



Evert Kotze
HEAD: Rates Clearances, Deeds and Refunds

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Ref: Attorney Registration – Update 4

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**Attention: Property Committee
Cape Law Society**

Conveyancing Attorneys
City of Cape Town

E Services - Rates Clearance Automation and Portal – Conveyancer and Firm Registration

I refer to previous communication regarding the above.

It is envisaged for some of the proposed changes to the rates clearance systems and processes to be implemented and go live on 20 October 2014. Various validations regarding S118 applications will form part of the changes and the validation of conveyancing firms and or conveyancers will be included in the implementation.

Therefore it is important for all conveyancing firms and or conveyancers to register on the E-Services portal. To ensure compliance with registration and the approval and authorisation of registration before the changes are implemented, all conveyancing firms must be registered by 12th September 2014 to allow sufficient time for authorisation and approval.

Please note that although the E-Services Portal for S118 applications will not be implemented, the registration process must still be completed and complied with.

Information and feedback sessions on the changes regarding S118 applications, new requirements, ownership change, mandatory information required and refund will be held during the first two or three weeks of October 2014.

Please Note:

Electronic Applications:

- If you make use of the electronic platform (KORBITEC / GHOST CONVEY or LAW) that you use your unique electronic registration number of the vendors when submitting your registration

Consultants / Runners:

- No interaction between consultants / runners will be entertained if they are not registered with and by a conveyancing firm. They may only be registered for one firm and by registering the consultants / runners; the firm takes full responsibility and accountability for their actions.

Username and Password:

- It has been brought to the attention of the City that certain firms intend on exchanging usernames and passwords between staff and consultants / runners. This constitutes fraud and the City has zero tolerance on fraud.
- Firms and / or conveyancers that make themselves guilty of the above offence will be reported to the Law Society and their access to interact with the City for rates clearance purposes withdrawn.

Update as follows:

- **Organisations (New Registration)**
Firms may apply, with their unique reference number (if electronic) via the City of Cape Town website to register. Please ensure that all required documentation is submitted with the registration request and that the Rates Clearance Service is activated
- **Organisations (Already Registered)**
If your request for registration has been approved but you omitted to include your unique electronic reference or made a capturing error, please send an e-mail to Help.Uces@Capetown.Gov.Za to provide the City with your Business Partner number as well as unique electronic reference and details of the error for your registration to be updated correctly.
- **Organisations (Applications Rejected)**
A number of firms have either applied and submitted incorrect applications or used the incorrect organisation type. These applications will be rejected and those firms will be notified of the rejection and will have to re-apply.
- **Sole Proprietors**
Various options were considered and tested and the proposed solution has been implemented to cater for the registration of the Sole Proprietor only. Please note that the Sole Proprietor option will not be on the Org registration page and hence will not be in the drop down.

Below, the process to follow for the registration of Sole Proprietors:

To access the Sole Proprietor option, the individual must register as a natural person and then when logged in, select Service Registration. Here they will see the service "Rates Clearance" which they must activate and will be prompted for further information.

The latest updated guide to assist in the registration process is available on the City of Cape Town website.

Queries can be mailed to eservices@capetown.gov.za

Yours faithfully



BD Williams
Manager: Debtors & Cash
Revenue
City of Cape Town
OBO Chief Financial Officer