



## **ADMIN & CORPORATE TRAINING**

### **Basic Conveyancing Course Outcomes**

#### ***Duration***

2 days

#### ***Purpose of this course***

The aim of the course is to provide a practical background on the work of a conveyancing assistant. [Typing skills will not be taught.] Upon completion of the course, course attendees should be able to cope on their own to a greater extent since the training is practice-orientated.

#### ***Certification***

On completion of the programme, the participant will receive an Attendance Certificate in Basic Conveyancing from the Law Society of South Africa/L.E.A.D.

#### ***Who should attend?***

Assistants who wish to achieve greater efficiency to work competently in a legal practice or individuals who want to enter the legal field.

#### ***Learning that is assumed to be in place***

Participants need to have a basic knowledge of English as a written language as well as basic numeric skills. No previous knowledge or experience is necessary.

#### ***General learning outcomes***

After completion of this training, the participant should be able to:

- Give an overview of all parties involved in the registration process.
- Explain the meaning of the following concepts: freehold, leasehold, sectional title, share block, time-share and fractional ownership.
- Find information on computer printouts obtained from the deed's office...
- Draft the preparation certificate and countersigned certificate.
- Discuss the requirements in respect of the typing, printing and general completion of deeds and other documentation.
- Know the format of a power of attorney to transfer.
- Mention various possibilities of transactions that must be registered simultaneously.
- Complete the deeds covers of different transactions.
- Know the purpose and format of a deed of sale.
- Explain a 'cooling-off' clause.



- Write a letter to an estate agent acknowledging receipt of the instruction and addressing commission.
- Explain to a client what 'a transfer' is and the financial implications.
- Explain at what moment the property is registered in the buyer's name.
- Know the proceedings leading to the registration of a Deed of Transfer.
- Distinguish a certificate of title from a deed of transfer.
- Describe the steps to be taken to comply with FICA-requirements.
- Understand the role the buyer/seller's matrimonial property system plays in the process
- List the documents that must be obtained to prove marital status.
- List and briefly explain the purpose of basic documentation required from companies in conveyancing transactions.
- Explain how and where, on written agreements, parties should add their signatures and/or initials.
- Complete an application for clearance certificate.
- Scrutinise a clearance certificate to see if it complies with deeds office requirements.
- Describe to a client how to obtain electrical- and beetle compliance certificates.
- Draft statements of account to the buyer and the seller.
- Complete a declaration by the purchaser and a declaration by the seller.
- List the documents to be drawn in a typical conventional transfer.
- Grasp the difference between Form E, F,G and H Transfers.
- Correctly describe persons and property in the draft transfer deed.
- Guide a client through the signing of transfer documents.
- Calculate transfer duty.
- Apply to the receiver of revenue for the issue of a transfer duty receipt or exemption certificate.
- Arrange lodgment with other role-players.
- Discuss the course of events leading to the cancellation of the bond.
- Discuss the course of events leading to the registration of the bond.
- Write the necessary correspondence to request cancellation figures.
- Deal with correspondence with other attorneys' offices as well as the buyer and seller.
- Distinguish between commercial bonds, general home loan bonds and covering bonds.
- Explain to a client is what an access-type facility.
- Initiate the process required to cancel an existing bond over property.
- Mention the contents of a power of attorney to pass bond.
- Identify the typical clauses in a mortgage bond.
- Draft a consent to cancellation.
- Explain to a client what is a consent to release.



- Know the form and content of a draft mortgage bond.
- Draft a guarantee.
- List the documents to be drafted in a typical sectional title transfer.
- Explain to a client the role and purpose of a diagram in conveyancing.
- Explain to a client the steps in developing a new sectional title scheme.
- Advise a client on how the management of sectional title schemes is structured.
- Apply for a rates/levy clearance certificate.
- Explain to a client how his pro rata share of the payment of rates/levy is calculated.
- List the steps in the subdivision of land.
- List the steps to register a consolidation of land.
- Differentiate between a diagram and a general plan.

### ***Methodology***

This course is designed to give participants basic knowledge of how conveyancing work and the challenges experience in practice. It requires a large degree of learner participation both orally and textually.