



## rural development & land reform

Department:  
Rural Development and Land Reform  
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE REGISTRAR OF DEEDS, PRETORIA, PRIVATE BAG X 183, CORNER PRETORIUS AND BOSMAN STREETS, PRETORIA, 0001. TEL: (012) 338 7000, FAX: (012) 338 7103

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### **REGISTRARS CIRCULAR 13 OF 2017**

#### **RE- REGISTRATION OF CONVEYANCERS ON DATABASE AND BIOMETRIC DATA (SYSTEM)**

##### **PURPOSE**

To re-register all conveyance's and conveyance's employees on the database and on Biometric system. To address the risk of access control.

##### **BACKGROUND**

In terms of the Deeds Registries Act, the office is required to have and maintain the database of conveyances. A risk that was identified which was associated to the execution of deeds by non-conveyances and that of access control in the building. This necessitated the office to update the database of conveyances and to improve the security access in the building.

##### **REQUIREMENTS FOR REGISTRATION ON DATABASE**

The applicant must submit the following documents for re-registration:

- A letter from law firm on the firms letter head authorised by the principal
- Admission certificate
- Certified copy of identity document

##### **REQUIREMENTS FOR REGISTRATION ON BIOMETRIC**

- A letter from the law firm
- Certified copy of Identity document.

##### **GENERAL CONDITIONS**

1. A letter from the law firm(s) on the firms letter head being authorised by the principal and the certified copy of identity documents will be required
2. A Coveyancer(s) who had already submitted the above documents on registration is/are exempt from re-submitting the upon registration biometrics.

3. Conveyancers, candidate attorneys, clerks and messengers etc. must be registered on the database to access the office. Failure to enrol will automatically deny your access into the building.
4. Access will only be granted from 07h:30 to 12h00pm in line with RC 10 of 2015
5. Application forms must be signed by the applicant and be approved by the authorized principal.
6. A conveyance that represents multiple law firm(s) will only be enrolled in respect of one firm(s) on Biometric. The deeds office will require a letter from the other law firms acknowledging representation by such conveyance as affirmation of such appointment.
7. The department reserves the right to withdraw biometric access in the event of abuse or failure to adhere to management rules and security protocol.
8. The department will not be responsible or liable for the correctness of the name of the applicant(s) provided on the application form.
9. Deeds registry Pretoria should be informed in writing within 24 hours upon termination of services of any employee or professional assistance on the following address,
10. Temporary and periodic access will be allowed/permitted at the discretion of management.



REGISTRAR OF DEEDS  
PRETORIA  
DATE: 30/11/17.