



rural development & land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

Office of the Registrar of Deeds: Limpopo, 101 Dorp Street, Polokwane, 0700.

REGISTRAR'S CIRCULAR 1/2017

1. PURPOSE

The purpose of circular is to provide Conveyances with a general overview of the key procedures that will be applicable in the following sections of the Limpopo Deeds Registry.

- 1.1 Lodgement (Covers);
- 1.2 Prep room;
- 1.3 Execution;
- 1.4 Delivery ; and
- 1.5 The Information Section.

2. LODGEMENT TIME AND LODGEMENT COVERS

2.1 Lodgement Time:

Lodgement will only be accepted between 8h00 and 10h00.

2.2 Lodgement Covers

2.2.1 White Covers (Code T)

The following transactions must be lodged must be lodged in a white cover:

- Deed of Grant
- Certificates of Title
- Deeds of Transfer
- Transfer by endorsements(applications i.t.o, s 16,24 bis, 45 and 45 bis of the Act, s 40 of the administration of Estates Act 66 of 1965 and s 33(1)(c)(c) of the Legal Succession to the South African Transport Services Act 9 of 1989)
- Certificates of Registered Grants of Leasehold (TL)
- Proclamation 293 transfers (TG)
- Application for opening of a sectional title Scheme(code SS), Rules, Form WW, Plans, CRST's.

2.2.2 Bonds and Charges (Code B)

- Bonds and charges must be lodged in a blue cover (light blue).
- Bond in terms of Proclamation 293 (BG) and bonds over Grant of Leaseholds (BL) must also be lodged in a blue cover (light blue).

2.2.3 Notarial Bonds (Code BN)

Notarial Bonds must be lodged in a blue cover (light blue).

2.2.4 Applications for noting of a contract (Code B...AL)

Applications for the noting of a contract in terms of the Alienation of Land Act 68 of 1981 must be lodged in a blue cover (light blue).

2.2.5 Notarial Deeds (Contracts, Servitudes, Real Rights, Leases of Land) (Code K....S, SK, K....L and H)

- All notarial deeds with the exception of notarial bonds must be lodged in a green cover (light green).
- Antenuptial Contracts must also be lodged in a green cover (light green).

2.2.6 Coloured Covers (yellow) (code BC)

2.2.6.1 The following dealings with bonds must be lodged in yellow covers:-

- Cancellations
- Releases
- Cessions
- Substitutions
- Part Payments
- Reduction in Covers
- Waiver of Preference
- Section 3 (1)(s) amendment of conditions
- Section 45 (2)(c) endorsements
- Endorsements on Bonds in terms of section 40 of Act 66 of 65 and
- Cancellation of bonds and charges registered in terms of Proclamation 293.

2.2.6.2. The following dealings must be lodged in yellow covers (Code BC, VA, and PA)

- Applications in terms of section 4(1)(b), 17(4) or 93 of the Act
- Applications in terms of s 44 of the Companies Act
- Conversion of a close co-operation into a company
- Amendments in terms of any other Act or court order
- Applications for opening of a town in terms of s46 of the Act
- Applications in terms of s 68 and 76(1) bis and 2 of the Act
- Excision of holdings Riparian Land Erven and Commonages Act 11 of 1919
- Cancellation of a General Plan in terms of the Land Survey Act
- Cancellation of a contract noted in terms of Act 68 of 1981
- Section 2 of the Removal of Restrictions Act 84 of 1967
- Section 2 of the Roads and Ribbon Development Act 21 of 1940
- Section 2A of the Land Disposal Act 48 of 1951
- General Power of Attorney (GPA)
- Applications for lost Deeds (VA)

Examiners are requested not to reject deeds that are lodged with incorrect covers. Examiners must however raise a note requesting the conveyance to lodge the deeds in the correct cover. The same bar code must be used.

Covers must be completed properly and a bar code (supplied by the Deeds Registry) must be affixed on the cover. Deeds and documents lodged in covers that are not completed correctly or do not have a bar code affixed on it will be rejected.

3. PREP ROOM

3.1 The prep room will be open between 8h00 and 11h30 daily.

3.2 Conveyancers must ensure that they have complied with the following when handling deeds in for execution:-

3.2.1 All the notes have been removed and that the examiner endorsed his/her name next to the removed note.

3.2.2 All the deeds in the batch are linked.

3.2.3 The five-day period has not expired.

3.3 Conveyancers will only be allowed to keep deeds over in the prep room for five (5) days. After the expiry of five (5) days the deeds will be rejected.

3.4 The Conveyancer dealing with the relevant transaction may withdraw deeds in the prep room. Conveyancers must clearly indicate the following on the deed/s being withdrawn:

***"Withdraw Requested by (name) and
(Date)"***

Note: The complete batch must be handed in for withdrawal.

3.5 Deeds which are put forward for registration within 5 day period, must be registered on the day indicated on request and cannot be held over at prep-section. The system will automatically reject the deeds if they not registered.

4. EXECUTION

Execution will be between 10h00 and 11h00.

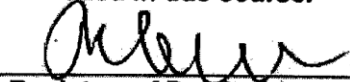
5. DELIVERY

The delivery section will be open between 8h00 and 15h00.

6. INFORMATION SECTION

The Information Section will be open between 8h00 and 15h00.

7. This circular comes into operation on the 3rd April 2017. Further Circulars or Notices, detailing the procedures to be followed in the different sections, will be issued in due course.



Registrar of Deeds: Limpopo

Date: 06 March 2017



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& land reform**

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Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF REGISTRAR OF DEEDS

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COMMUNICATION

ESTABLISHMENT OF LIMPOPO DEEDS REGISTRY

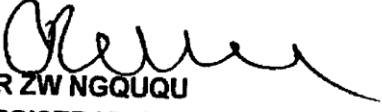
1. In 1994 the provinces in the Republic of South Africa were increased from four (4) to nine (9) in terms of the Constitution, 1996 and after the re-demarcation only two provinces were left without Deeds Registries, namely Mpumalanga and Limpopo. The Deeds Registry in Mpumalanga was opened in 2007, meaning that the Limpopo Province is the only province which currently does not have a Deeds Registry; the residents of the province had to procure services offered in the Deeds Registry in the Pretoria. In terms of section 1 of Deeds Registries Act 47 of 1937, the Minister responsible for Rural Development and Land Reform is empowered to establish or de-establish a Deeds Registry. Therefore, Branch Deeds Registration has been mandated by the Honorable Minister G Nkwinti to start the process of opening a fully-functional Deeds Registry in Limpopo Province to serve the Province and the seat of the deeds registry will be in Polokwane. Limpopo Deeds Registry is envisaged to be functional by 1st April 2017.
2. The main objective behind the establishment of the Limpopo Deeds Registry is to increase accessibility of Deeds services to the citizens in the province.
3. The office will be offering the following services:
 - Registration of real rights in land
 - Maintenance of a public land register
 - Provision of registration information
 - Maintenance of an archive of registration records

Departement van Landelike Ontwikkeling en Grondhervorming - UmNyango Wazokuthuthukisa Kwezindawo Zesemakhaya Nezonguuko Kwezomhlaba - Mkhawo we Mvelo-dzozo ya Mahayeni na Mbuyedzedzo ya Mavu - Ndzawulo ya Nhluvukiso wa Mathookaya na Antwiso wa Masava - Lefapha la Thabotolo ya Magea le Ntshwafiso ya Matatane - Lefapha la Thabotolo ya Dibaka tsa Manse - Kgoro ya Thabotolo ya Dinagatagase le Paakanyolewa ya Naga - Isebe loPhuhliso kwamaPhando noBuyekezo kwemihlaba - UmNyango wokuThuthukisa iNdawo zemakhaya nokuBuyisekwa kweNarha - Likho Lefakuzutukiswa Kwentendzawo Teemaphandleni Nezonguuko Kufemhlaba

It is anticipated that lodgment in Limpopo Deeds Registry will be between 80 to 120 deeds daily with a staff complement of 25 officials, which will ensure that it meets the turnaround time of seven days from lodgment to registration.

The seat of Registry will be 101 Dorp Street Polokwane in the Limpopo Province

Please contact Mr ZW Ngququ for further enquiries at william.ngququ@drdlr.gov.za or contact him at: 082 050 3996


MR ZW NGQUQU
REGISTRAR OF DEEDS: LIMPOPO
DATE: 28/02/2017

