



SASS NEWSLETTER 24 AUGUST 2017

(SPECIAL EDITION FOR OUR NEWLY APPOINTED SHERIFFS)

Dear sheriffs and new colleagues!,

Phew! At long last!!!! Welcome all!

At one time it appeared like this period will never dawn! The South African Sheriff Society (SASS) wishes to once again welcome you all and wish you all the best with your appointments to your new offices.

The commencement date is now fast approaching and we share the anxiety about the Handing Over and the Taking Over and the excitement of your new venture.

We wish to assure you that SASS sheriffs have been requested and informed to be ready and available to give you whatever assistance you might need as a new sheriff! Many members of SASS and management have been in the profession for some time and would be ready to offer our assistance and share some practical experiences; it is important for SASS that you succeed as sheriff:

1. HELPLINE

SASS management decided to offer a **HELPLINE** to new sheriffs.

We invite you to clarify any challenges of your new office through the SASS HELPLINE - we will answer your questions or redirect your queries, if necessary, to the SA Board for Sheriffs, the office of the Deputy Minister, or the Department of Justice.

ALLAN MURUGAN: sashmurugan@mweb.co.za or cell: **0823758340**

PETRO ROODT: petro@sheriffbfne.co.za; sass@sheriffbfne.co.za or cell: **0827816170**

THAKA SEBOKA: sheriffpta@wol.co.za or cell: **082 783 1249**



South African Sheriff Society (<http://www.sassoc.co.za>)

President: Prince Maluleke, 083 251 5131 | Vice President: Allan Murugan, 082 375 8340

Secretary: Petro Roodt | Tel: 051 447 3784 | Fax: 051 448 0148 | E-mail: petro@sheriffbfne.co.za

2. A FEW REMINDERS AND NOTES BEFORE YOU COMMENCE OFFICE

- ***Handover process:*** Have you attended the handover meeting at your court and received lists of all documents and trust money received from the outgoing sheriff? Retain this for future reference.
- Ensure that you go through the listing very carefully by checking every file against the listing. Don't just merely sign the listing without checking that the file or document is in the bundle.
- In regards to pending immovable sale files - ensure that a separate listing is done for these files, which must reflect the amounts held in the Trust Account of the outgoing sheriff. You must cross check the listing with the file and ensure that these monies are immediately deposited into your trust account.

- ***Fidelity Fund Certificate:*** Have you received your Fidelity Fund Certificate from the South African Board for Sheriffs? - This is your license to conduct business as sheriff.
- Professional Indemnity Insurance: - ensure that you have this in place. The Board has contracted STP insurance brokers to assist in this regard. There are other service providers in the market as well. Please ensure that you are sufficiently covered for all movable property held in your warehouse, goods in transit, motor vehicles repossessed and held in storage, fire, theft, and also very important insurance for your office equipment. Recently there were a few sheriffs' offices that were broken into and it is only at this time that one realizes that he/she should have taken out insurance cover for his equipment. Also lose of data insurance.

- ***Sheriff tariffs:*** Sheriff Tariffs are regulated by the Acts of the Magistrate's Court and Supreme Courts respectively and are published in the Government Gazette from time to time. We attach hereto the latest two Government Gazettes for your information. If you are not sure, please ask!!

On the positive side, we received notice from the Rules Board that the Minister of Justice signed a tariff increase for sheriffs. The tariffs are expected to be implemented by end of **September 2017**. The tariffs will be discussed at the upcoming provincial workshops.

- ***Conditions of sale:*** Sales of immovable property can be challenging at times. A good starting point is to have the correct Conditions of Sale, which is the contract between the sheriff and the purchaser. The current Form 21 in the Uniform Rules of the Supreme Court is outdated and poses challenges. Therefore, the sheriff profession along with the banks, developed a template for the Conditions of Sale and SASS recommends that the Conditions of sale corresponds to the template. We enclose the document for your information.

- **Staff employment contracts:** It is important to note that a sheriff is appointed by the Minister of Justice to a specific jurisdictional area and for a specific period, usually until retirement age 65. Therefore, employment contracts of staff members should contain a specific clause linking their period of employment to the period that the sheriff holds office. We have examples of suitable employment contracts available should you require same.

OTHER SERVICES OFFERED BY SASS:

3. GUIDE FOR THE EXECUTION OF CCMA ENFORCEMENT AWARDS

The execution of Enforcement awards is fairly new in the profession and identified the need for guidelines to sheriffs.

SASS therefore provided training to members at our AGM in May 2017 and for this purpose we developed a **GUIDE** which was handed out to members.

We hereby proudly make this **GUIDE** available to all newly appointed sheriffs.

Should you need any further assistance with the execution of Enforcement Awards, contact the helpline for practical advice.

5. ADOPT A SHERIFF

SASS implemented a special project whereby support is provided to sheriffs in need of assistance.

Support ranges from financial assistance, specific needs, office administration, etc etc.

We have assisted many sheriffs in the past and our offer is still available on a continuous basis, upon request.

6. PROVINCIAL STRUCTURES

SASS promotes a culture of strong relations within provinces amongst sheriffs and encourages formal and informal engagements at provincial level.

All provinces will have their provincial meetings and/or training from September onwards and will invite all new sheriffs in the province to meet new colleagues and to share experiences. Please attend these meetings; it is worthwhile to know your neighbouring sheriffs and other colleagues in the province.

CHECKLIST FOR 1 SEPTEMBER 2017

1. Office space and warehouse facilities
2. Staff for the relevant departments
3. Telephone and fax lines
4. Internet facilities
5. Date stamp with office details
6. Employment contracts
7. Map of your area/jurisdiction
8. Truck for removals
9. Sufficient computer systems with the relevant software programs and printers (talk to the service provider before buying the equipment as there are certain requirements in terms of size and capacity).
10. Stationery and printed forms e.g writ books, receipt for trust and business
11. Signage with office details outside your building
12. Post box and Docex number
13. Ensure that you have sufficient cash flow to sustain the first three months of operating expenses
14. Display the code of conduct and pledge of the sheriffs profession in a clearly visible area in your office, so that your staff can read and understand their obligation to the public that they serve.

Please feel free to call us at national management as above or contact our provincial chairpersons listed below:

PROVINCE	NAME OF CHAIRPERSON	CONTACT DETAILS
Gauteng	Marks Mangaba	072 3533046
KwaZulu Natal	Nicholas Nxumalo	079 9916150
Limpopo	Shadrak Makhubela	076 3137224
North West	Hendrik Tau	082 2958180
Free State	Joseph Mthombeni	073 5633560
Western Cape	Nonkosi Cetywayo	083 2687131
Eastern Cape	Zanele Ngezo	079 7079161

Northern Cape	Braam Avenant	082 7710917
Mpumalanga	Martin Akker	072 3650963

Yours Sincerely

Prince Maluleke

President

South African Sheriff Society