rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

EXTRACT FROM:

User Manual for the

LAND ADMINISTRATION WEB (LAW)

(STATE LAND LEASING DEBTOR SYSTEM)

Directorate: State Land Systems & Data Management

18 September 2012

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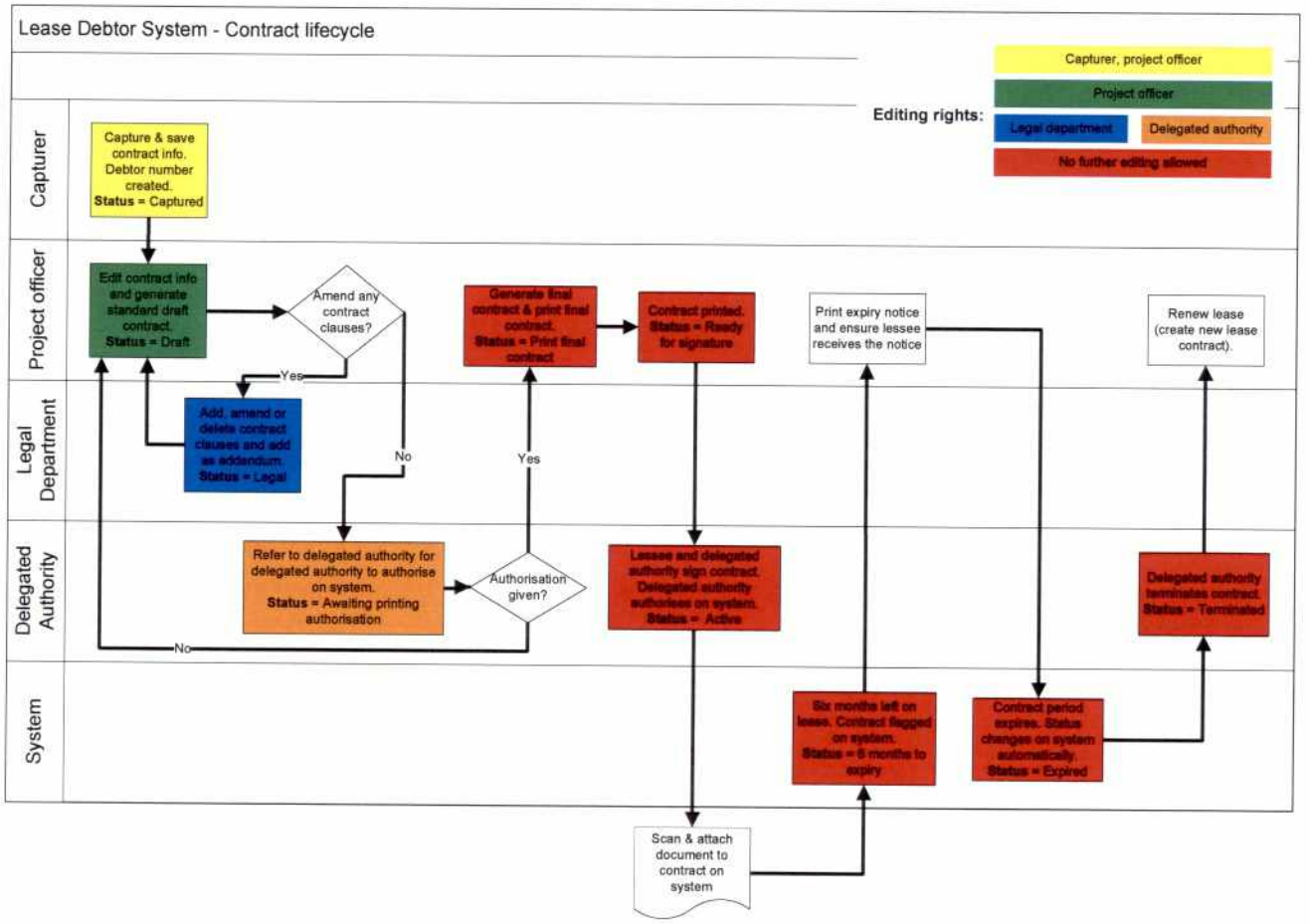
4. SLLDS

4.1 Contract life cycle and system roles

- The State Land Leasing Debtor System (SLLDS) was designed and developed as two separately hosted but integrated components – spatial and financial. The spatial component (covered by this manual) is a module in the Land Administration Web (LAW) hosted at the DRDLR and managed by the Directorate: State Land Systems & Data Management (SLS&DM). The financial component was, before it was put on hold, managed by the Chief Directorate: Financial Management, utilising a customised Microsoft Navision software solution provided and hosted by a third party service provider.
- This module accommodates the generation of new contracts from scratch, as well as converting and bringing onto the SLLDS existing manually compiled contracts through the same procedure as new contracts.

- The diagram below depicts the high level process flow for generating a contract document – the primary requirement of the State Land Lease Debtor System (SLLDS):

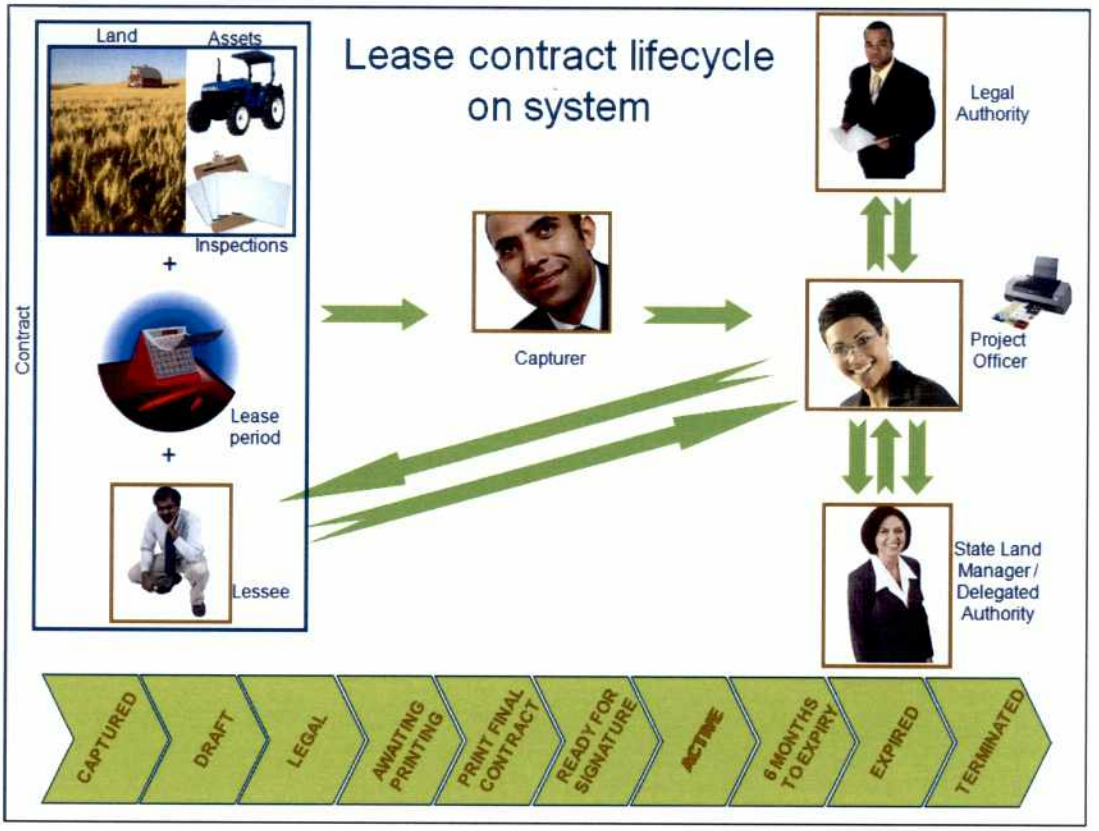


- System User Roles assigned in the SLLDS:

- **Capturer** – this person mainly captures information on the system related to contracts such as Lessee, Inspector and contract detail. This role does not allow the user the same rights as a Project Officer, i.e. to assign various statuses to the contract.
- **Project Officer** – the Project Officer (PO) role is the most important role seeing that a person with this role will be responsible for managing the completion of the full contract lifecycle. This person will ensure that the contract is sent to the correct people for authorisation at the correct stage within the contract lifecycle. The User Roles of Capturer and Project Officer can be simultaneously assigned to allow the PO to also capture contracts.
- **Legal Officer** – the Legal Officer will review the contract and take into account the PO's comments/requests before making changes to the contract by means of adding addendums to the standard contracts where necessary.
- **State Land Manager & Delegated Authority** – the State Land Manager (DD) authorises the final copy of the contract on the system for signature (previously done by the Delegated Authority), while the Delegated Authority (CD) is the person that takes ultimate responsibility for the contract seeing that he / she signs the hard copy. The State Land Manager must **activate** the contract on the system for the contract finances to take effect. When the State Land Manager **terminates** a contract the invoicing will stop for that specific lease.

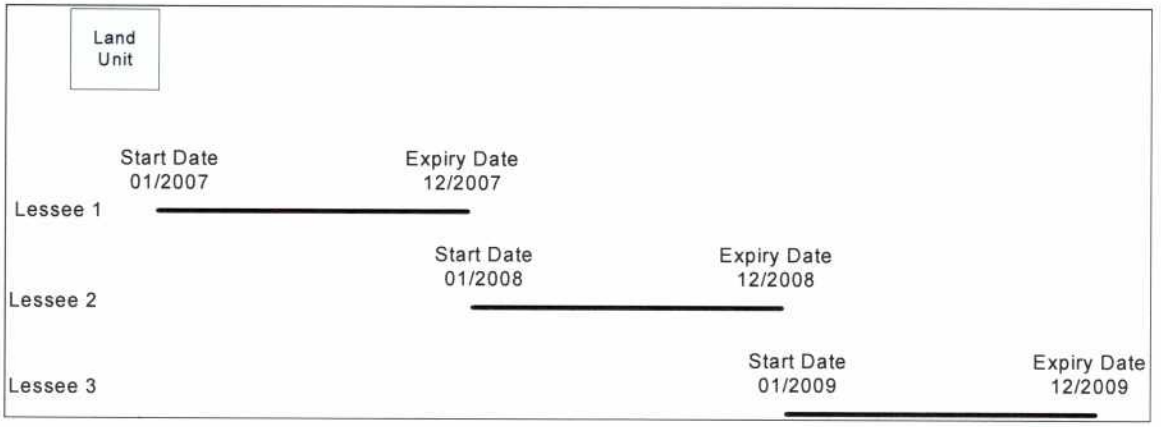
- A contract can be terminated by the State Land Manager while in his inbox.
- The above diagram indicates the edit rights for the various users, i.e. who will be able to edit what and when - see editing legend (top right).
- Only the State Land Manager can edit some contract details where status = 'Awaiting printing authorisation'.
- No one can edit any contract details when contract status reaches 'Print final contract' and further.
- At the end of the contract period the status of the contract will automatically change to 'Expired'. The land will not be released and will still be linked to the contract. Billing on the finance component continues.
- Billing (finances) is triggered when contract status changes to 'Active', and stops on the Termination Effective Date when the State Land Manager terminates the contract on the system.
- Once a contract is terminated, the land is released and available for other contracts. Other contracts can thus only be activated on the system once the current contract is terminated.

- A simplified diagram of the contract lifecycle is depicted below:



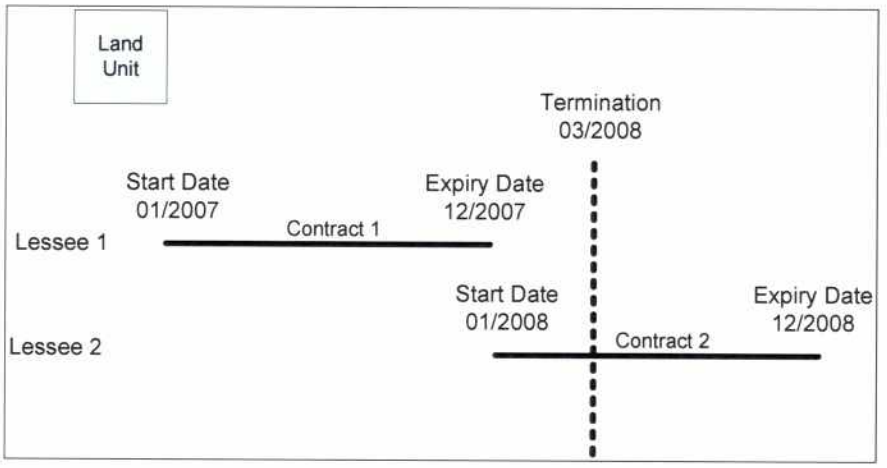
- Before adding a new contract, please read the following notes carefully in order to understand some of the functionality of the system a bit better:
- The system will allow for the generation of a draft and final contract on a land parcel(s) on which an existing contract is active only if the contract period does not overlap.
- The concept is that the time period on the land parcel is reserved for that contract and lessee. In this case it will be quite possible to have multiple non-active contracts for different periods of time.

- Example 1:

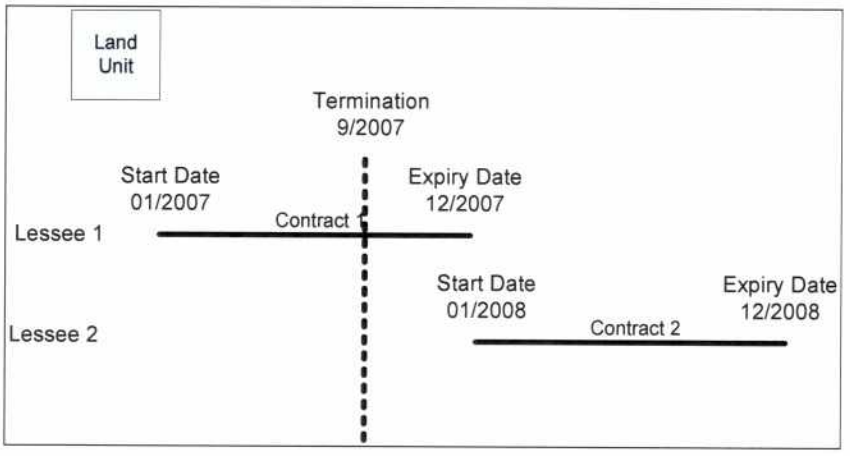


- Lessee 1, 2 and 3 could be the same Lessee or different lessees.
- By reserving the time period per land unit, the system prevents more than one active contract per land unit.
- In the case of multiple land units, the system checks the last expiry date and only allow new contracts after that date (in the case above a fourth contract will only be allowed from 01/2010.
- It is possible to schedule the start date at some later date after the expiry date of current contract on land, but not earlier.
- System ensures that a contract can only be activated once contracts on all land parcels have been terminated.
- A new contract can only start once the previous contract is terminated. If the current contract is still in the Expired status, the new contract cannot be activated.

- Example 2:



- Although Contract 2 have been signed and will be effective from 01/2008, it will only become active **after termination** of contract 1 on 03/2008.
- In the other event of 'premature' (before expiry date) termination, there are three options:



- Contract 1 is terminated on 09/2007 and Contract 2 has already been generated and will start on 01/2008. There are three options for the period 09/2007 to 01/2008:

- Terminate Contract 2 and issue new contract with start date 10/2007.
- Issue a new contract for period 10/2007 to 01/2008 and then carry on with Contract 2.
- Do nothing.

- The system does not perform any automatic validation on lessee (e.g. outstanding payments) for new, existing, renewals or any type of contracts. The principle is that if the lessee is on the system, he/she has been authorised to lease land.
- If the land unit(s) is earmarked for renewal (by ticking the 'Renew contract' option on an existing contract while contract on the land unit(s) was still active) by any lessee, the user will be informed by means of a popup screen stating this. This will **only** serve as a **reminder**, the user will still be able to go ahead and assign the land unit(s) to any lessee.
- If a property could not be found the standard Property Enquiry Form in the existing system should be completed and submitted. The 'Property Enquiry Form' button is below the Land Parcel 'Search' button on the new contract capture page and under the 'Public Land Data' menu.
- Invoicing on the financial component starts once authorised by all parties on system.
- Duration of contract leases:
- Leases longer than 9yrs, 11 months must be type 'Non-standard lease DRDLR receiving payment'.
- Rental leases may not be for period longer than 90 days.
- Caretaker contracts may not be for period longer than 365 days (12 months).

- A contract debtor number is auto generated – number is only saved once 'Save' button is clicked (general contract info + contract details completed). This number effectively matches a lessee with a piece of land, for a given time period. An 8 digit alphanumeric debtor number is utilised. Its composition is as follows:
- Provincial code – 2 letter alpha code
- Provincial indicator – 1 digit numeric code
- Incremental debtor number – 5 digits numeric number
- E.g. 'WC912345'
- If the land and lessee remains the same on a new contract it is regarded as a renewal, and the debtor number will also remain the same, **except** if the 'Generate Debtor Number' button was clicked, in which case a **new** debtor number will be generated. This is regardless of whether the 'Renew contract' option was ticked or not.
- A unique contract number (CID) is also generated, distinguishing between renewal contracts with the same debtor number.

4.2 How do I add a new lessee?

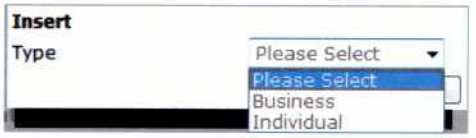
- Go to 'Land Administration > Leasing Debtor System > Lessee Management' on the main menu.

- Perform a lessee search to ensure an entry doesn't exist already. If it exists already it is not necessary to capture the lessee again, the name can just be selected when capturing the contract.

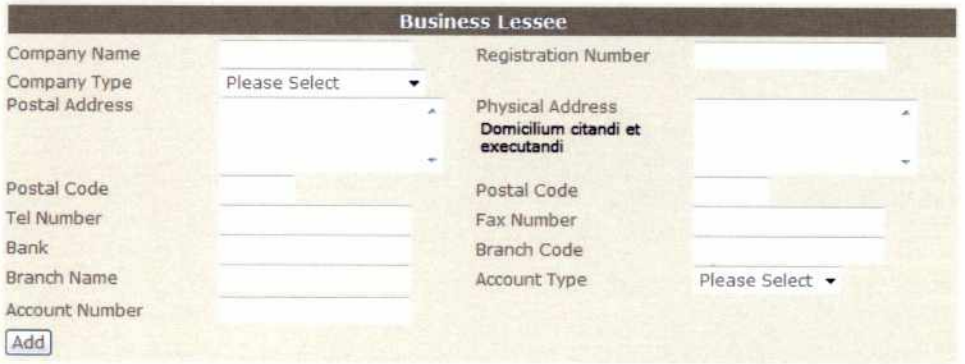
- Note: Fill in only **one** of the fields at a time. The fields can be filled in partially or fully.

- The 'Add' button will activate only after the 'Search' button was used.

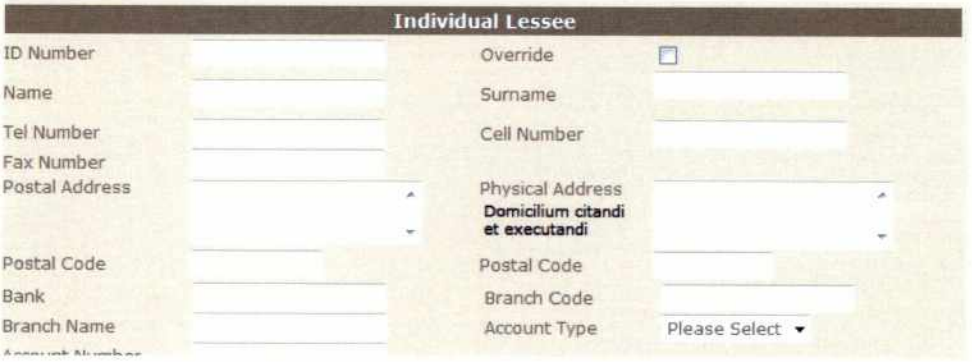
- Click 'Add', select a lessee Type and click 'Add' again.



- The lessee types have different capturing pages. Complete the required information and click on 'Add' again to save the new lessee.
- Business Lessee:

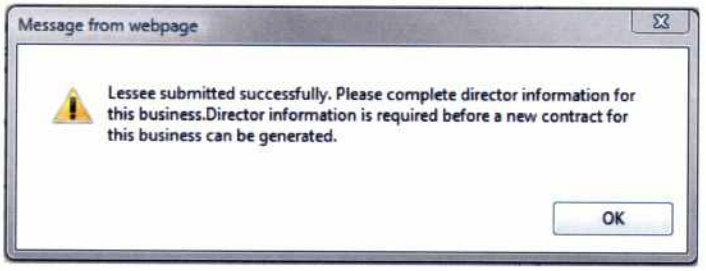


- Individual Lessee:



- After all the information has been completed successfully select the 'Add' button to submit information.
- The following messages should appear:
- Individual Lessee:

- Business Lessee:



- More buttons are now available and the user may now either 'Close' the page or 'Update' the lessee's records with new information and / or 'Add Supporting Documents' before closing.
- After the lessee has been added, the following links are available to respective types of lessees.

- Individual Lessee buttons:

- Business Lessee buttons:

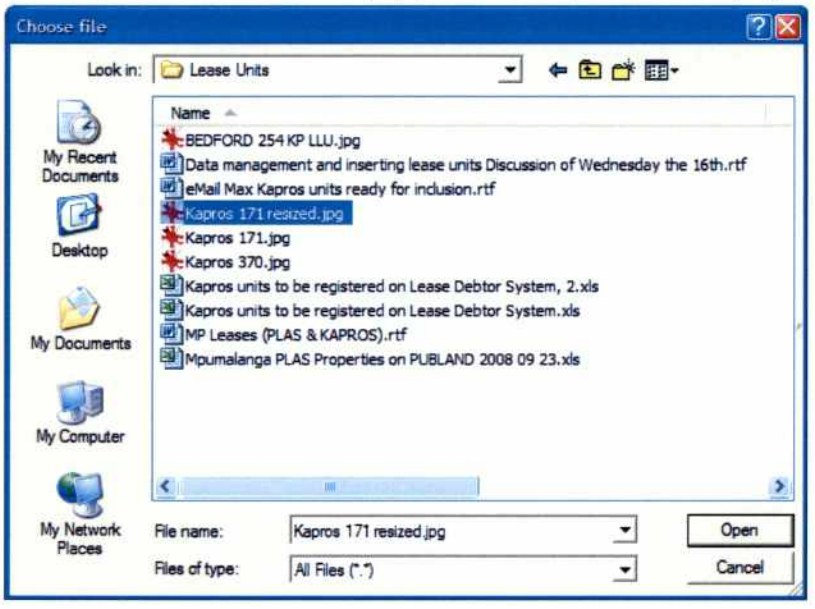
- Note: Information for at least one Director must be added against the Business Lessee in order to generate a contract. More than one Director's particulars can be added, but the particulars of the first one added will be populated to the contract as the person mandated to sign. A Director can also be an Individual Lessee.

- To add a Director, click the 'Add Director' button.
- In the popup window, first search if the Director's ID number is not already on the lessee database by filling in the ID Number or part thereof and clicking on the 'Search' button.
- If the Director is not on the database, click the 'Add New' button to add a new Director.

- When adding a Director, a popup page similar to the Individual Lessee page must be filled in.

- To add a document to the lessee's records, click the 'Add Supporting Document' button.
- Fill in the document's Description and select the File Type from the drop-down list.

- To select the file to be uploaded, the file path must be specified in the 'Path' field by clicking on the 'Browse' button and then selecting the desired file in the 'Choose file' popup.
- Click on 'Open' in the 'Choose file' popup and the file path will be displayed in the above window.



- Click on the 'Save' button.
- Once uploaded, the document(s) will be listed and can be viewed by clicking the relevant hyperlink.
- The 'File Download' popup will appear with the option to open or save the document.

4.3 How do I check whether or not a lease has been registered on land?

- Search for a property.
- If a lease is registered on that land, the 'View' button will be active next to the 'Lease' field on the land information page.

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PROVINCE	FREE STATE	USER DEPARTMENT	
DISTRICT MUNICIPALITY	MOTHEO DISTRICT MUNICIPALITY	PROPERTY TYPE	ERF
LOCAL MUNICIPALITY	MANGAUNG LOCAL MUNICIPALITY	LAND USE	
MAGISTERIAL DISTRICT	THABA 'NCHU	RESERVED FOR	
TOWN NAME/REG DIV/AH/SS	THABA'NCHU	VESTING STATUS	NATIONAL
PARCEL(FARM/ERF NO/SS NO)	699	DISPOSAL APPROVED	
PORTION / SS UNIT NO	0	APPLICATION	View
UNIT NO	000	LAND CLAIMS	
REMAINDER		POWER OF ATTORNEY	
FARM NAME		LEASE	View
AREA (HA)	4.7600	SG OFFICE	F
SUGGESTED AREA (HA)	0.0476	MAJOR REGION	032
TITLE DEED NO	T200/1984BP	MINOR REGION	0025
SG DIAGRAM NO	T56240/1899BP	PARCEL(FARM/ERF NO/SS NO)	00000699

: Public Land Data : **Public Land Information**

- Click the 'View' button to view the contract particulars.

4.4 How do I check what land is being leased by an individual or business?

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.

- Enter particulars or part thereof of individual or business in one of the fields and click 'Search'. (Business searched in example below.)
- The relevant leased land will be listed and the hyperlink can be selected to view it.

Enquiry Management

My Projects	☑
Debtor Number	
GIS Key	
Inspection Capture Date	
Lessee Name	
Lessee Surname	
Id Number	
Company Name	P Holdings
Registration Number	

Search | Clear

Debtor Number	Land	Inspection Capture Date	Individual Lessee	Business Lessee	Time Remaining on lease	Status	Start Date	End Date
EC101161	F02500010000006800000	N.A.	N.A.	P Holdings	2 months and 26 days	Draft	07/08/2008	08/08/2009

4.5 How do I search for a contract?

4.5.1 Method 1 – My own contracts:

- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.

- Select and enter any known information for a specific contract in any one of the fields.

- Note: In the text fields, only the first part of a name ('string') is required. The search is filtered more precise though, when exact full particulars is given.

- Click on the 'Search' button to show search results.

- To view / edit contract details, click on the underlined 'select' hyperlink which can be found on the search result page to the right of each result in the table.

- Click on 'Edit Contract' to view more details of the contract or edit it.

4.5.2 Method 2 – All contracts within my geographic area:

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.

- To search for **only** 'My Projects', the check box must be checked.
- To search for **all** the contracts in the current user's geographic area, remove the 'My Projects' check mark by clicking on it and specify the first part of your province's debtor number, e.g. 'EC', and click on 'Search'.

- To narrow down a search, enter any known Lessee, Lessor or Contract information or part thereof on the search page and click the 'Search' button.

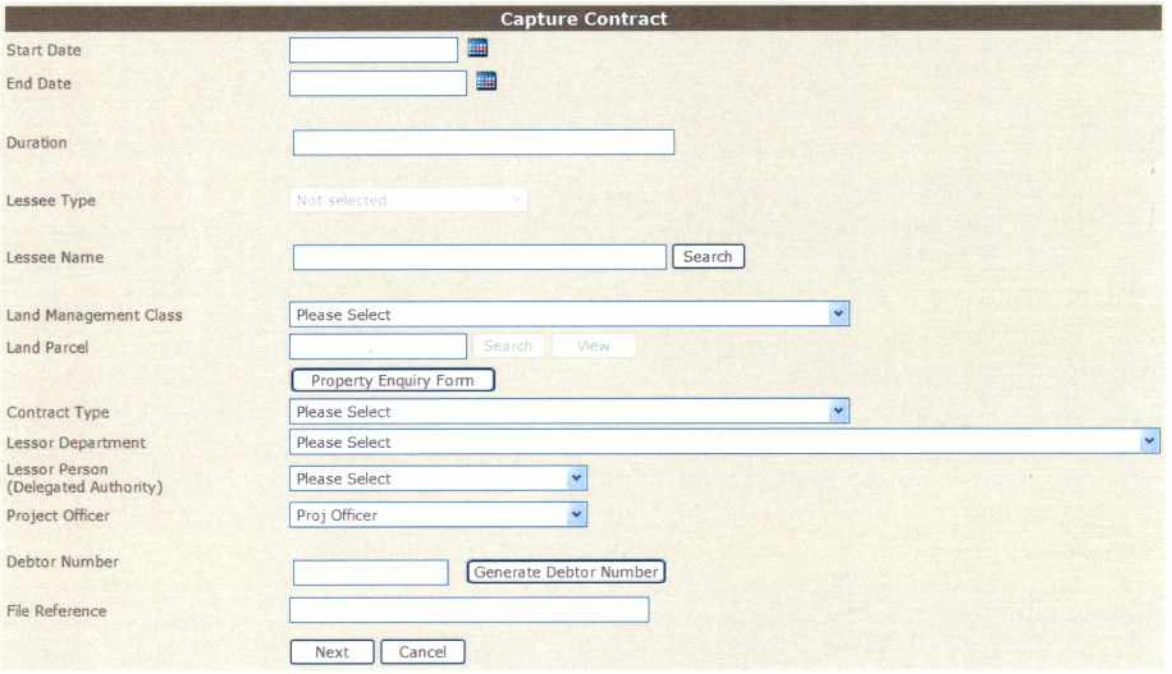
- To view a contract's particulars, click on the hyperlinked Debtor Number.

4.6 How does the Capturer capture a new lease contract?

- To generate a contract - go to 'Land Administration > Leasing Debtor System > Contract Management > Add Contract' on the main menu. **You can only capture a contract if you have Capturer rights.**

- Tip: Check if the property's land information is on the LAW database and if it is correct (e.g. title deed number) by viewing the land information **before** capturing a contract. The same principle applies to the lessee.

- Land data is sorted by Land Management Class (LMC – e.g. PLAS) and a single LMC has to be selected before the property information can be specified. Complete the rest of the required information and click 'Next'.



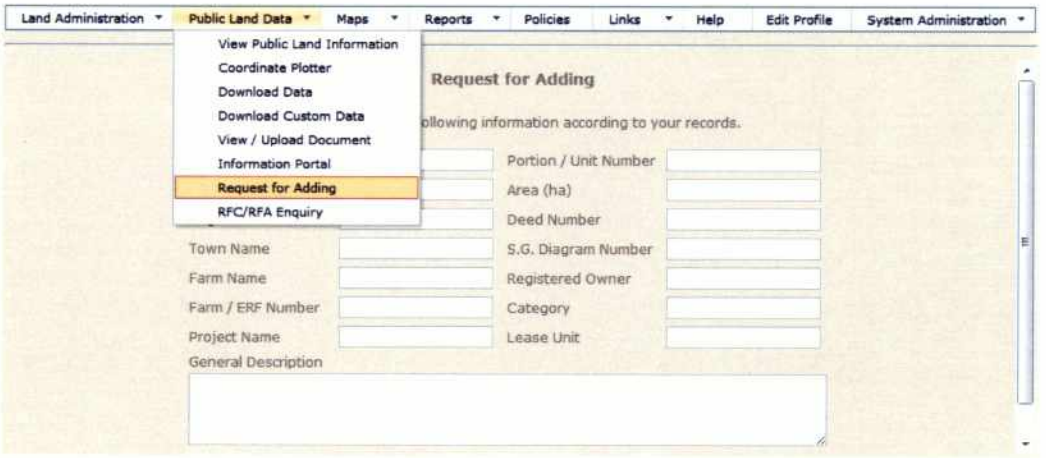
- Note: The lessee name and land parcel will automatically be added when they are searched and selected from the relevant search results. By clicking "Search" (after a selection has already been made) the previous selections will be cleared and replaced by the new selection, e.g. if an incorrect property or lessee have been selected.

- Note: The Lessor Person (Delegated Authority) selected must be the person that will sign the contract. The list of Delegated Authorities will be maintained by the System Administrator. When the contract is referred for authorisation and activation the State Land Manager will receive it in his inbox. See: 4.11 How does the State Land Manager authorise contracts?

- Note: The lessee type will automatically be populated when the lessee name has been added.

- Note: The Debtor Number can **either** be generated manually by clicking the 'Generate Debtor Number' button – it is good practice to note the number for future reference - **or** it will automatically be generated when clicking the 'Next' button. **DON'T** manually generate the debtor number for renewal contracts – a **new** number will result.

- If the land information is not found on the database, click on the 'Request for Adding' button, fill in the known particulars of the property, and click on 'Submit'. The System Administrator will receive the enquiry and you can proceed with capturing the contract once the LAW database has been updated.



- Click 'Save' **before** completing particulars on the second page (financial information) of the contract. The details to be completed on the second page relates to the contract type that was selected.

- When completed, again click 'Save' to save the contract or click 'Back' to change or add information on the previous page. After changing anything on the first page, you must **always** check the information on the second page **and** save the contract.
- Note: The filled out contract details will be **lost** if you did not save it and you will not be able to find the contract.

4.7 How does the Project Officer edit a contract?

- Note: Editing of a contract can only be performed by the specific Project Officer assigned to the contract when the status of the contract is 'Draft'.

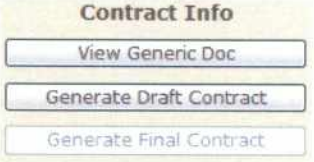
- Search and select a required contract. (See: 4.5 How do I search for a lease contract?)
- Click on the 'Edit Contract' button.

- The contract will now become editable. Change the required fields on the first page and click on 'Next', and change the relevant fields on the second page, then select the 'Save' button at the bottom of the second page to save the new information.

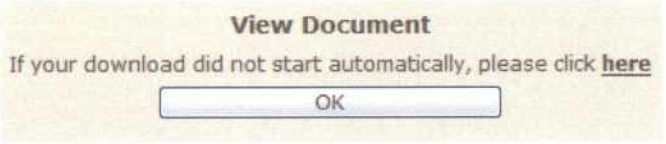
4.8 How does the Project Officer generate a draft contract?

- Note: To generate a draft contract, the status of the contract must be 'Captured'.

- Search and select the relevant contract. (See: 4.5 How do I search for a lease contract?)
- Click on the 'Generate Draft Contract' button.



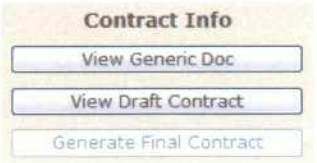
- A PDF document will open in a new window. If the document did not open automatically, click on the 'here' hyperlink to open it. It is **important not to skip** opening the contract as this generates and saves the Draft view.



- The 'File Download' popup will appear with the option to open or save the document.

- The Draft Document looks as follows;

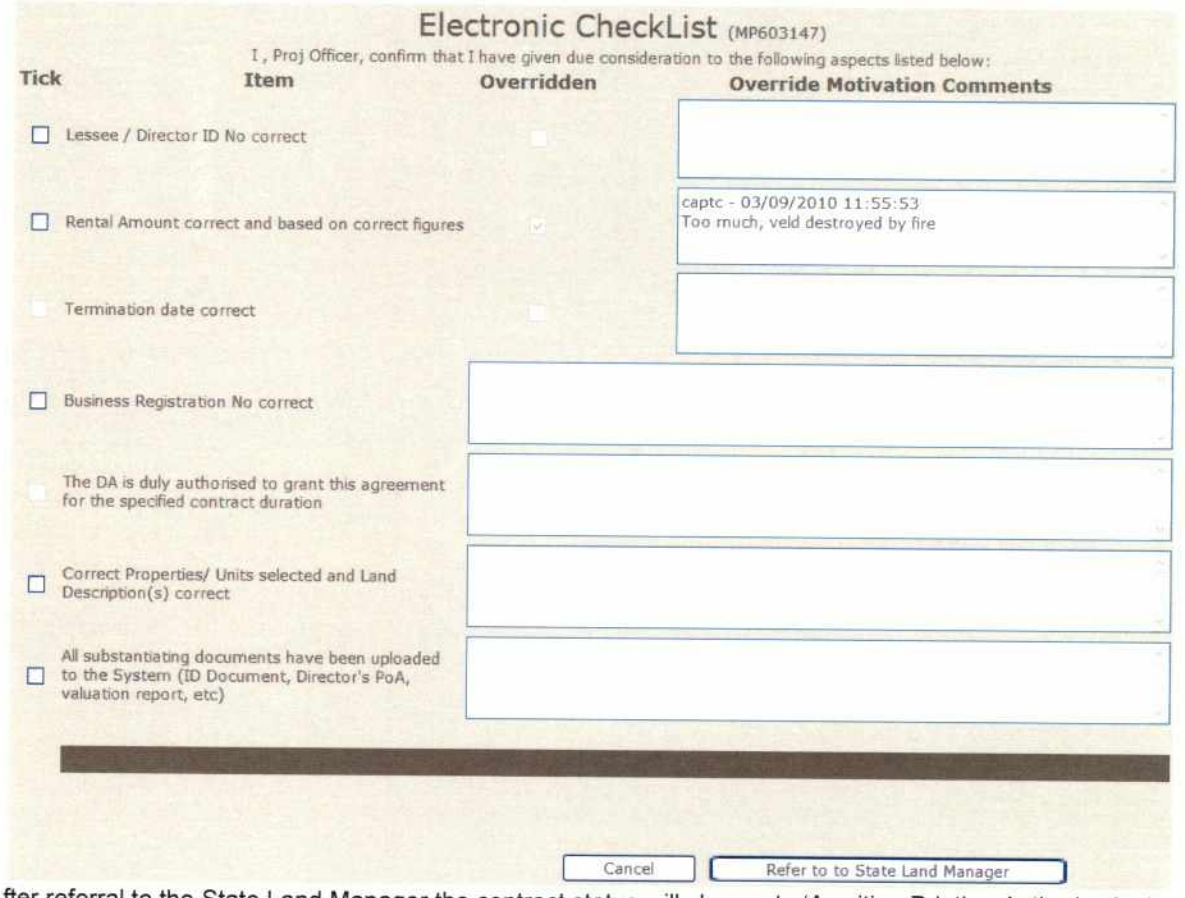
- Close the new window and click on 'OK' to exit.
- The contract status now changed to 'Draft' and the Contract Info button to 'View Draft Contract' after it was generated.



4.9 How does the Project Officer refer a contract to Legal or the State Land Manager?

- Search and select a required contract. (See: 4.5 How do I search for a lease contract?)
- Click on the relevant button to refer the contract to relevant role player depending on the type of action that is needed.

- A draft contract can be referred to the Legal Officer for addendums to the standard contract.
- A draft contract can be referred to the State Land Manager for printing authorisation of the contract. The compulsory fields on the 'Electronic Checklist' have to be ticked and where applicable comments added by the project officer before referral of the contract.



- After referral to the State Land Manager the contract status will change to 'Awaiting Printing Authorisation'.

- A **final** contract can later be referred to the State Land Manager for final authorisation (activation) of the contract on the system after Printing Authorisation was given and the Delegated Authority signed the contract hard copy.

4.10 How does the Legal Officer amend contract details?

- Note: Legal Officers can only see the contracts of his/her allocated geographic area in the inbox and cannot edit any contract details, only amend contract wording by way of addendum.

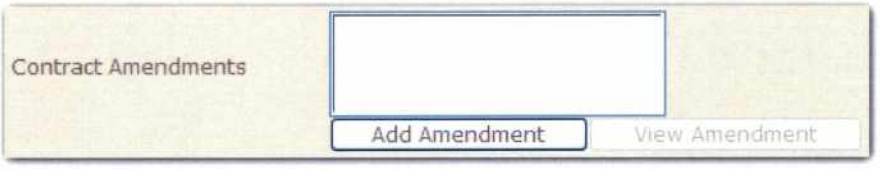
- Log in as a Legal Officer.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.

- All contracts requiring amendments will be indicated here.

- Click on the 'View' button to see the table listing relevant contracts.

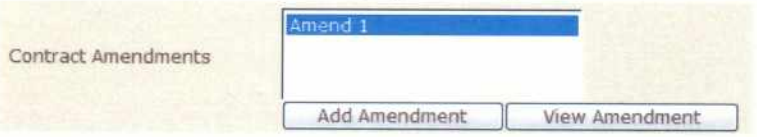
Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
FS201261	A.D Min	Agricultural lease without option to purchase	Legal	1 month and 3 days	14/05/2009	select

- Click the 'select' hyperlink to view the relevant contract.
- Select the 'Add Amendment' button to amend the contract wording.



- A new window opens for the user to add text. Click the 'Add Clause' button when finished.

- Several amendments can be made. Their titles will be listed in the 'Contract Amendments' field. Don't copy and paste text from software such as MS Word as it contains hidden coding that is incompatible.
- To edit an existing amendment, highlight the required amendment and click on the 'View Amendment' button.



- To delete the amendment, click on the additional 'Delete Clause' button on the amendment page.

- View a Draft Contract by using the 'View Draft Contract' button.
- Refer the contract back to the Project Officer when all amendments are done.
- The status of the contract will change back to 'draft'.

4.11 How does the State Land Manager authorise contracts?

- Note: The State Land Manager will be able to view contracts in his inbox which is shared with other State Land Managers within the same province. The relevant Delegated Authority's name should be selected from the drop-down list when the contract details are completed by the Capturer. This will ensure that the correct Delegated Authority name is displayed on the contract.
- Log in as a State Land Manager.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- The State Land Manager views the contracts grouped by their status in the inbox.

- Click on the relevant active 'View' button to see a table with all contracts listed for a specific contract status.

Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
FS201264	A.D Min	Agricultural lease with option to purchase	Awaiting printing authorisation	13 days	03/05/2009	select

- Click the 'select' hyperlink to view the relevant contract.

4.11.1 Printing authorisation:

- The Project Officer must generate a draft contract and refer it to the State Land Manager for printing authorisation. The contract status is then 'Awaiting printing authorisation'.
- Click the 'Authorise Printing' or 'Decline Printing' buttons to allow or decline printing of a contract.

- If printing is authorised, the contract status will automatically be updated to 'Ready for printing' and referred to the Project Officer.
- If printing is declined, the contract will also be referred to the Project Officer, but the contract status reverts to 'Draft'.
- The contract can also be **terminated** by selecting the 'Terminate Contract' button. See 4.13 below.

4.11.2 Activation authorisation:

- The Project Officer must generate a final contract first (see 4.12 below) and then refer it to the State Land Manager (contract status is 'Ready for signature') for activation authorisation.
- The State Land manager selects a contract which is ready for signature by clicking on the relevant 'View' button.

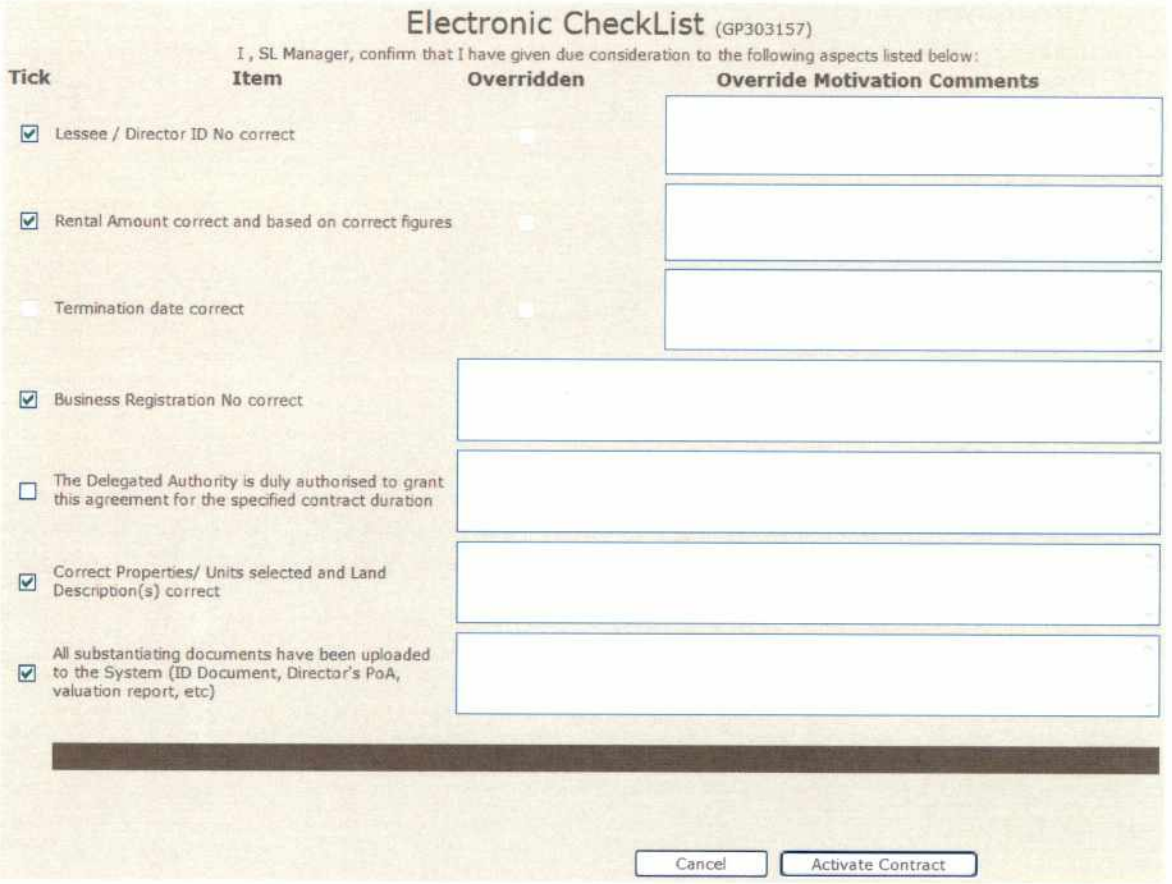
- Click the 'select' hyperlink to view the relevant contract.

Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
FS201264	A.D Min	Agricultural lease with option to purchase	Awaiting printing authorisation	13 days	03/05/2009	select

- Firstly select lessee and lessor signature dates by clicking the calendar icon at the bottom of the contract page.

- Then click on the 'Activate Contract' button.

- The remaining compulsory field on the Electronic Checklist regarding the Delegated Authority being duly authorised to sign the contract has to be ticked by the State Land Manager before clicking on 'Activate Contract'.



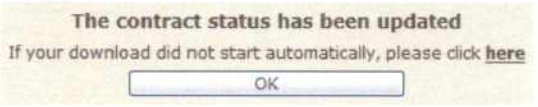
- The contract status will then automatically be updated as 'Active'.

4.12 How does the Project Officer generate a final contract?

- Printing authorization must have been given by the State Land Manager and the status of the contract must be 'Print final contract' to generate a final contract.
- Log in as Project Officer.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search and Select the relevant contract. (See: 4.5 How do I search for a lease contract?)
- Click the 'Generate Final Contract' button.

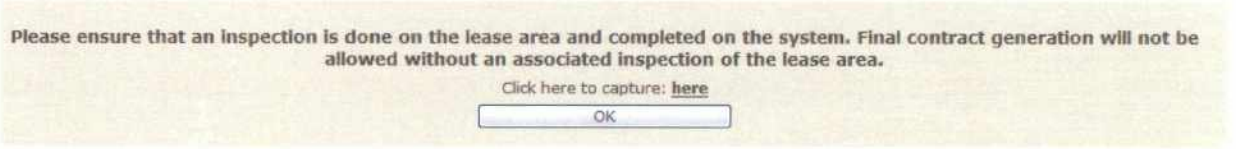
- At least one asset needs to be captured against **each** property on the contract in order to generate a final contract. If assets have not been captured against all land units, a final contract cannot be generated.

- If assets have already been captured, the text below will be displayed:

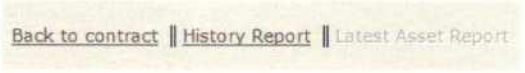


- It is **important** to click on the '**here**' hyperlink and to view the final contract as this generates and saves the Final Contract View which ensures that the final contract can again be viewed and printed later.

- **Or** if assets had not been captured on the properties before, click on the '**here**' hyperlink for quick access to the particular land asset details and capture an inspection from there.



- After assets have been captured, click on the 'Back to contract' hyperlink at the bottom of the page to return to the contract.



- The final contract is generated after clicking on 'Generate Final Contract'.

- It is **important** to click on the '**here**' hyperlink and to view the final contract as this generates and saves the Final Contract View which ensures that the final contract can again be viewed and printed later.

STANDARD CONTRACT: AGRICULTURAL LAND LEASE AGREEMENT

MEMORANDUM OF AGREEMENT OF LEASE (WITH AN OPTION TO PURCHASE)

BETWEEN THE

DEPARTMENT OF LAND AFFAIRS

Represented by **DA 1** in his/her capacity as **2** , being duly authorised thereto

("the Lessor")

AND

A.D MIN
Identity Number **5005050505080**

- The contract status will then automatically be updated as 'Ready for signature' and referred to the State Land Manager's inbox for authorising activation.

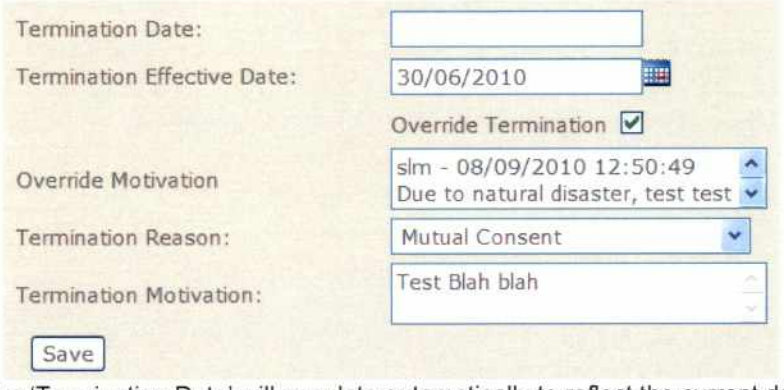
4.13 How does the State Land Manager terminate a contract?

- Note: The State Land Manager may terminate a contract at any stage (status) when it is **in his inbox**.
- Log in as a State Land Manager.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.

OR

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.

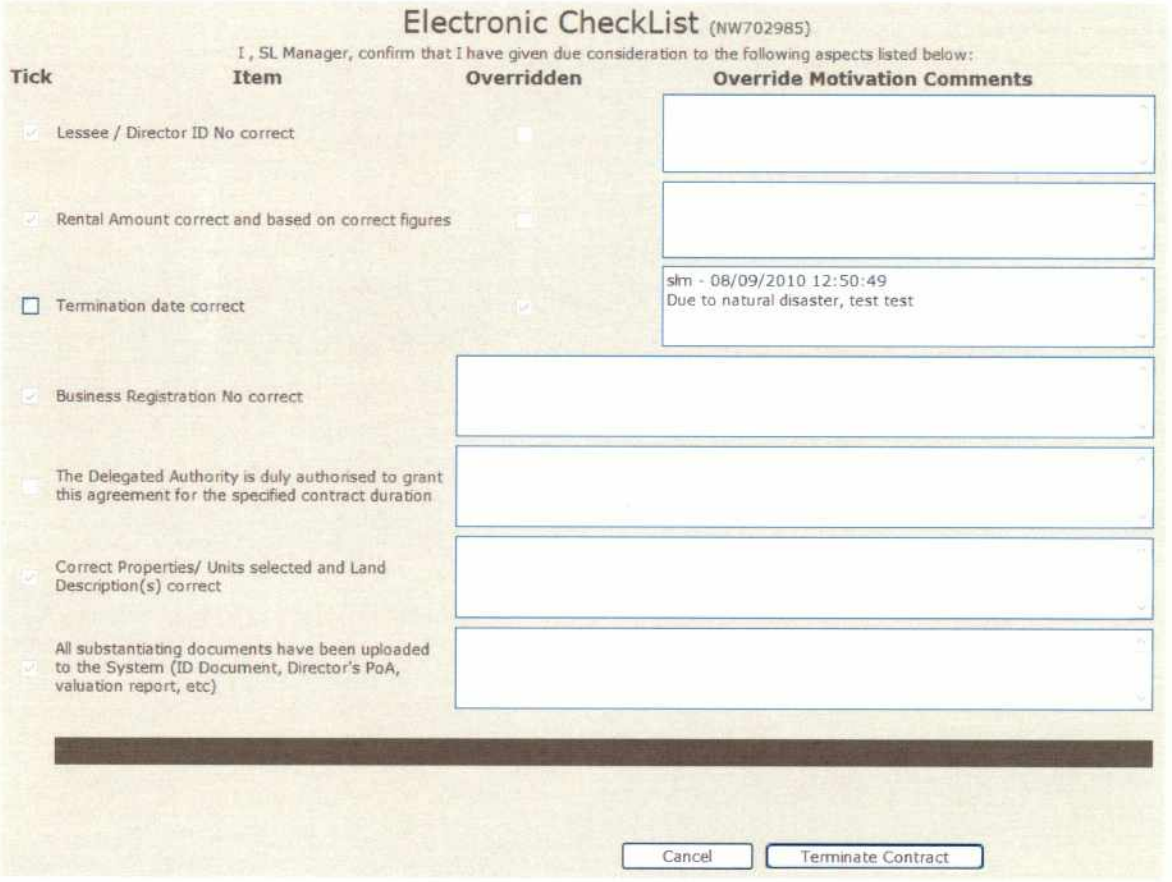
- View and select the relevant contract from the list.
- Complete the following fields:
- 'Termination Effective' date – if it is longer than 30 days ago, 'Override Termination' must be ticked. Provide a motivation why it must be effective from a date longer than 30 days before.
- 'Termination Reason' – select from dropdown.
- 'Termination Motivation' – add own text if necessary to describe special circumstances.



- The 'Termination Date' will populate automatically to reflect the current date.
- Click the 'Save' button. The 'Termination Date' is auto populated with the current date.

- Click on the 'Terminate Contract' button.

- The compulsory field regarding the termination date on the 'Electronic Checklist' has to be ticked by the State Land Manager before clicking on 'Terminate Contract'.



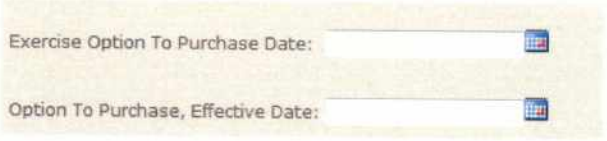
- The contract status will be updated automatically to 'Terminated'.

4.14 How does the State Land Manager indicate a lessee's intention to purchase?

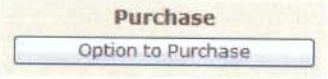
- Note: **Currently no new contracts with an option to purchase are allowed according to policy.**
- Note: Contract status must be 'Active'.
- Note: The status of the contract will remain the same after an option to purchase was submitted, as this is **only** an **indicator** of the lessee's intent.

- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract'.

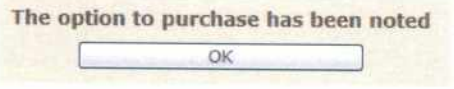
- View and select the relevant contract from the list.
- Complete the Purchase Effective date for the contract.



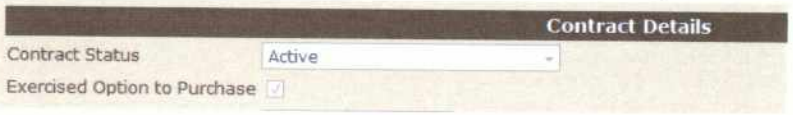
- Click on the 'Option to Purchase' button.



- Click OK to exit.



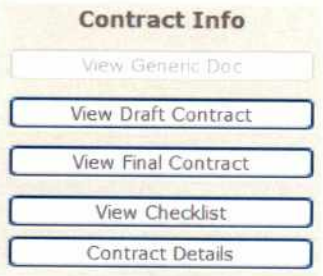
- The 'Exercised Option to Purchase' tick box will automatically activate for Option to Purchase.



4.15 How do I print contract details or final contract?

- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.

- Search and Select a contract. (See: 4.5 How do I search for a lease contract?)
- Click on the 'Contract Details' or 'View Final Contract' button to download the relevant document in pdf format.



- The 'File Download' popup or bar will appear with the option to open or save the document.

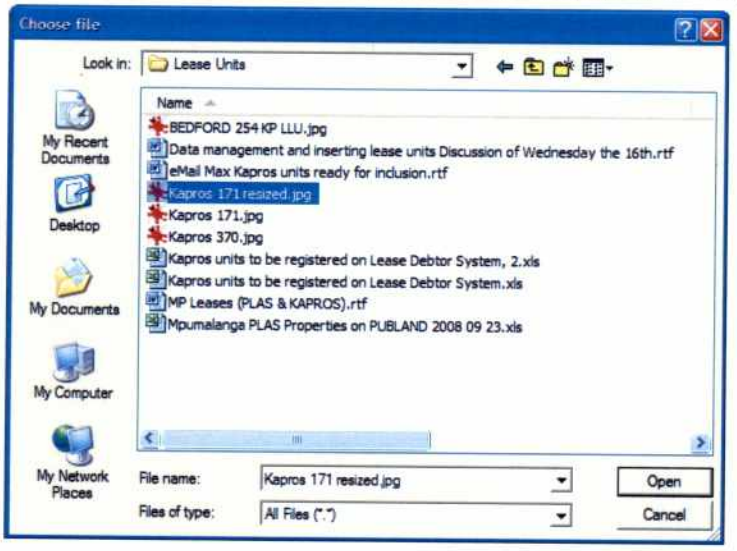
4.16 How do I attach and view a document to a contract?

- See 2.6 above where four options are described against which documents can be uploaded and viewed while not capturing or editing, namely 'Land Parcel', 'Lease Contract', 'PSLVDC Application', and 'Asset'.
- For attaching documents to a contract, go to 'Public Land Data > View / Upload Document' on main menu and follow the steps detailed in 2.6.

OR

- Go to 'Leasing Debtor System > Enquiry Management' on the main menu.
- Search and select a contract. (See: 4.5 How do I search for a lease contract?)
- Click on 'Browse' button to insert the file path.

- Click on 'Open' in the 'Choose file' popup and the file path will be displayed.



- Click on the 'Upload' button.
- Once uploaded, the document(s) will be listed and can be viewed by clicking the relevant hyperlink.

- The 'File Download' popup or bar will appear with the option to open or save the document.

4.17 How do I renew a contract?

- Note: Renewal of a contract can only be done when the contract status is 'Active' and the time remaining is either '6 (or less) Months to Expiry' or 'Expired'.
- Note: The renewal option is **only** an **indicator** that the contract has been **earmarked** for renewal in favour of the current lessee. If the same land is assigned to another lessee (for a subsequent period) the Project Officer and Delegated Authority will be able to see that the land on this contract has been earmarked for renewal (for the existing lessee). The Project Officer and Delegated Authority will however still be able to assign land to the other (new) lessee. To allow the current lessee to 'renew' the current contract, a **new** contract has to be drawn up by capturing and activating a new lease contract. The old contract must be terminated before the new one can be activated. If the land and lessee are the same on the new contract as on the old one, the debtor number also stays the same, **except** if the 'Generate Debtor Number' button is clicked.

- Go to: 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.

- Search and Select a contract. (See: 4.5 How do I search for a lease contract?)
- At the Contract Info options on the contract details page click the 'Renew Contract' button. Renewal will automatically be **indicated** for the current lessee.

- The following message will be displayed to confirm that a renewal has been requested.

4.18 How do I print an 'Expiry' letter?

- Note: Printing an Expiry letter may only be done when the contract status is 'Active' and the time remaining is either '6 (or less) Months to expiry' or 'Expired'.

- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search and Select a contract. (See: 4.5 How do I search for a lease contract?)
- On the lease contract page an 'Expiry' button will be available under the 'Notification letters'. Click on the 'Expiry' button.

- The 'File Download' popup or bar will appear with the option to open or save the document.

- To save the letter, click on the 'Save' button.
- Browse to the location to where the letter is to be stored, name the file and click 'Save' again.
- To open the letter, click on the 'Open' button.

DEPARTMENT OF LAND AFFAIRS

REPUBLIC OF SOUTH AFRICA

Private Bag X833, PRETORIA, 0001
Tel (012) 312 9397 / Fax (012) 312 8135

Enquiries: .....
Reference no: .....
Telephone: .....

Mr/Ms **A.D MIN**
Address: **AD 2341**

OFFICIAL NOTICE: EXPIRY OF LEASE CONTRACT

Re Lease Contract No: **FS201264**
Lessee name: **A.D MIN**
Property Description:

i) ERF 270, CLARENS, PROVINCE OF FREE STATE
MEASURING: 0.0798 (Zero Point Zero Seven Nine Eight) HECTARE
HELD BY DEED: T2173/1913

Your lease contract will expire on **31/05/2009** and you should timeously take steps to renew or cancel it. Please contact Mr/Ms **ADMIN 1** of **DEPARTMENT OF LAND AFFAIRS**, telephone: **123** on or before (3 months prior to expiry date)

Your co-operation is appreciated.

Kind regards

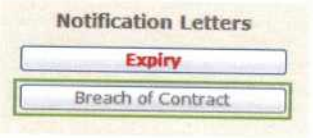
.....

DIRECTOR GENERAL

DATE:

4.19 How do I print a 'Breach of Contract' letter?

- Note: Printing a Breach of Contract letter may only be done when the contract status is 'Active' or 'Expired'.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract" on the main menu.
- Search and select the required lease contract. (See: 4.5 How do I search for a lease contract?)
- On the lease contract page the 'Breach of Contract' button will be available under the 'Notification letters'. Click on the 'Breach of Contract' button.



- The 'File Download' popup or bar will appear with the option to open or save the document.

- To save the letter, click on the 'Save' button.
- Browse to the location to where the letter is to be stored, name the file and click 'Save' again in the 'Save As' popup window.
- To open the letter, click on the 'Open' button in the 'File Download' popup window.

DEPARTMENT OF LAND AFFAIRS

REPUBLIC OF SOUTH AFRICA

Private Bag X833, PRETORIA, 0001
Tel (012) 312 9397 / Fax (012) 312 8135

Enquiries: .....
Reference no: .....
Telephone: .....

Mr/Ms **A.D MIN**
Address: **AD 2341**

OFFICIAL NOTICE: BREACH OF LEASE CONTRACT

Re Lease Contract No: **FS201264**
Lessee name: **A.D MIN**
Property Description:

i) ERF 270, CLARENS, PROVINCE OF FREE STATE
MEASURING: 0.0798 (Zero Point Zero Seven Nine Eight) HECTARE
HELD BY DEED: T2173/1913

It has come to the attention of the **DEPARTMENT OF LAND AFFAIRS** that you have not adhered to the stipulations in your lease contract with regard to:

1. Payment of lease rental. You are in arrears for an amount of ..... for the period ..... The last payment received from you was on ....., for the amount of ..... .

2. .....
.....

This is a final warning. You should contact the **DEPARTMENT OF LAND AFFAIRS** as soon as possible. Please contact Mr/Ms **ADMIN 1**, telephone **123**, address ..... within 14 days of the date of this letter to rectify the situation or to make arrangements. If no contact is made, further steps will be taken.

Your co-operation is appreciated.

Kind regards

DIRECTOR GENERAL

DATE:

4.20 How do I view the status and time left on my leases?

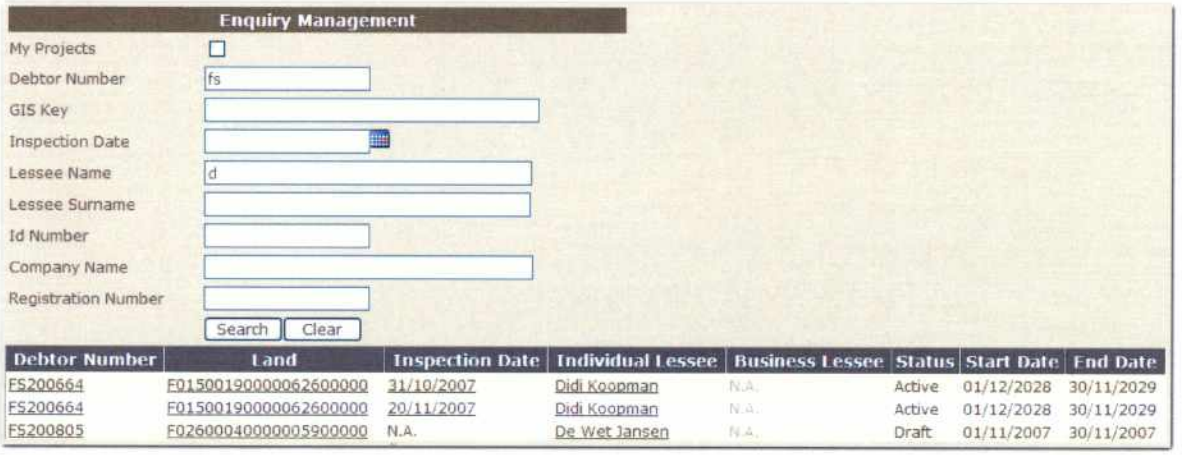
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search for the required lease contract. (See: 4.5 How do I search for a lease contract?)
- The contract status and remaining contract time can be found in the table provided.

Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
EC101161	P Holdings	Agricultural lease with option to purchase	Draft	2 months and 25 days	07/08/2008	select
FS201167	Ntsholeng Isaac Dinake	Agricultural lease with option to purchase	Captured	Has expired.	22/02/2009	select
FS201172	Kgomotso Paul Ditshetelo	Business lease without option to purchase	Awaiting printing authorisation	Has expired.	23/02/2009	select
FS201261	A.D Min	Agricultural lease without option to purchase	Legal	1 month and 2 days	14/05/2009	select
FS201262	A.D Min	Agricultural lease without option to purchase	Awaiting printing authorisation	15 days	05/05/2009	select

4.21 How do I view the status and time left on all leases within my geographic area?

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.

- Search for the required lease contract. (See: 4.5 How do I search for a lease contract?)
- To search for only 'My Projects' leave the default checked box as it is.
- To search for all the contracts in the current user's geographic area, remove the 'My Projects' check mark by clicking on it.
- Enter any known Lessee, Lessor or Contract information on the search page and click Search.



- The Status, Start Date and End Date of a contract are available in the search results table.

4.22 How can I find out who the responsible Project Officer is for a contract?

- By going to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.

- Search for the required lease contract. (See: 4.5 How do I search for a lease contract?)
- Click on the Debtor number to open the contract.

- The name of the Project Officer will be indicated in the 'Project Officer' text box with the contract details.

4.23 How do I generate SLLDS reports?

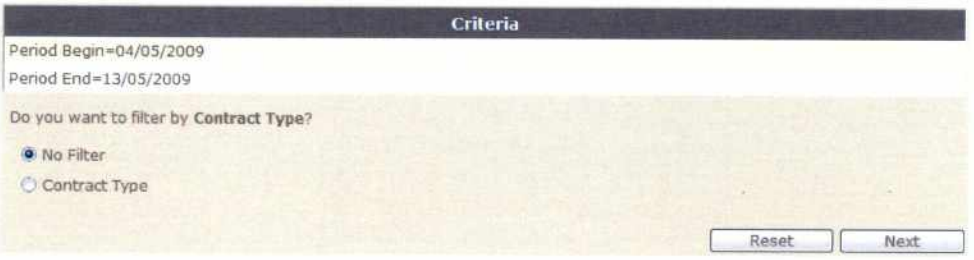
- Go to 'Reports > Lease Reports > on the main menu.
- Select a report.

OR

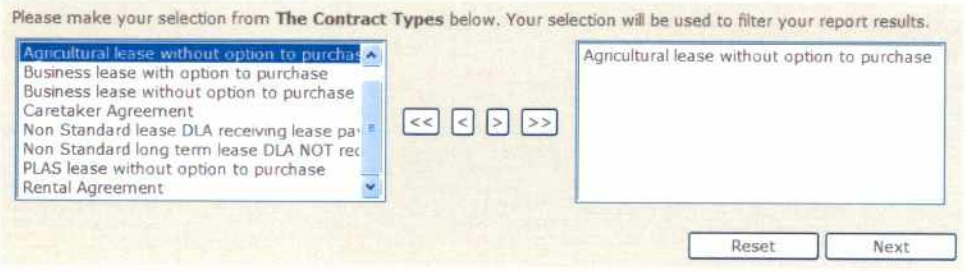
- Select a report via the menu items.

- Select a start and en date. Click 'Next'. (Some reports might not require the period selection).

- Filter according to Contract Type if required. Click 'Next'. (Some reports might not have all filters).

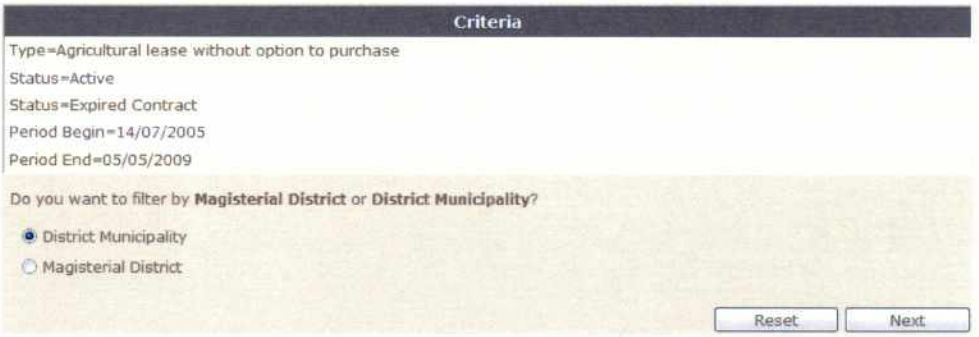


- Highlight one choice on the left-hand side and populate it to the right with the single arrow, repeat the process with other items if necessary. To select all items, click on the double arrow. Click 'Next'.

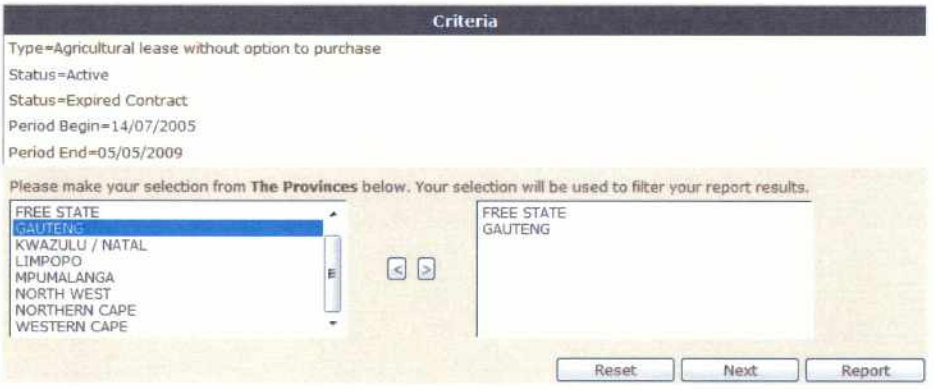


- Filter according to Contract Status if required. Click 'Next'.

- Select either the Magisterial District or District Municipality to filter by. Click 'Next'.



- Filter the required geographic information by highlighting a name and moving it to the right with the arrow (>). Click 'Next'.

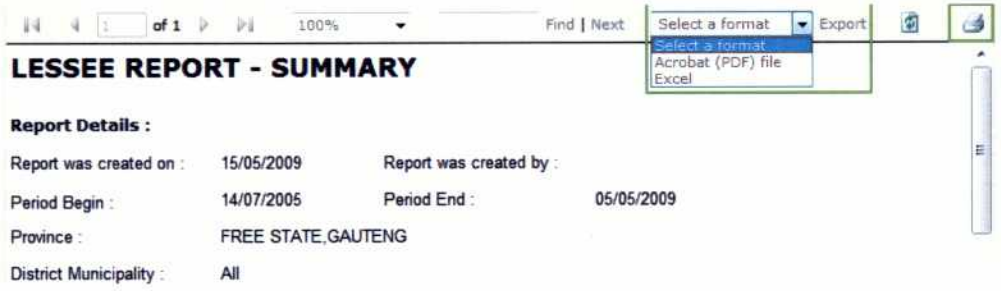


- Note: A report may be generated from any Geo filter. When the 'Report' button appears the report can be drawn.

- Click on the 'Report' button to generate the report.

4.24 How do I export and print reports?

- The report is exported by selecting the format as 'Acrobat (PDF) file' and clicking 'Export'.



- A window or bar will appear with download options.

- The document is opened by any PDF reader software such as Adobe Acrobat Reader and can then be printed from there.