



rural development & land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

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RC 6/2018

INCORRECT LODGEMENT COVERS

1. PURPOSE:

To provide guidance on how incorrect lodgement covers should be dealt with.

2. BACKGROUND:

It sometimes happen that conveyancers lodge documents for registration in the wrong colour cover as is customary to Deeds office practice.

Since it is a standing arrangement that deeds will not be rejected for the reason that the documents has been lodged in the incorrect cover, and due to the fact that each firm has their own practice on how to comply with the notes raised by examiners in this regard, it has become necessary to have a uniform practice.

3. DOCUMENTS ON PREPERATION:

Where documents has been lodged in an incorrect cover, and where there are no other valid rejection notes raised for that deed/batch, examiners should raise a prep note as to call for the conveyancer to lodge the documents in the correct cover.

The conveyancer should then exchange the lodgement cover with the correct cover.

The following procedure should then be adhered to:

- a) The new lodgement cover should be placed over the original lodgement cover. The original lodgement cover should remain as the inside cover of the documents as to serve as evidence of the original lodgement and examination information.
- b) The segment on the new lodgement cover, which cover the barcode of the original lodgement cover should be cut out so that the original barcode will be visible.

- c) The conveyancer should then refer the cover to the first level examiner in his/her office to stamp his/her name on the cover and to enable the first level examiner to endorse the cover with the relevant endorsements, and to raise the applicable office notes where necessary.
- d) The cover should then be referred to the second level examiner who passed the original cover to pass the new cover and to remove the note pertaining to the incorrect lodgement cover.

4. DOCUMENTS REJECTED FOR OTHER VALID REASONS:

Where a deed/batch has been rejected for any valid reason, other than the incorrect lodgement cover, on re-lodgement the documents should be lodged in the correct lodgement cover. Any examiners notes which were raised on the first examination, including the note pertaining to the incorrect lodgement cover, should be lodged inside the new cover.

The following procedure should then be adhered to:

- a) The new lodgement cover should be placed over the original lodgement cover. The original lodgement cover should remain as the inside cover of the documents to serve as evidence of the original lodgement and examination information.
- b) The segment on the new lodgement cover s, which cover the barcode of the original lodgement cover should be cut out so that the original barcode will be visible.
- c) Examiners should deal with the new lodgement cover in the same way as any other lodgement cover would have been dealt with.

5. EFFECTIVE DATE:

This circular will be effective immediately.



REGISTRAR OF DEEDS:

PRETORIA

DATE: 29/08 2018