



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA



OFFICE OF THE WESTERN CAPE DEEDS REGISTRY: CAPE TOWN, Private Bag X9073, CAPE TOWN, 8000; 90 Plein Street, CAPE TOWN, 8001, Tel: 021 – 464 7600; Website: www.dalrrd.gov.za

Ref: 1/2024

Notice to Clients and Conveyancers: Working arrangements during the festive season

1. Purpose

The purpose of this notice is to ensure that all clients and conveyancers are aware of the arrangements in place during the upcoming festive season.

2. Lodgement of Deeds

We encourage our clients to lodge deeds and documents on a daily basis, adhering to our established practices and procedures. Deeds and documents submitted on or before 10 December 2024 will be processed and made available at Prep by no later than 19 December 2024 for registration. Deeds and documents lodged after 11 December 2024 is not guaranteed to be made available for registration by 20 December 2024.

3. Deeds at the Prep and Hand ins

Deeds and documents which have been made available and at Prep from 13 December 2024 must be registered on or before 10 January 2025. There will be 2 hand in times from 17 to 20 December 2024, normal hand times 8:30am to 11:45am and again at 13:30pm to 14:30pm. Please note that deeds and documents that have come up on Prep from 13 December 2024 will not be subjected to an automatic rejection within 5 days. Automatic rejection will be temporarily suspended until 10 January 2025. These deeds can therefore be held over until 10 January 2024.

4. Office Closure during the Festive Season

In accordance with Departmental Circular 00 of 2024, officials are recommended to take leave from 27 to 29 December 2024. Consequently, our office will be closed during these days. To ensure a smooth process, we highly recommend that conveyancing firms finalise the registration of deeds and documents on 20 December 2024. The last day for execution for 2024 will be on 23 December 2024. There will be no special arrangements for registration from the 24 - 31 December 2024.

In case of any urgent matters during the closure, please contact the Registrar of Deeds, Mr. TG Gabara, on the following number: 082 448 3202.

Please take note that our office will close at 10:00 am on 24 December 2024 and open on 02 January 2025. Normal operations will resume thereafter.

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Registrar of Deeds

Date:

