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| **DEEDS OFFICE CAPE TOWN****ARRANGEMENTS: DECEMBER 2011 – JANUARY 2012*** ***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***
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| **Dates to Remember** | **Section/s** | **Function** | **Information & Comments** |
| 14 December 2011 | Front Counter | Prep room | Ups available at 14h30 in prep |
| 15 December 2011 | Examination | Application for expedited registration | Last day for applications for expedited registration. |
| Front Counter | 1. Lodgment
 | 8h00 – 10h00 |
| 1. Prep room (Hand-ins)
 | 8h30 – 11h30  |
| 1. Execution
 | 9h30 – 11h00 |
| 20 – 22 December 2011 | Front Counter | Prep room (Ups) | Ups will be available at 14h30 in the afternoon |
| 1. Lodgment
 | 8h00 – 10h00 |
| 1. Prep room (Hand-ins)
 | 8h30 – 11h30  |
| 1. Execution
 | 9h30 – 11h00 |
| 22 December 2011 | Front Counter | Execution | 8h30 – 12h00 |
| Prep room (Hand-ins) | 9h00 – 10h00 |
| 23 December 2011**The office closes at 10h00.** | Front Counter | 1. Lodgment
 | Closed |
| 1. Prep room
 | Closed (no ups; no hand-ins) |
| 1. Execution
 | 7h00 – 8h00 |
| Information |  | Section closes at 9h30 |

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| **Calculation of Prep days:** Please be advised that 23 – 30 December 2011 will not be added in the calculation of the 5 days in prep, e.g.

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| **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
| 21/12 | 22/12 | 3/01 | 4/01 | 5/01 |
| 22/12 | 3/01 | 4/01 | 5/01 | 6/01 |

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| 27 – 30 December 2011 | * **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.**
* **No registrations, except by arrangement with the Deputy Registrar in person, which arrangement should be made by 9h00 in the morning.**
* **Staff of the Deeds Office who did not take leave will adhere to normal working hours. On 30 December 2011 the office closes at 10h00.**
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| 3 January 2012 | Normal operations resume |