

**DAY
1**

LODGEMENT

- Linking and lodgement of the deeds.
- Deeds are checked by the Deeds Office's lodgement clerks.
- Lodgement clerks are responsible for data capture.
- After checking, the deeds are sent to DOTS (Deeds Office Tracking System) allowing a search to be conducted to track the progress of the deeds through the Deeds Office.

**DAY
2-3**

SORTING OF DEEDS (JUNIOR LEVEL)

- Deeds are sorted and distributed to various examiners for first examination.
- First examination is usually done by junior examiners.

**DAY
4-5**

SORTING OF DEEDS (SENIOR LEVEL)

- Deeds are sorted and distributed to senior level.
- Senior examiners may pass or reject deeds.

**DAY
5-6**

FINAL CHECKING

- Assistant Registrar monitors rejected deeds and decides whether to pass or reject the deeds. When a Deed is rejected, it gets returned to the conveyancers and will have to be relogged when the error has been attended to.
- Deeds that have been passed are sent to the preparation room and it is said that the deeds are 'on prep'.

**DAY
7-8**

PREPARATION OF DEEDS

- Deeds are prepared for registration by conveyancers and conveyancing clerks.
- The preparation process may take a maximum of 5 days.
- Final checks for Interdicts are conducted.

**DAY
9-10**

EXECUTION / REGISTRATION

- Deeds are executed (registered).

DISCLAIMER: This represents a general outline of time frames at the deeds office. Delays may arise from time to time and there are also provincial differences at the various deeds offices across the country.