



**TO: ALL CONVEYANCERS**

**FROM: CAPE TOWN ATTORNEYS ASSOCIATION (CTAA)**

**DATE: 2 October 2020**

**RE: CONVEYANCING OPERATIONS**

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Dear Conveyancers

On 17 September 2020, the Minister of Co-operative Governance and Traditional Affairs published the Lockdown Alert Level 1 Regulations (the "**Regulations**"). Since the publication of the Regulations, the Deeds Office Committee of the CTAA engaged with the Deeds Office continuously in an attempt to dispense with the current access control procedures in place at the Cape Town Deeds Office and have met with the Deeds Office officials on 1 October 2020.

The upshot of this meeting is that although it is acknowledged that the Regulations do not place a restriction on the number of persons allowed to congregate at a workplace for work purposes, the Deeds Office has a duty to ensure the safety of all users and employees and as a result requested an assessment by the Department of Labour of the Health and Safety Protocols.

As an interim measure, pending the assessment by the Department of Labour, the following measures will be implemented from **Monday, 5 October 2020**:

1. The total number of conveyancers and clerks entering the building will be increased to 110;
2. All Clerks must leave the Deeds Office by no later than 9:45;
3. 50 Conveyancers will be allowed access from 10:00, and will congregate on the 13<sup>th</sup> floor instead of queuing in the passages;



4. The maximum number of conveyancers allowed in the execution room is increased to 60;
5. Conveyancers are requested to complete their morning duties as quickly as possible in order to ensure a fast turn-around of conveyancers. The failure of conveyancers and clerks to leave the building materially affects the time/s conveyancers spent in the queue;
6. Social distancing should be observed at all times and the wearing of masks is compulsory (no masks may be taken off);
7. See Deeds Office Notice attached hereto.

We have highlighted the problems relating to the current card system and ill-informed security guards. We were informed that the deeds office will look into it.

We thank all members for their continuous support and we shall continue to engage the Deeds Office.

### **Cape Town Attorneys Association**

Deeds Office Portfolio

[info@ctaa.capetown](mailto:info@ctaa.capetown)



## agriculture, land reform & rural development

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Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

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### **Registrars Notice 13 of 2020**

#### **Subject: Access to conveyancers and conveyancing clerks**

1. This notice amends Registrars Notice 12 of 2020 but should also be read with Registrars Notice 10 of 2020.
2. Conveyancers will now be allowed entry into the building as from 8:00am, sixty (60) at any given time and conveyancing clerks, fifty (50) at any given time. Effectively the conveyancers and clerks entering the building is increased to 110.
3. As soon as the conveyancing clerks have left the building at 9H45 (see paragraph 1.3 of Registrars Notice 10 of 2020), a further 50 conveyancers will be allowed as from 10:00am which will be accommodated on the 13<sup>th</sup> floor while the 60 conveyancers are busy executing in the executing room. In the intervening period as clerks and conveyancers leave a similar number will be allowed to enter.
4. We want to appeal to all conveyancers and conveyancing clerks to ensure that social distancing is maintained when inside the building, to wear masks, to sanitize hands as often as possible and to avoid congestions, particularly on the 12<sup>th</sup> and 13<sup>th</sup> floors.
5. Conveyancers and conveyancing clerks are requested to leave the building as soon as their business for the day is done as the turnaround in the execution room and the 13<sup>th</sup> floor is dependent on conveyancers executing their deeds promptly and clerks finishing their tasks and leaving, thus allowing others to enter.
6. It was reported that not all conveyancers and clerks are dropping their cards handed to them; in a spirit of cooperation, cards must be returned to the security officials when leaving the building.

7. Other than what is contained herein, Registrars Notice 10 of 2020 remains in full force and effect while paragraph 2 of Registrars Notice 12 of 2020 is hereby amended.
8. This notice will come into effect, Monday 5 October 2020 and is subject to further changes, if applicable.

  
Kasavel Pillay

Registrar of Deeds  
Western Cape Deeds Office  
Date: 2 October 2020