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Sub Office File: 7/1/1

3 July 2012

CIRCULAR 045 OF 2012
(HEAD OFFICE FILE 12/4/1)

CHIEF MASTERS DIRECTIVE 3 OF 2012 – Template for issuing Appointment Letters in Deceased Estates

1. Your attention is drawn to the contents of the attached Directive with regards to the template to be used when issuing Appointment Letters in Deceased Estates.

2. This Directive is effective from ... *9/7/2012* ..... and should be implemented as such.

3. Any enquiries should be addressed in writing to the Office of the Chief Master or per e-mail to chiefmaster@justice.gov.za

4. All previous Directives in this regard, is revoked.

Adv. L G Basson
Chief Master

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

the **doj & cd**

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Chief Masters Directive 3 of 2012

1. Purpose

The purpose of the directive is to ensure a uniform approach by Masters in respect of the matters listed below.

All previous Master's Directives on points addressed by this Chief Master's Directive are revoked.

2. Motivation / Background

A number of role players have approached my Office for clarity on certain matters. As part of my statutory obligations I have decided to provide the following guidelines to ensure a uniform approach by Masters to the matters raised.

3. The following has been decided:

3.1 Uniformity in issuing of Letters of Executorship and Letters of Authority in Deceased Estates

It came under my attention that not all offices are using the same format of the J170 (Letter of Authority) and the J238 (Letter of Executorship).

In order to ensure uniformity throughout the country, PEC was requested to create e-forms of the abovementioned templates which is now available on Djini.

The attached forms must be used by all offices when appointing an Executor or Master's Representative in a deceased estate:

i) J170 (Letter of Authority) : **Annexure A**

ii) J238 (Letter of Executorship): **Annexure B**

4) Effective date

This Directive will come into effect as from 9 July 2012.

Adv G Basson   DATE:_____2/7/2012._____
Chief Master

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J170

REPUBLIC OF SOUTH AFRICA

MAGTIGINGSBRIEF
LETTERS OF AUTHORITY

[Artikel 18(3) van die Boedelwet, No, 66 van 1965 (soos gewysig)]
[Section 18(3) of the Administration of Estates Act, No. 66 of 1965 (as amended)]

No: ....

HIERBY WORD GESERTIFISEER dat
THIS IS TO CERTIFY that

....

ID: ....

behoorlik gemagtig word om die bates in die Boedel wyle
has/have been duly authorized to take control of the assets of the Estate of the late

....

identiteits No:
Identity No: ....

wie oorlede is op
who died on: ....

soos in die inventaris by my ingedien, vermeld, onder beheer te neem, die boedelskulde te
vereffen en eiendomsreg van die restant aan die erfgenaam/erfgename ingevolge die geldende
reg oor te dra.

As reflected in the inventory filed with me, to pay the debts, and to transfer the residue of the
estate to the heir/heirs entitled thereto by law.

BATE(S) / ASSETS	BEDRAG/AMOUNT
	R

....
Meester van die Hooggeregshof
Master of the High Court

PS/NS:
Waar vaste eiendom betrokke is, moet in gedagte gehou word dat oordrag
daarvan in die Akteskantoor geregistreer moet word. Vuurwapens moet
gelisensieer word
In cases involving immovable property, it must be borne in mind that transfer
thereof must be registered in the Deeds Office. Firearms must be properly
licenced.

DATUMSTEMPEL
DATE STAMP

CONSTITUTIONAL DEVELOPMENT

REPUBLIC OF SOUTH AFRICA

EKSEKUTEURSBRIEF
LETTERS OF EXECUTORSHIP
(Artikel 13 en 14 van die Boedelwet, No 66 van 1965)
(Section 13 and 14 of the Administration of Estates Act, No 66 of 1965)

Estate No: ....

HIERBY WORD GESERTIFISEER dat
THIS IS TO CERTIFY that

....

Identiteits/Identity no: ....

behoorlik aangestel is as
has/have been duly appointed

EKSEKUTEUR/EKSEKUTRISE
EXECUTOR/EXECUTRIX

en as sodanig gemagtig is on die Boedel van wyle
is/are hereby authorised as such to liquidate and distribute the Estate of the late

....

Identiteits No:
Identity No: ....

wat op
who died on: ....

oorlede is, te beredder en verdeel.

Asst Meester van die Hooggeregshof
Asst Master of the High Court

Aandag word gevestig op die bepalings van artikel 102.
Attention is directed to the provisions of section 102.

| DATUMSTEMPEL |
| DATE STAMP |

CONSTITUTIONAL DEVELOPMENT

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