



## **ADMIN & CORPORATE TRAINING**

### **CONVEYANCING (ADVANCED)**

#### ***DURATION***

3 Days

#### ***PURPOSE OF THIS COURSE***

Many of legal office support personnel have had no or limited formal training with regards to conveyancing. This course will provide participants with a higher level of understanding of conveyancing work and increase the efficiency of the conveyancing practice.

#### ***CERTIFICATION***

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

#### ***WHO SHOULD ATTEND***

- ❖ Conveyancing secretaries who are knowledgeable in conveyancing or have previously attended a Basic Conveyancing Course.
- ❖ Candidate practitioners
- ❖ Paralegals
- ❖ Individuals who want improve their knowledge and expertise in conveyancing





### **WHAT PREVIOUS STUDENTS SAID:**

- ❖ “This is the best course that I have ever attended. It was informative and easy going – EXCELLENT.”
- ❖ “A lot of things will go much quicker after attending this training.”
- ❖ “I would be able to work independently and not wait for a conveyancer to become available.”
- ❖ “I will now be able to draft a transfer documents from instructions from the client.”
- ❖ “I’m able to do conveyancing and not just cancellations.”
- ❖ “FICA requirements are clear now.”
- ❖ “Excellent platform to equip ourselves with the valuable knowledge and practically apply the knowledge of the working field.”

### **LEARNING THAT IS ASSUMED TO BE IN PLACE**

Previous experience of conveyancing work is essential. The prior completion of a basic conveyancing course is recommended. Learners need to have a basic knowledge of English as a written language as well as basic numeric skills.

### **GENERAL LEARNING OUTCOMES**

After completion of this training the learner should be able to:

- ❖ Explain the difference between an Practitioners, Conveyancer and Notary
- ❖ Explain the parties involved in the transfer and bond registration process
- ❖ Explain the aspects relating to transfer documentation which includes the following:
  - ✓ Content of the Power of Practitioners
  - ✓ What are the different types of transfers with specific reference to:





1. Estate Agent Transfers
  2. Transfers from Township Title
  3. Sheriff Transfers
  4. PIP Transfers
  5. Deceased Estate Transfers
  6. Half Share Transfers
- ✓ Title Deed with specific reference to
    1. Description of parties
    2. Vesting and Divesting Clauses
    3. Extension clauses
    4. Consideration clauses
    5. Property Description
    6. Special Conditions and how to deal with them accordingly
    7. Required documentation for a sectional title unit transfer
    8. How to identify a real right of extension and how it affects the documentation
    9. Required documentation if the sectional title unit is transferred directly from a developer
  - ✓ Transfer Duty Receipts and rectifications thereof
  - ✓ Clearance Certificates and the importance thereof
- ❖ Explain aspect of the Bond Documentation with specific reference to :
- ✓ What is contained in a Power of Practitioner
  - ✓ What is contained in a Bond Document itself
  - ✓ Specific references to the following:
    1. Required documents to draft bond documents
    2. Description of parties in the Power of Practitioner and Bond Document
    3. Special Conditions contained in the Draft Deed
    4. Property Description
    5. Additional Amounts





- ✓ The importance of your instruction sheet
  - ✓ Suretyships
  - ✓ How to explain the content of bond documents to a client
  - ✓ Insurance requirement
  - ✓ The importance of collecting the correct FICA
  - ✓ General and Specific Notarial Bonds
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- ❖ Explain the position relating to marital statuses and Antenuptial Contracts and the impact that it may have on the description of parties;
  - ❖ Verification of a valid Antenuptial Contract
  - ❖ Explanation on the various types of servitudes with examples
  - ❖ Explain FICA requirements
  - ❖ Explain the impact of the following Acts on the transfer and bond processes:
    - ✓ National Credit Act
    - ✓ Consumer Protection Act
    - ✓ Companies Act
  - ❖ Explain specific clauses contained in the Deed of Sale, what may invalidate the Deed of Sale and how to identify Suspensive Conditions
  - ❖ Explain the meaning of applications for the Deeds Office which include:
    - ✓ Section 68 (1)
    - ✓ Regulation 68 (1)
    - ✓ Regulation 68 (2)
    - ✓ Regulation 68 (11)
    - ✓ Section 4(1)(b) and what consent is required
    - ✓ Section 93





- ❖ List information that should be identified on a property print out:
  - ✓ Sectional Title – certain endorsements and exclusive use areas
  - ✓ Interdicts
  - ✓ Servitudes
  - ✓ Notarial Ties
  - ✓ Bonds
  - ✓ Consolidations
  
- ❖ Explain the meaning of Sectional Titles with focus on the following:
  - ✓ The Non Profit Company
  - ✓ The Body Corporate
  - ✓ Duet
  - ✓ Insurance certificates
  
- ❖ Explain the acts of registration that a Bank needs to consent to:
  - ✓ Registration of Servitudes
  - ✓ Consent to cancellation of bond
  - ✓ Consent to the release of Units
  - ✓ Consent to 4(1)(b)
  - ✓ Consent to VA copies
  
- ❖ Explain the meaning of Township Development, how a township is opened and all the processes that take place prior to the first transfer
  
- ❖ Explain the meaning of money laundering and the impact thereof
  
- ❖ Draft documentation which are required in participant's daily operations.

## METHODOLOGY

This course is designed to give learners the tools to actively participate in a conveyancing department. Drafting and conveyancing requirements and principles are discussed and explained. The learner can enhance his/her learning experience by participating in the group exercises and tending to the self-study exercises at the end of every study unit.