



rural development & land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

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CHIEF REGISTRAR'S CIRCULAR NO. 1 OF 2018

SUFFIXES FOR IDENTIFICATION OF OFFICES OF THE MASTERS OF THE HIGH COURT

1. APPLICATION OF THIS CIRCULAR AND REPEAL OF CRC 17 OF 2014

- 1.1. The procedure relating to *inter vivos* trust as contained in paragraphs 2.4 and 3.1 of CRC 17 of 2014 is creating confusion. Deeds and documents are rejected in instances where a registration number of a trust that was registered prior to 15 September 2014, contains a suffix.
- 1.2. The purpose of this Circular is to create uniformity in deeds registries with regard to the application of Chief Master's Directive 7 of 2014 that deals with the identification of the Offices of the Masters of the High Court.
- 1.3. CRC 17 of 2014 is hereby withdrawn and substituted with this Circular.

2. SUFFIXES FOR *INTER VIVOS* TRUST REGISTRATIONS

- 2.1. Letters of Authority issued in respect of trust registrations must, with effect from 15 September 2014, in terms of Chief Master's Directive 7 of 2014, contain a suffix after the registration number in order to enable the identification of the issuing office, for example IT 1/2014(G) for Johannesburg.
- 2.2. The trust number of trusts registered prior to 15 September 2014 will not reflect the suffix, unless an amendment has been made due to a change in such trust. In such instance the suffix will be added to the trust number indicated on the new letter of authority.
- 2.3. The following suffixes must be used for purposes of identifying the *inter vivos* trust files of the various Masters Offices:

OFFICE	SUFFIX
BISHO	H
BLOEMFONTEIN	B
CAPE TOWN	C

DURBAN	D
GRAHAMSTOWN	E
JOHANNESBURG	G
KIMBERLEY	K
MAHIKENG	M
MTHATHA	U
NELSPRUIT	MN
PIETERMARITZBURG	N
POLOKWANE	L
PORT ELIZABETH	S
PRETORIA	T
THOHOYANDO	V

- 2.4. It remains the responsibility of the conveyancer who prepares the relevant deed or document for registration, to ensure that the correct suffix is included in the trust number.

3. EFFECTIVE DATE

- 3.1. All deeds and documents lodged for registration on or after 19 March 2018 must reflect the correct information. A conveyancer's certificate may be accepted to indicate the date of the registration of the trust in instances where it is uncertain whether a trust has been registered prior or after 15 September 2014.
- 3.2. Applications and documents, excluding deeds containing an execution clause, signed before 19 March 2018 and not reflecting the relevant suffix, may still be accepted for registration.
- 3.3. A conveyancer's certificate may be accepted in instances where transfer duty receipts do not reflect the relevant suffix in the trust number.
- 3.4. A section 4 (1) (b) application need not be lodged for the rectification of any deed that has been registered prior to the date of issuing of this circular. A factual endorsement may be made to indicate the change in addition of the suffix to registration number.



CHIEF REGISTRAR OF DEEDS

DATE: 9/3/2018

REFERENCE: A.14/P
RINGBINDER 44

**CHIEF REGISTRAR OF DEEDS
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