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Ref: 1/2025

NOTICE TO CLIENTS AND CONVEYANCERS: WORKING ARRANGEMENTS DURING THE FESTIVE SEASON

1. Purpose

The purpose of this notice is to ensure that all clients and conveyancers are aware of the arrangements in place during the upcoming festive season.

2. Lodgement of Deeds

We encourage our clients to lodge deeds and documents on a daily basis, adhering to our established practices and procedures. Deeds and documents lodged on or before **10 December 2025** will be processed and made available at Prep by no later than **19 December 2025** for registration.

Deeds and documents lodged after 11 December 2025 are not guaranteed to be made available for registration by **19 December 2025**.

3. Deeds at the Prep and Hand ins

Deeds and documents which have been made available and at Prep from **15 December 2025** must be registered on or before **09 January 2026**. There will be 2 hand-in times from **15 to 22 December 2025**, normal hand times 8:30am to 11:45am and again at 13:30pm to 14:30pm.

Please note that deeds and documents that have come up on Prep from **15 December 2025** will not be subjected to an automatic rejection within 5 days. Automatic rejection will be temporarily suspended until **09 January 2026**. These deeds can therefore be held over until **08 January 2026**.

4. Office operations during the Festive Season

The office will remain fully operational with limited staff and continue to provide services as usual on **29 until 31 December 2025**, as well as from **02 January 2026**. All staff are expected to adhere to their regular schedules on these dates to ensure seamless service delivery during the holiday period.

We thank all employees and stakeholders for their commitment and cooperation. Wishing you a safe and joyful festive season.

Registrar of Deeds Western Cape

Date: 12 November 2025

