) | No hand-ins |  |
| 1. Execution | Registrations by special arrangement with the Registrar only.\* | \* Arrangements for urgent registration  during the course of the period 22 – 31 Dec  must be made with the Registrar in Room  1216 on 22 Dec 2014 by 9h00. |
| 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 | No lodgment |  |
| 1. Prep room (Hand-ins) | No hand-ins |  |
| 1. Execution | Registrations by special arrangement with the Registrar only.\* | \* Arrangements for urgent registration  during the course of the period 22 – 31 Dec  must be made with the Registrar in Room  1216 on 22 Dec 2014 by 9h00. |
| **22 December 2014**  **–**  **2 January 2015** | * **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 22 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:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Date available in Prep Room** | **Notes** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | | ‘Ups’ dated 18 Dec 2014 |  | 19 Dec | 5 Jan | 6 Jan | 7 Jan | 8 Jan | | ‘Ups’ dated 19 Dec 2014 | These will be deeds accepted into prep on Thursday 18 Dec and until 9h30 on Friday 19 Dec 2014 (see arrangements above). | 5 Jan | 6 Jan | 7 Jan | 8 Jan | 9 Jan | | ‘Ups’ dated 5 Jan 2015 | These will be deeds accepted into prep after 9h30 on Friday 19 Dec 2014. | 6 Jan | 7 Jan | 8 Jan | 9 Jan | 12 Jan |   **5 January 2014: Normal operations resume** | | | | |