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| **DEEDS OFFICE CAPE TOWN****ARRANGEMENTS: DECEMBER 2014 – JANUARY 2015*** *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*

**Last official day for registration is Friday 19 December 2014****Average turn-around in December is usually 10 working days** |
| **Dates to Remember** | **Section/s** | **Function** | **Information & Comments** |
| Tuesday, 9 December 2014 | Examination |  | All deeds lodged by 9 Dec 2014 will be available for registration on or before 19 Dec 2014. |  |
| Thursday, 11 December 2014 | Front Counter | 1. Prep room (Ups)
 | Ups will be available until 14h00for hand-in until 15h00. | **Please note that the office will not accept hand-ins on 15 Dec 2014.** **15 Dec 2014 is however counted into the 5-day period of deeds already in prep.****Conveyancers are encouraged to submit all deeds that will be on last day on 15 Dec 2014 on the days leading up to the 15th.***Update on 12 Dec 2014:* * *Deeds Office closed at 13h30 due to preparations for load shedding*
 |
| 1. Prep room (Hand-ins)
 | 8h30 – 15h00 |
| Friday, 12 December 2014 | Examination | 1. Application for expedited registration prior to lodgment
2. Consultations with the

Registrar (10h00 – 11h00) |  | Last day for applications for 1. Expedited registration and consultations
2. Expedited delivery
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| Front Counter | Execution | Until 12h00 |
| Prep room (hand-ins) | 8h30 – 11h30 |
| Monday, 15 December 2014(Deeds Office staff function) | Front Counter | No lodgmentNo hand-ins  |  | Deeds Office is closed to its clients for theyear-end function.*\* Execution will be the only function for the**day* |
| Execution | 8h00 – 9h00 \* |
| Information | Closed |
| Tuesday, 16 December 2014 | Holiday |  |  |  |
| Wednesday,17 December 2014 | Front Counter | 1. Lodgment
2. No ‘Ups’
 | 8h00 – 10h00 |  |

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| Thursday, 18 December 2014 | Front Counter | 1. Lodgment

 1. Prep room (Hand-in)

**For registration on Friday 19 Dec 2014**1. Prep room (Ups)
 | 8h00 – 10h008h30 – 15h00 and 8h30 – 10h30 on Friday 19 Dec 2014 Ups will be available until 14h00 and8h30 – 9h30 on Friday 19 Dec 2014for hand-in for registration on 19 Dec 2014 | *Reason for the extended hand-in and availability of ‘ups’ time, is to ensure that as many as possible deeds are registered on Fri 19 Dec 2014.* |
| Friday, 19 December 2014 | Front Counter | 1. Lodgment
 | No lodgment |  |
| 1. Prep room (Hand-ins)
 | No hand-ins |  |
| 1. Execution
 | 8h30 – 12h00 | Last official day for registration |
| Monday, 22 December 2014 | Front Counter | 1. Lodgment
 | No lodgment |  |
| 1. Prep room (Hand-ins)
 | No hand-ins |  |
| 1. Execution
 | Registrations by special arrangement with the Registrar only.\* | \* Arrangements for urgent registrationduring the course of the period 22 – 31 Decmust be made with the Registrar in Room1216 on 22 Dec 2014 by 9h00.  |
| Finance |  | Settle outstanding accounts | * All outstanding Deeds Office accounts to be settled by 22 Dec 2014.
* EFT payments must be made before 22 Dec 2014 and proof of such payment must be faxed to 021 464 7725.
* Non-payment of the outstanding amount will result in the account being suspended on 1 Jan 2015.
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| Tuesday, 23 December 2014 | Front Counter | 1. Lodgment
 | No lodgment |  |
| 1. Prep room (Hand-ins)
 | No hand-ins |  |
| 1. Execution
 | Registrations by special arrangement with the Registrar only.\* | \* Arrangements for urgent registrationduring the course of the period 22 – 31 Decmust be made with the Registrar in Room1216 on 22 Dec 2014 by 9h00.  |
| **22 December 2014** **–** **2 January 2015** | * **The Deeds Office Cape Town is closed to its clients (public including conveyancers)**
* **No telephonic enquiries will be serviced as the switchboard of the office will be closed**
* **No registrations, except by arrangement with the Registrar/Acting Registrar in person, which arrangement should be made by 9h00 on the morning of 22 December 2014 in the office of the Registrar (Room 1216)**
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| **Calculation of Prep days:** Please be advised that the period 22 December 2014 to 2 January 2015 will not be added in the calculation of the 5 days in Prep as the following illustrates:

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| **Date available in Prep Room** | **Notes** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
| ‘Ups’ dated 18 Dec 2014 |  | 19 Dec | 5 Jan | 6 Jan | 7 Jan | 8 Jan |
| ‘Ups’ dated 19 Dec 2014 | These will be deeds accepted into prep on Thursday 18 Dec and until 9h30 on Friday 19 Dec 2014 (see arrangements above). | 5 Jan | 6 Jan | 7 Jan | 8 Jan | 9 Jan |
| ‘Ups’ dated 5 Jan 2015 | These will be deeds accepted into prep after 9h30 on Friday 19 Dec 2014. | 6 Jan | 7 Jan | 8 Jan | 9 Jan | 12 Jan |

**5 January 2014: Normal operations resume** |