

# Introduction to Conveyancing.

LexisNexis®



**We have summarised ownership of property and included the transfer registration process. We can help you with the bond registration process, the role of the conveyancer and the why and how of the deeds office.**

**A brief introduction to conveyancing in South Africa.**

Over the 6-week course duration, you will be introduced to various role-players and conveyancing processes that complement and enhance our thriving Property industry. You will also be given an introduction to the Lexis Convey and Lexis WinDeed applications that play a pivotal role in this process and are currently used by the majority of conveyancing firms.

## Course details

**Duration:** 6 weeks

**Course Format:** Self-paced interactive tutorials and video

**Contact email:** [elarning@lexisnexis.co.za](mailto:elarning@lexisnexis.co.za)



# Course Information

## CERTIFICATE OF COMPLETION

To qualify for your official Certificate, you are required to complete all course modules and score 70% or more in each of the course assessments. On successful completion, a print-ready version of your Certificate will be made available online.

### 01: A brief introduction to ownership of property.

In module 1 we learn about the different types of property, Property ownership, sources of law of property, and an overview of what a conveyancer is. After completing this module, you will be able to:

- Differentiate between moveable and immovable property
- Identify types of ownership
- List the traditional sources of law of property
- Describe what conveyancing is
- Provide a definition of a conveyancer

### 02: The transfer registration process

In Module 2 we cover the Transfer registration process and the various roleplayers that are involved in this process. After working through Module 2 you will be able to:

- Distinguish between the various role-players in a typical transfer
- Summarise the responsibilities of the transfer attorney
- Illustrate the transfer process from the transfer attorney's perspective

### 03: The bond registration process

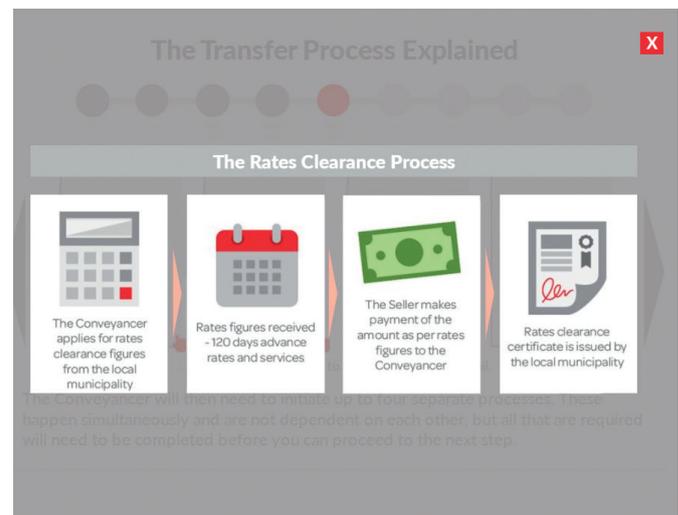
In Module 3 we learn about the Bond registration process and the various roleplayers involved in this process. After working through Module 3 you will be able to:

- Distinguish between the various role-players in a bond registration
- Summarise the responsibilities of the bond registration attorney
- Illustrate the bond registration process from the bond attorney's perspective

### 04: The bond cancellation process

In Module 4 we learn about the Bond cancellation process and the various roleplayers involved in this process. After working through Module 4 you will be able to:

- Distinguish between the various role-players in a bond cancellation
- Summarise the responsibilities of the bond cancellation attorney
- Illustrate the bond cancellation process from the cancellation attorney's perspective



### The Bond cancellation process



### 05: The role of the conveyancer

In this module we go into more detail about the Conveyancer, the Conveyancing Secretary, and their roles and responsibilities. We also touch on fraud in the conveyancing process. After working through Module 5 you will be able to:

- Define a conveyancer
- Demonstrate your understanding of the duties of a conveyancer
- Summarize the financial responsibilities of the conveyancer
- Formulate your own definition of a conveyancing secretary
- Distinguish between a conveyancing secretary and a conveyancing paralegal
- Discuss Fraud & risk in conveyancing today

### 06: The why and how of the deeds office

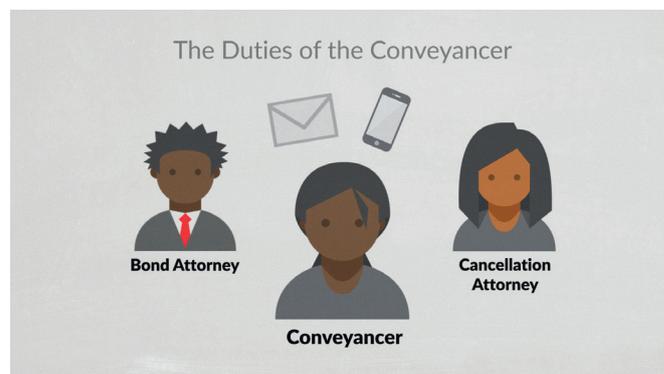
Module 6 covers the Deeds Office, its purpose, and how to obtain information from the Deeds Office. We also take you through a typical Deeds Office search using Lexis WinDeed. After working through Module 6 you will:

- Know what the Deeds Office is
- Understand what the purpose of the Deeds Office is
- Know what information is available at the Deeds Office
- Have an understanding of Lexis WinDeed and its capabilities

### 07: Lexis Convey: an overview

Here we briefly cover Lexis Convey, an industry-leading third party conveyancing software application that manages the conveyancing process from start to finish. After working through Module 7 you will:

- Have an understanding of what Lexis Convey is
- Know how to navigate the Lexis Convey interface
- Know what some of Lexis Convey's benefits to the conveyancing process are
- Have a basic understanding of how each of the three processes works within Lexis Convey
- Know which facets of the Conveyancing process Lexis Convey cannot assist with



Managing the conveyancing process.



Benefits of the conveyancing process.

# How it works



## 1: Register

Visit the LexisNexis website at [www.lexisnexis.co.za](http://www.lexisnexis.co.za) and register as a customer.



## 2: Purchase

Navigate to the e-commerce portal and purchase the short course.



## 3: Your customer login

Once your payment has been confirmed, our staff will create user credentials for you. You will receive an email and a link to the elearning website when your details are ready. Simply log in using the details provided to you.



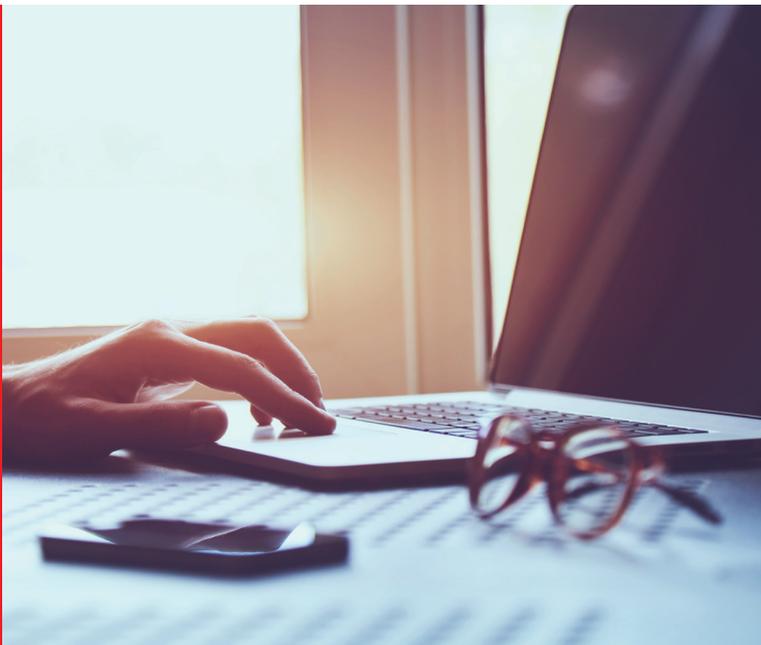
## 4: Start learning

You can start whenever you're ready to begin your learning journey. Each module will require that you pass the assessment with 70% in order to unlock and continue to the next. You will only have 2 attempts for each assessment, so please ensure you're ready when you begin each of them.



## 5: Get certified

After completing all modules and passing the assessments with the required 70%, you will be given an official certificate online. This is available for you to download.



## ABOUT THE AUTHOR

Founder of Our Best Practice Training Solutions. Tasneem Kanjee is a registered SASSETA assessor and a national facilitator and course co-ordinator of the Black Conveyancers Association Training Academy. With 15 years conveyancing experience, Tasneem lectures and facilitates paralegal conveyancing courses nationwide. Tasneem also provides corporate training to various property industry stakeholders and fulfils a supportive on-going function to their support staff. On a part-time basis, Tasneem lectures at the South African Law School which is part of her initiative to equip participants with the relevant skills needed to succeed in their Conveyancing profession.