LEGAL SUPPORT STAFF TRAINING

CONVEYANCING (ADVANCED)

DURATION
3 Days

PURPOSE OF THIS COURSE
Many of legal office support personnel have had no or limited formal training with regards to conveyancing. Conveyancing procedures change from time to time and secretaries needs to be constantly updated. This course will provide participants with a higher level of understanding of conveyancing work and increase the efficiency of the conveyancing practice.

CERTIFICATION
On successful completion of the programme, the learner will receive an Attendance Certificate in Conveyancing from the Law Society of SA/L.E.A.D's

WHO SHOULD ATTEND
Legal Office Support Staff. Preferably secretaries and typists, but candidate attorneys, paralegals, messengers and other support staff are also welcome.

LEARNING THAT IS ASSUMED TO BE IN PLACE
Current experience of conveyancing work is essential. The prior completion of a basic conveyancing course is recommended. Learners need to have a basic knowledge of English as a written language as well as basic numeric skills.

GENERAL LEARNING OUTCOMES
After completion of this training the learner should be able to:

- ❖ Explain the difference between an Attorney, Conveyancer and Notary

- ❖ Explain the aspects relating to transfer documentation which includes the following:

  - ✓ Content of the Power of Attorney;
  - ✓ Title Deed with specific reference to;
    1. Description of parties;
    2. Vesting and Divesting Clauses;
    3. Extension clauses;
    4. Consideration clauses;
    5. Property Description;
    6. Special Conditions and how to deal with them accordingly.

  - ✓ Transfer Duty Receipts and rectifications thereof;

✓ Clearance Certificates and the importance thereof.

❖ Explain aspect of to Bond Documentation with specific reference to :

✓ What is contained in a Power of Attorney;
✓ What is contained in a Bond Document itself;
✓ Specific references to the following:

1. Required documents to draft bond documents;
2. Description of parties in the Power of Attorney and Bond Document;
3. Special Conditions contained in the Draft Deed
4. Property Description;
5. Additional Amounts.

✓ The importance of your instruction sheet;
✓ Suretyships.

❖ Explain the position relating to marital statuses and Antenuptial Contracts;

❖ Explanation various types of servitudes with examples;

❖ Explain FICA requirements;

❖ Explain the impact of the following Acts on the transfer and bond processes:

✓ National Credit Act;
✓ Consumer Protection Act;
✓ Companies Act.

❖ Explain specific clauses contained in the Deed of Sale;

❖ Write applications for the Deeds Office which include:

✓ Section 68 (1);
✓ Regulation 68 (1);
✓ Regulation 68 (2);
✓ Regulation 68 (11);
✓ Section 4(1)(b).

❖ List information that should be identified on a property print out:

✓ Sectional Title – certain endorsements and exclusive use areas;
✓ Interdicts;
✓ Servitudes;
✓ Notarial Ties;
✓ Bonds;
✓ Consolidations.

❖ Explain the meaning of Sectional Titles and indicate what to focus on when drafting documents.

- ❖ Explain the acts of registration that a Bank needs to consent to:

  - ✓ Registration of Servitudes;
  - ✓ Consent to cancellation of bond;
  - ✓ Consent to the release of Units.

- ❖ Explain the meaning of Township Development.

- ❖ Explain the meaning of money laundering and the impact thereof.

METHODOLOGY
This course is designed to give learners the tools to actively participate in a conveyancing department. Drafting and conveyancing requirements and principles are discussed and explained. The learner can enhance his/her learning experience by participating in the group exercises and tending to the self study exercises at the end of every study unit.

COMMENT
As this program is delivered in the English language, basic skills in English must be in place. Those learners who are second language users may need to attend a Basic English skills course prior to attempting this one. It will also be to the learner's advantage if they have basic numeric skills.