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| **LSSA LEAD Seminars: editable registration form on Page 2** | |
| **Conveyancing Skills: A one-day workshop tO make a difference** | |
| |  | | --- | | **ABOUT THE 1-DAY WORKSHOP**  **Conveyancing is generally described as the administrative and legal procedures necessary to transfer ownership (and other rights) in immovable property from one person to another.**  The above definition gives the impression that conveyancing is an uncomplicated and straightforward process. However, that is generally not the case and practitioners are often faced with distinct challenges and issues when attending to conveyancing work.  The one-day interactive workshop considers and examines some of the challenges and issues that arise in the practise of conveyancing. and recommends the skills required to practise conveyancing effectively and efficiently. Advice and guidance will be given on *inter alia*   * what efficient conveyancers do to perform their function very well; * how to manage conveyancing matters and conveyancing staff in a conveyancing practice; and * conveyancing issues or problems to be aware of and avoided. |   **PRESENTER**  **Cathleen Peter-Swart** (B Proc, BA Honours English, PG Dip Labour Law, LLM Property Law).  Cathleen is a practising attorney, notary public and conveyancer at Peter-Swart Attorneys in Johannesburg.  She also lectures on the ABC of Conveyancing at the LSSA LEAD School for Legal Practice in Johannesburg.  **TOWN/CITIES AND DATES** (TIME: 9:00-16:00)  Durban 20 August 2012  Port Elizabeth 21 August 2012  East London 22 August 2012  Pretoria 23 August 2012  Johannesburg 24 August 2012  Cape Town 27 August 2012  Bloemfontein 28 August 2012 | LEAD makes use of reputable venues. The venue for this seminar will be confirmed with registration confirmation.  **WHO SHOULD ATTEND?**  Newly admitted conveyancers who require practical tips on how to practise more effectively.  Candidate attorneys and practitioners who intend writing the conveyancing examination.  **REGISTRATION FEES (VAT INCLUSIVE)\***  Practising attorneys: R 870 per person  Candidate attorneys/support staff: R 750 per person  Practising attorneys from firms located further than 200 km from the closest venue: R 530 per person  Non-practising attorneys / Others: R 1 740 per person   1. **5%** discount is offered for 5 or more delegates from the same firm/organisation. 2. The registration fee includes full workshop material, all refreshments and lunch. 3. A certificate is issued on full attendance of the seminar. 4. Limited seats are available and registrations will be confirmed on a first-come, first-served basis.   **HOW DO I REGISTER?**  Please type your details on the form on page 2 after you have saved it on your computer. Email the completed form together with your payment details or proof of payment to [annelie@lssalead.org.za](mailto:annelie@lssalead.org.za).  Payment is made up-front by direct deposit (preferred), credit card or cheque. No registration will be confirmed if the payment details or proof of payment has not been included.  Any person who has registered for a seminar and fails to cancel (in writing) at least 48 hours prior to the seminar, shall be held liable for the payment. All refunds must be claimed in writing not more than 15 business days after cancellation.  LEAD reserves the right to cancel a learning activity should the number of delegates not justify the costs involved. Registered delegates will be given reasonable notice of cancellation. |
| **If you have questions on the seminar/workshop itself, please contact seminars@LSSALEAD.org.za**  **LEAD Contact numbers: +27 (0)12 441-4645/4613/4608** | |
| **If you have questions on registering for the seminar/workshop, please contact** [**annelie@LSSALEAD.org.za**](mailto:annelie@LSSALEAD.org.za)  **LEADContact numbers: +27 (0)12 441 4669 (direct) │ +27 (0) Tel: +27 (0)12 441 4600 (switchboard)** | |

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| Description: LSSA LOGO lr | | | | Description: LEAD LOGO smaller_blue | | | |
| **REGISTRATION FORM:**  CONVEYANCING: SKILLS TO MAKE A DIFFERENCE | Forward your completed registration to the LEAD Registrations Department.  By e-mail: [annelie@LSSALEAD.org.za](mailto:annelie@LSSALEAD.org.za) or by fax: 012 341 4190  Tel: 012 441 4669/8. Please complete a separate form for each delegate. | | | | | | |
| **INSTRUCTIONS ON HOW TO COMPLETE THE FORM**   1. Save the form on your computer and then .type your details directly onto the form to replace **.** 2. Where a block appears, please select the correct block to look like this . 3. Save and email the form to [annelie@LSSALEAD.org.za](mailto:annelie@LSSALEAD.org.za) together with proof of payment. 4. **Credit card payments:** Print out the form and sign where indicated. Scan and email; or fax to the above details. | | | | | | | |
| **DATE AND TOWN/CITY OF ATTENDANCE** | | | | | | | |
| Durban 20 August  Port Elizabeth 21 August  East London 22 August  Pretoria 23 August  Johannesburg 24 August  Cape Town 27 August  Bloemfontein 28 August  ***The venue for this seminar/workshop will be confirmed by LEAD with registration confirmation.*** | | | | | | | |
| **TYPE OF DELEGATE** | | | | | | | |
| Practising attorneys: R 870 per person  Candidate attorneys/support staff: R 750 per person  Practising attorneys from firms further than 200 km from closest venue: R 530 per person  Non-practising attorneys/Others: R 1 740 per person  A **5% discount** applies for 5 or more delegates from the same firm/organisation. If this applies to your firm/organisation, please contact [seminars@lssalead.org.za](mailto:seminars@lssalead.org.za) for the applicable fees. | | | | | | | |
| **YOUR DETAILS** | | | | | | | |
| Surname: | | First name: | | | | | |
| ID number: | | Gender: F  M | | | Your position: | | |
| Firm/company: | | City/Town: | | | | | Title: |
| Tel: (     ) | | Fax: (     ) | | | | | |
| Cell: | | Email: | | | | | |
| Postal address: | | | | | | Postal code: | |
| Home address: | | | | | | Postal code: | |
| Docex address: | | | | | | Race (for reporting): | |
| **PAYMENT OPTIONS** (Registration will be confirmed only if the payment details or proof of payment has been received.) | | | | | | | |
| **Payment by electronic funds transfer (EFT)** (preferred):  Account Name: Law Society of South Africa  Account: 6200 9641 079  Reference: TEL NO/FIRM/NAME/CDR | | | | Amount: R  Bank: FNB Pretoria  Branch Code: 251445 | | | |
| **Payment by Credit Card:**  Card type: MasterCard  Visa | | | | | | | |
| Budget facility to be used? No  Yes  Number of months:       Amount: R | | | | | | | |
| Card expiry date:       Card holder’s name: | | | | | | | |
| Card number: | | | | | | | |
| Signature: Date: | | | | | | | |
| **Payment by cheque:**  (NB: payable to “Law Society of South Africa”) Amount: R | | | | | | | |
| Special Dietary Requirements (if any): | | | Disability: No  Yes  Nature of disability: | | | | |
| **If you have questions on the seminar/workshop itself, please contact seminars@LSSALEAD.org.za**  **LEAD contact numbers: +27 (0)12 441-4645/4613/4608** | | | | | | | |
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