land reform & rural development
Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Office of the Registrar of Deeds Western Cape: Cape Town, Tel (021) 464 7600, Fax (021) 464 7727, Private Bag X 9073, CAPE TOWN, 8000; 2 Riebeek Street, Foreshore, ABSA Building;
Website: www.dlrrd.gov.za

Ref: 6/2026

NOTICE TO STAFF, CLIENTS AND CONVEYANCERS: WORKING ARRANGEMENTS DURING 2026/2027 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 daily, adhering to our established practices and procedures. Deeds and documents lodged on or before **09 December 2026** will be processed and made available at Prep by no later than **21 December 2026** for registration.
Deeds and documents lodged after 11 December 2026 are not guaranteed to be made available for registration by **21 December 2026**.

3. Deeds at the Prep and Hand ins

Deeds and documents which have been made available and at Prep from **17 December 2026** must be registered on or before **08 January 2027**. There will be two (2) hand-in times from **15 to 22** December 2026, 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 **17 December 2026** will not be subjected to an automatic rejection within 5 days. Automatic rejection will be temporarily suspended to allow holdover of deeds until **08 January 2027**.

4. Office operations during the Festive Season

The Office will remain operational with reduced staff, from **28 to 31 December 2026**, and will resume full operations on **4 January 2027**. Employees scheduled to work during this period are expected to adhere to their approved working hours and schedules to ensure continuity of operations and the uninterrupted delivery of services to clients and stakeholders.

The operating hours for any days on which the Office is required to close early will be communicated once communication has been received from the Office of the Director-General.

We thank all employees and stakeholders for their commitment and cooperation.

REGISTRAR OF DEEDS WESTERN CAPE
DATE: 05/11/2026