



## **ADMIN & CORPORATE TRAINING**

### **BASIC CONVEYANCING**

#### ***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.

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

- ❖ "The course was informative, clear, relevant and understandable."
- ❖ "Very practical examples that are easily understood."
- ❖ "As a result of this course I'll be more effective and use my time more efficiently."
- ❖ "I will definitely add value to the company, I've learned a lot."
- ❖ "It was an eye opener, especially when it comes to transfers."
- ❖ "After attending the training I have a much better understanding on what's expected of me, I will work much smarter & not harder and also make sure that I diarise daily."





### **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 practitioner 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 buyers 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 practitioners' offices as well as the buyer and seller

- ❖ Distinguish between commercial bonds, general home loan bonds and covering bonds
- ❖ Explain to a client what an access-type facility is
- ❖ 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 a consent to release is
- ❖ 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.