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| **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 | Examination  Delivery | 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) |  |  |  |  |

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| 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 throughout  the day until 14h00 (check prep boxes)  and will be accepted for hand-in until  15h00. |
| 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 14h00  For 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. |

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| 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 registration  during the course of the period 24 – 31  Dec must be made with the Registrar in  Room 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 on  6 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 | | | | | | | | |