



TO: ALL CONVEYANCERS

FROM: CTAA & TAA

DATE: 9 September 2020

RE: Deeds Office Operations

Dear Conveyancers

1. On 31 August 2020, the Cape Town Deeds Office issued Registrar's Notice 9 of 2020 (the "**Notice**"), which regulates access to the Deeds Office and restricts the number of people allowed in the building to 50. In terms of the notice and after numerous requests from the Conveyancing fraternity for their return, Deeds Office Clerks are allowed back into the building.
2. The new operational procedures set out in the Notice have caused unaccustomed frustration, most of which can be attributed to the restriction on the number of people allowed in the building. Since its inception on 1 September 2020, the implementation of the Notice have resulted in Conveyancers and Clerks having to queue outside the Deeds Office building.
3. On 7 September 2020, representatives of the **Cape Town Attorneys' Association** and the **Tygerberg Attorneys' Association** met with the management representatives of the Deeds Office.

4. Whilst, Lockdown Level 2 Regulations, do not place a restriction on the number of persons allowed into a public place, the Deeds Office has a duty to ensure that the spread Covid 19 is managed in the workplace.
5. We have made further representations in relation to access restrictions and operations in the Deeds Office and hope to find a workable solution soon.
6. To date the Deeds Office has made considerable changes to the pre-Covid operational protocols.
7. Unfortunately, the post-Covid working environment cannot simply return to a state of business as usual and to this end Conveyancers are requested to note the following:
 - 7.1 **Lodgements:** Batches must be linked off-site and placed on the Lodgement station outside the Deeds Office. This procedure will eliminate security and Covid screening.
 - 7.2 **Execution:** Firms must, as far as possible execute for each other and utilise Deeds of Substitution as far as possible, especially firms with very few Deeds requiring execution.
 - 7.3 **Clerks:** Firms are requested to inform their Clerks to attend to their duties as soon as possible and to provide instructions in advance where necessary.
8. The situation is monitored continuously and have been escalated as far as possible. We appreciate the fact that the situation is frustrating for all of us and we request that feedback on all issues is addressed to us.
9. We thank all colleagues for their continued support and regular proposals.

**Cape Town Attorneys Association &
Tygerberg Attorneys Association**

Deeds Office Portfolios

info@ctaa.capetown