



rural development & land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE REGISTRAR OF DEEDS: CAPE TOWN
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REGISTRAR CIRCULAR NO 3 of 2015

SUBJECT: Application Procedure: Regulation 68(1)

With effect from 22 June 2015 the current procedure for the issuing of copies in terms of Regulation 68(1) Act 47/1937 is amended as set out hereunder.

Copies of deeds will be produced prior to the lodgment of the application for examination in accordance with the following procedure:

1. Conveyancers must complete the application form at the Information section. Indicate clearly indicating 'VA for Deed Number
2. Attach a signed copy of the affidavit in terms of Regulation 68 (1).
3. Place documents in a cover with a barcode and place in the tray marked 'VA' at the Information section.
4. **The new VA process commences 22 June 2015.**
5. The Deeds Office will process the request as follows:
 - a. Make a copy duly endorsed in terms of Reg 68 (1) within 7 working days of receipt of the request
 - b. Debit the account of the conveyancing firm for an Information copy.
 - c. Payment in cash must be made prior to the issue of the copy.
 - d. Deliver the copy in the delivery box of the firm.
6. It is the responsibility of the conveyancer to lodge the VA application for examination and registration.
 - a. The normal examination process will be followed
 - b. The VA copy once registered will be billed in accordance with the schedule of fees.
7. RC1/2007 and RC2/2009 are withdrawn effective 30 June 2015, which has the effect that:
 - a. VA's can be lodged with other transactions.
 - b. The 15 day turnaround for the processing of VA's is no longer applicable
 - c. Non-compliance with this circular will result in the rejection of applications as from 1 July 2015

REGISTRAR OF DEEDS: CAPE TOWN
DATE: 12 JUN 2015