



## **Registrars Circular 12 of 2013**

### **1. Purpose**

To change the procedures around the archive section to deal with the problems encountered regarding missing books and files.

To generate the fees for viewing a record as prescribed in Regulation 84 Item 5 (g) of the Deeds Registries Act 47/37

### **2. Examiners**

No examiner will be allowed to enter the archive room or to remove any book or file from the M-Floor. Examiners must fill in the requested book or file in the register on the counter. The officials in the archive room will draw the book/s or file/s and hand them to the relevant examiner. Examination must be done on the M –floor and books or files must then be handed back to the officials in the archive room. Any examiner who needs to remove a book or file from the M- floor must discuss the need to do so with the manager in charge of the archives.

### **3. Conveyancers**

3.1 Conveyancers will not be allowed to enter the Archive room or to remove any book or file from the M-floor. Conveyancers will be assisted by the officials in the archive room to draw the requested books or files for viewing. The following rules need to be followed:

3.2 Conveyancers must pay the prescribed fee (as referred to in paragraph 1 above) of R20, 00 to view a record for an hour or a fraction there-off at the cashier. The conveyancers must submit his/her picking slip to the official in the archive room and complete the required information in the register on the counter.

3.3 Conveyancers and the clerks must identify him /herself to the official in the archive room with the identification card issued by the deeds office. New or lost identification cards can be obtained or replaced on the 10TH floor.

3.4 The official in the archive room will draw the required book/s or file/s and hand them to the conveyancers. Conveyancers, who spend more than an hour on viewing, will be requested to submit a picking slip from the cashier for viewing of another hour or more.

3.5 All books must be handed back to the official in the archive room and indicated as returned in the register on the counter. Conveyancers will be held liable for books which they signed for and which are not returned. Conveyancers will be charged per hour until such record is returned to the archive room.

3.6 No photograph of any record with a cell phone or a camera will be allowed.

3.7 No member of the public will be assisted on the M-floor, Walk in clients will be assisted at the information desk on the ground floor.



REGISTRAR OF DEEDS

PRETORIA

DATE: 23/10/2013