



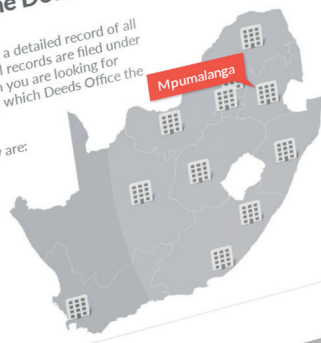
LexisNexis®

What is the Deeds Office?

There are 11 regional offices that keep a detailed record of all property within each of its regions. All records are filed under one of these Deeds Offices, and when you are looking for property information you must know which Deeds Office the property falls under.

The 11 Deeds Offices in the country are:

- Pretoria
- Johannesburg
- Bloemfontein
- Cape Town
- Kimberly
- Limpopo
- King Williams Town
- Pietermaritzburg
- Mpumalanga
- Mthatha
- Vryburg



LexisNexis®
advancing what's possible

The Duties of the Conveyancer



Bond Attorney



Conveyancer



Cancel
Att

Introduction to conveyancing

A brief introduction to conveyancing in South Africa.

Over the 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:
elearning@lexisnexis.co.za

All your elearning content available on one platform



SELF-PACED



INTERACTIVE



CERTIFICATE



Course Information

Certificate of Completion

To qualify for your Certificate of Completion, 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

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:

- 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

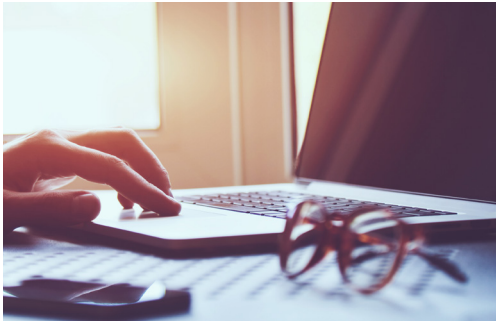
Here we briefly cover Lexis Convey, an industry-leading third party conveyancing software application that manages the conveyancing process from start to finish.

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



How it works



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.



1: Register

Register on our Online Store
<https://store.lexisnexis.co.za/>



2: Purchase

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 of completion online. This is available for you to download.