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Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

MASTER OF THE HIGH COURT FREE STATE DIVISION, BLOEMFONTEIN

Private Bag X 20584, BLOEMFONTEIN, 9300

Old Southern Life Building, c/o Charlotte Maxeke & Aliwal street, BLOEMFONTEIN

Tel: 051-4115526, Fax: General 051-4476575 – Insolvencies 051-4487608 – Trusts 051-4486180 – Appointments 051-4487608

My Ref. : Notices 2021
Your Ref :
Enquiries : Mr. JA du Plessis
E-mail : jduplessis@justice.gov.za

09 March 2021

MASTER'S OFFICE BLOEMFONTEIN:

NOTICE 2 OF 2021

SERVICES OF THE MASTER'S OFFICE DURING ADJUSTED ALERT LEVEL 1 OF COVID – 19 LOCKDOWN

Attached please find a copy of the Protocol issued by the Office of the Chief Master, with effective date 8 March 2021.

In addition to the protocol issued by the Office of the Chief Master please take note of the following:

1. The security officials have been instructed to sanitize the hands of all visitors to our office and to screen all visitors who enter the office with a non-contact Infrared Thermometer.
2. The security officials must see to it that all visitors to the office must complete and hand in a completed access control form (as per **Annexure A** hereto) before entering the office. Please refer to paragraph 4.1.4 of the Chief Master's protocol in respect of this requirement. This is also a requirement in terms of the regulations

issued in terms of the Disaster Management Act, 2002. I would propose that practitioners make copies of this annexure and complete and sign it beforehand. The date and time can then just be entered when you arrive at the security.

3. Practitioners and other members of the public will only be allowed access to the office if they made a prior appointment with one of the officials at the office. Only one person at a time will be allowed. When the practitioner or member of the public arrive for the appointment the security official will call the relevant official, who must then confirm the appointment before the security official will allow the practitioner or member of the public to enter the office.
4. **Serving of Court papers and viewing of securities lodged in Insolvency matters**: Court papers and Court orders still need to be served on the Master. One person at a time (practitioner / staff from the sheriff's office / officials from the Registrar's office) will be allowed to serve same on the Master or other designated official. Likewise one person at a time will be allowed to view the register of securities lodged, which is kept with the Master.
5. All visitors to wear a face mask at all times when visiting our office. No face protection, no entry.
6. The electronic submission of documents in Insolvency matters, as envisaged in paragraph 4.4.1.2. B 1 read with paragraph 4.4.1.2 C, should be send to the following e-mail addresses, namely jstrauss@justice.gov.za and aminnie@justice.gov.za. Please cc mmodibela@justice.gov.za and jduplessis@justice.gov.za when submitting these documents.

7. **Insolvency meetings and Interrogations**: If allowed, the requestor must please make the necessary arrangements in terms of the protocol (paragraph 4.4.3 thereof) as well as for the recording of proceedings with the relevant Assistant Master.

8. The electronic submissions J341 applications (from 2nd applications onward) as envisaged in paragraph 4.5.3 of the protocol should be send to jduplessis@justice.gov.za

Yours faithfully



**J A DU PLESSIS
MASTER OF THE HIGH COURT
FREE STATE DIVISION
BLOEMFONTEIN**

