|  |  |  |
| --- | --- | --- |
| **Dates to Remember** | **Sections/Function/s**  | **Arrangements**  |
| 29 November 2017 | Lodgment /Prep room (Ups) Front Counter/Data /Examination/Execution | Deeds will be made available throughout the day until 14h00 and hand-ins accepted until 15h00 due to possible increased registrations prior to change of jurisdiction.  |
| 30 30 November 2017 –Last day for registration of Eastern Cape deeds  | Front Counter/Data /Examination/Execution  | Execution 8am -11:00am |
|  4 December 2017 - Transfer of jurisdiction to King Williams Town Deeds Registry of Eastern Cape Province |  |
| 8 Dec 2017*Deeds Office staff* *year-end function* | Information Section | 8 :00 – 11:00 am  |
| Lodgment  | 8 : 30 am – 9:30 am |
| Prep room (hand-in) | 9 :30 – 10:15am  |
| Execution | 7: 30am – 9: 30 am |
| 12 Dec 2017 | Registration | Last day for applications for expedited registration. Any applications after this date will be returned to the conveyancer.   |
| 15 December 2017 |  | Last day for consultations with Registrar’s Panel. |
| 19 -20 Dec 2017 | 1. Prep room (Ups)
 | **Extended hours***Reason for the extended hand-in and**availability of ‘ups’ times, are to:**Prepare for large registrations on 20-21* *Dec 2017* | Deeds will be made available throughout the day until 14h00 (please check prep boxes) and hand-ins will be accepted . |
| 1. Prep room (Hand-ins)
 |
| 21 Dec 2017 | **Execution** | **Extended hours****Registration from 8h00 – 13h00** | Last day for registration  |
| **Lodgment** | **8am -9am** |
| 22 Dec 2017 | ALL | Office closes at 10h00 in accordance with departmental circular.Registration of deeds by specialarrangement with the Registrar | Arrangement for any urgent registration for the 27 – 29 December 2017 must be made with the Registrar or his delegate in Room 1216 on or before 21 Dec 2017 by 9h00.  |
| Accounts |  | Settle outstanding accounts | * All outstanding Deeds Office accounts to be settled by *21 Dec 2017*.
* EFT payments must be made before *21 Dec 2017* 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 2 *Jan 2018*.
 |
| 27, 28, and 29 December 2017  | 1. Deeds office closed to the public. 22 December 2017 and up to and including 29 December 2017 will be excluded in calculating days for hand- ins for registration. 1. Conveyancers must please note that due to increased lodgments during this period our turnaround times may exceed the average and are advised to plan accordingly. In 2016 the average days to were between 10-12 days.

Skeleton staff may operate in certain sections in the first week of January 2018 and your co-operation will be appreciated. Our experience has revealed that many deeds are lodged, passed but not executed during the week before the Christmas holiday and in the first week of a new year. Please do not lodge deeds if there is no intention to register them. |
| **2 January 2018** |