



CAPE TOWN | ATTORNEY'S ASSOCIATION
KAAPSTADSE | PROKUREURSVERENIGING
UMBUTHO WAMAGQWETHA | ASEKAPA

TO ALL DECEASED ESTATES AND INSOLVENCY PRACTITIONERS

MASTER'S OFFICE MOVE

1 SEPTEMBER 2013

45 CASTLE STREET CAPE TOWN 1/2013

Members of the profession met with representatives of the Master's Office on Monday 5 August 2013 to discuss the operational requirements during the office move. The Office will be relocating from the Iustitia Building to 45 Castle Street Cape Town.

OCCUPATION DATE

The occupation date of the new offices situated at 45 Castle Street Cape Town shall be 1 September 2013. The official opening of the new offices is expected to be 11 September 2013.

Although the office shall be fully operational from 1 September 2013, the files and documents shall be gradually moved over a 3 week period commencing on 1 September 2013. In this regard please note that the bulk filing system has not yet been installed, but should be completed over the next few weeks.

EMERGENCY LANES AND FAST TRACK

Emergency contingency plans have been placed in action and practitioners should contact the section heads, should they require urgent assistance. Section 42(2) APPLICATIONS MUST BE DEALT WITH AT THE CURRENT OFFICE THROUGH THE EMERGENCY LANE.

In the event of the initial documents being completed and urgent issue of Letters of Executorship or Letters of Authority is required; an appointment must be scheduled with Ms Jooste of the Master's Office.

PLEASE NOTE THAT UNTIL THE MASTER CONFIRMS OTHERWISE, THE CONTACT OFFICE IS STILL THE CURRENT OFFICE IN THE IUSTITIA BUILDING.

BACK LOGS

Long outstanding matters must be referred to the Master via email. Practitioners are requested to deal with these matters urgently by emailing Josias Tessa: TJosias@justice.gov.za.

LIQUIDATION AND DISTRIBUTION ACCOUNTS

In the event of practitioner anticipating objections to be lodged, the accounts should not be advertised during this period. However, in the event where of the practitioner being certain that the account is correct and that no objections are anticipated, the accounts may be advertised without the Master's usual consent to proceed.

SUBMISSION OF ORIGINAL WILLS

Original wills should not be submitted by post during the move. In the event of urgent matters, the original wills must be hand-delivered to the current office until further notice.

LIQUIDATIONS AND INSOLVENCIES.

Court applications should be restricted – only urgent matters should be dealt with.

SECTION HEADS

Mr Lallie has taken over from Ms Dick. Please refer all urgent matters to the various section heads.

MO BOXES

Mo Boxes will be installed at the first floor of the new building. There are currently 160 MO boxes of which not all are being used. Requested for MO boxes must be directed to the Master in writing, who will attend to the allocation of new MO box numbers.

COMMUNICATION

The Master will send out communication from time to time during this period. Practitioners are urged to look out for any communication from the Master or from the Law Society.

The Operational Arrangements/ Concessions will only be applicable during the time of relocation.

Masters Office Portfolio Heads

Sulani Jooste: sulani.jooste@webberwentzel.com

Stefan le Roux: Sleroux@heroldgie.co.za
