|  |
| --- |
| **DEEDS OFFICE CAPE TOWN****ARRANGEMENTS: DECEMBER 2015 – JANUARY 2016*** *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*
 |
| **Dates to Remember** | **Section/s** | **Function** | **Arrangements**  |
|  | Examination |  | Every effort will be made to ensure that all deeds lodged by 4 Dec 2015 are available for registration by/on 23 Dec 2015. | At 30 Nov 2015 turn-around in examination was 12 days from date of lodgment. |
| 11 December 2015 | ExaminationDelivery | Requests for expedited* Registration and
* Delivery
 | Last day for applications for 1. Expedited registration and
2. Expedited delivery
 |  |
| Rectifications |  | Last day to hand in requests for rectification of registered deeds. | Please resume 6 Jan 2016. |
| 14 Dec 2015 –5 Jan 2016  | Lodgement |  | **No lodgments will be accepted**for the period 14 Dec 2015 – 5 Jan 2016(both days inclusive) | This arrangement will serve to accommodate leave of staff over the festive period and as a risk management measure to ensure that the number of deeds held in the office is minimized. |
| Front Counter | Prep room (Ups) |  | Ups will be available at 14h00 |
| 15 Dec 2015 | Registration |  | Extended hours | 8h00 – 13h00 |
| 16 Dec 2015 (Holiday) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 17 Dec 2015 | Front Counter | 1. Prep room (Ups)
 | Extended hours*Reason for the extended hand-in and**availability of ‘ups’ time, is to:**1. Prepare for early registration on Fri 18**Dec 2015.**2. Ensure as many deeds as possible are**registered by 23 Dec 2015.* | Deeds will be made available throughoutthe day until 14h00 (check prep boxes)and will be accepted for hand-in until15h00. |
| 1. Prep room (Hand-ins)
 | 8h30 – 15h00 |
| 18 Dec 2015 *(Deeds Office staff* *year-end function*) | Registration |  | 8h00 – 9h00 | Office close at 12h00 |
| Information |  | 8h00 – 11h30 |
| 22 Dec 2015 | Front Counter | 1. Prep room (Ups)
 | Extended hours*Reason for the extended hand-in and**availability of ‘ups’ time, is to ensure that**as many as possible deeds are registered**on Wed 23 Dec 2015 (last day of**registration).* | Ups will be available until 14h00For hand-in until 15h00. |
| 1. Prep room (Hand-ins)
 | 8h30 – 15h00 |
| Finance |  | Settle outstanding accounts | * All outstanding Deeds Office accounts to be settled by 22 Dec 2015.
* EFT payments must be made before 22 Dec 2015 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 4 Jan 2016.
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 23 Dec 2015 | Registration |  | Last day for registration Extended hours | Registration from 8h30 – 13h00 |
| Front Counter | Prep room (Ups, Hand-ins) |  | No Prep room functions (Ups, Hand-ins) |
| **24 Dec 2015 – 4 Jan 2016**  | Registration |  | Registration of deeds by special arrangement with the Registrar only.\* | \* Arrangements for urgent registrationduring the course of the period 24 – 31Dec must be made with the Registrar inRoom 1216 on **23 Dec 2015 by 9h00**.  |
| * **The Deeds Office Cape Town is closed to its clients (public and conveyancers)**
* **No telephonic enquiries will be serviced as the switchboard of the office will be closed**
 |
| 5 Jan 2016 | Front Counter | No lodgment |  |  |
| Access to Ups & hand-in | Hand-in deeds for registration on6 Jan 2016 | 8h30 – 11h30 |
| Information |  | Open | 8h00 – 12h00  |
| 6 Jan 2016 | Normal operations resume |
| **Calculation of Prep days:** Please be advised that the period **23 December 2015 to 8 January 2016 will not be added** in the calculation of the 5 days in Prep as the following illustrates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date available in Prep Room** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
| ‘Ups’ dated 22 Dec 2015 | 23 Dec | 11 Jan | 12 Jan | 13 Jan | 14 Jan |
| ‘Ups’ dated 23 Dec 2015 | 11 Jan | 12 Jan | 13 Jan | 14 Jan | 15 Jan |
| ‘Ups’ dated 24 Dec - 8 Jan 2016 | 12 Jan | 13 Jan | 14 Jan | 15 Jan | 18 Jan |

 |