



rural development  
& land reform

Department:  
Rural Development & Land Reform  
**REPUBLIC OF SOUTH AFRICA**

OFFICE OF THE REGISTRAR OF DEEDS  
Private Bag X183, Pretoria, 0001; Tel: 012 338 7000; Fax: 012 338 7103

## REGISTRAR'S CIRCULAR 14 OF 2013 ENDORISING OF PERMANENTLY FILED TITLES

### 1. BACKGROUND

The purpose of this circular is to introduce a new procedure of endorsing of permanently filed titles. The aim of this new procedure is to reduce the number of incidents where endorsements in permanently files filed titles; remain open or get duplicated where transactions are not proceeded with, but later re-lodged and the same endorsement re-endorsed on title, therefore creating a duplication of endorsements. The system will also ensure that only registered transactions are endorsed on the permanently filed titles.

### 2. PROCEDURE TO BE FOLLOWED WHEN ENDORSING TITLES

#### 2.1 EXAMINERS

2.1.1 Examiners will no longer place endorsements or attach any annexures to permanently filed titles.

2.1.2 Examiners must as from date of implementation date of this circular either;

If there is open space in the file for one or two endorsements and is required to only affix one or two endorsements of a none lengthy nature then such endorsements must be endorsed in the **inside of the front lodgement cover of the deed; however if;**

there is no open space in the file or it is required to affix endorsements of a lengthy nature and involved to the file it will be required that such **endorsement/s be computer generated on a separate sheet in duplicate and attach to the inside of the front lodgement cover.**

2.1.3 Whenever permanently filed titles needs endorsements to be cross written then the following wording must be written on the top of the inside front lodgement cover of the deed. "Endorsed for cross writing purposes only", for example:

**"Endorsed for cross-writing purposes only"**

_____	
Released/Onthef _____	
Consent filed with Toestemming berus by BC _____	
_____	_____
DATE/DATUM	REGISTRAR OF DEEDS

2.1.4 The junior examiners must make the following office note to the Sectional Titles/TR section:

- TR/ SECTIONAL TITLES

Endorsements to be cross written unto Jacket.....

- Submitted to the Registrar for Signature”;
- Please note that it is still the responsibility of the junior and senior examiner to check/ examine the Jackets for examination purposes, the new procedure does not take away the examination duties and responsibilities from the examiners.

## 2.2 FINAL CHECKING AT TR/SECTIONAL TITLES SECTION

2.2.1 As from the implementation date of this circular the clerks at the TR/Sectional Titles Section with either:-

- transcribe the endorsement affixed on the inside cover of deed/s to the relevant jacket or
- In the case where endorsements were computer generated remove one of the sheets and insert it into the relevant jacket.
- Thereafter the clerk must insert the relevant numbering in the endorsements.
- If the endorsements continues unto a new page or when additional pages are attach to the jacket the “For Further endorsement” endorsement must be placed on the last page of the Jacket.

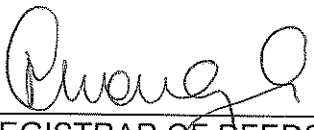
2.2.2 Once the x-writing is completed the clerk will delete the endorsements endorsed on the inside cover of the deed or which is contained on the duplicate copy of the computer generated sheet as follows:

**X-WRITING DONE ONTO DOCUMENT**

GETRANSPORTEER AAN	TRANSFERRED TO
_____	
RESTANT/REMAINDER	
<b>T</b>	_____
	REGISTRATEUR/REGISTRAR

- 2.2.3 The deeds and the permanently filed titles (Jacket) must be submitted to the senior examiner for checking and verification.
- 2.2.4 Once endorsements are verified it will be submitted to the Assistant Registrar of Deeds for signing.
- 2.2.5 If any discrepancies or errors pertaining to the endorsements are picked up/ noted by the clerk at final check the junior examiner will be called to address these and under no circumstances will any person other than the junior or senior attend to same.
- 2.2.6 After all the cross written, numbering and signing of the Jackets have been completed the Jacket will be scanned by the clerks at TR/Sectional Titles Section.

3 This new practice will be effective as from 09 December 2013



REGISTRAR OF DEEDS  
Pretoria  
Date: 6/12/2013