



Diploma in Conveyancing Practice

Purpose of the diploma course

- To provide step-by-step updated and thoroughly researched knowledge and skills to conveyancing personnel in a more advanced work environment.
- Comprehensive explanatory theoretical training manual.
- Extensive examples in each module.
- After completion of this diploma course, the attendees will be able to work independently and efficiently with more complicated conveyancing procedures, using their user-friendly notes as an “office bible”.
- Attendance courses are presented by approachable lecturers, capable of motivating learners and inspiring them with a love for conveyancing.

Silver & Gold Certificates

- We do not provide meaningless attendance certificates. A Silver Certificate for each module is only issued upon successful completion of the evaluation by the learner as proof that the learner has the ability to apply the learning content that relates to a certain module.
- The pass mark for each module is 50%. A mark of over 90% will earn an honours certificate.
- A Gold Certificate is issued upon receipt of an affidavit from the learner’s employer to the effect that a certain prescribed type of work, related to the relevant module, has been completed independently and faultlessly.
- An administration fee of R110 (VAT included) is payable in respect of each Gold Certificate and Gold Diploma requested.

Who should attend?

- This diploma is suitable for persons who have already done the Basic Diploma or who have been actively working in a conveyancing practice for 1 or 2 years and who want to improve their knowledge and skills.
- Candidate attorneys and paralegals will also benefit greatly from this diploma.
- The course would also be beneficial to conveyancers who want to refresh their knowledge and skills.
- More specialised topics are covered in this course. Although the notes are fully explanatory attendees need a basic knowledge of conveyancing.
- This is a widely recognised and popular course and lays the foundation on which to build an even more advanced knowledge of conveyancing.



What to expect from each module - content

➤ **Module 4 - Sectional Deed of Transfer (theory)**

- General background on the Sectional Titles Act including terminology and concepts peculiar to sectional title transactions
- Overview of the opening of a sectional title register along with the necessary documents for lodgement in the deeds registry
- Analysis of sectional title deed of transfer through comparison with a conventional deed of transfer
- Discussion of section 15B(3)(a) conveyancer's certificate and section 15B(3)(c) affidavit by the developer
- Documents to be lodged at the deeds registry
- Conveyancer's responsibilities in terms of section 15A
- Joint ownership of a unit in undivided shares, section 15B(4), 15B(5) and 15B(5A)
- Discussion of exclusive use of common property and real right of extension
- Overview of sectional mortgage bonds

➤ **Module 5 - Sectional Deed of Transfer (practical case study)**

- Practical case study for the transfer of a sectional deed of transfer, including:
 - ✓ receipt of instruction, opening of a file
 - ✓ analysis of an agreement of sale
 - ✓ obtaining information e.g. deeds searches, cancellation figures, clearance figures, FICA documents of all parties involved
 - ✓ analysis of a registered title deed
 - ✓ preparation of supporting documents, e.g. documents for signature by seller and purchaser, and drafting of a sectional deed of transfer (all clauses) and a notarial deed of cession of exclusive use areas
 - ✓ special conditions and how to deal with them appropriately
 - ✓ explanation of an application in terms of section 4(1)(b)
 - ✓ maintenance of correspondence
 - ✓ financial arrangements such as all certificates, transfer duty receipt and VAT (basic principles) and guarantees, drafting of *pro forma* statement of account
 - ✓ lodgement and registration
 - ✓ finalisation of the file, including drafting of final accounts, and balancing all financial transactions on a file
 - ✓ closure of file
- Thorough explanation and calculation of financial matters pertaining to a transfer
- Evaluation for Silver Certificate - Modules 4 & 5



➤ **Module 6 - Estate Transfers**

- Background to estate transfers and the applicable acts
- Terminology and concepts peculiar to estate transfers
- Theory and practical training in the transfer of a property from a solvent deceased estate as a result of a sale or an inheritance, including:
 - ✓ description of parties
 - ✓ section 42(1) and 42(2) certificates
 - ✓ extensive discussion of form JM33
 - ✓ drafting of various types of *causae*
 - ✓ divesting of a joint estate
 - ✓ supporting documents to be lodged
 - ✓ transfer duty/ VAT implications
- Full discussion on section 18(3) estates, including documents to be lodged as a result of inheritance or sale
- Transfers pertaining to intestate inheritance of black persons, including the application of the Reform of Customary Law of Succession and Regulation of Related Matters Act 11 of 2009 to the administration of black estates
- Estate endorsements in terms of
 - ✓ section 45(1) of the Deeds Registries Act
 - ✓ sections 39(2), 39(3) and 40(1)(b) of the Administration of Estates Act
 - ✓ applicable sections of the Administration of Estates Act (sections 37, 38, 41, 49, 78, 79, 80, 81 and 94)
- Insolvent deceased estate transfers
- Execution transfer procedures, including documents to be lodged
- Evaluation for Silver Certificate - Module 6