



# the doj & cd

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

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Sub Office File: 3/4/1 and 7/1/1

31 October 2012

**CIRCULAR 78 OF 2012**  
**(HEAD OFFICE FILE 7/4/2, 12/4/2 and 12/4/3)**

## **CHIEF MASTERS DIRECTIVE 6 OF 2012 – PREFIXES FOR IDENTIFICATION OF OFFICES IN THE MASTER OF THE HIGH COURT**

1. Your attention is drawn to the contents of the attached Directive with regards prefixes and suffixes for identification of offices in the Master of the High Court
2. This Directive is effective from ... **1 November 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](mailto:chiefmaster@justice.gov.za)

  
**Mrs T Bezuidenhout**  
**Chief Director : Inland**

31/10/12

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT



## CHIEF MASTER'S DIRECTIVE 6 OF 2012

### **PREFIXES FOR IDENTIFICATION OF OFFICES IN THE MASTER OF THE HIGH COURT**

#### **1 PURPOSE**

The purpose of the directive is to ensure a uniform approach by Masters and give guidance to public and the industry in respect of the matters listed below.

*This Directive recalls Circular 1 of 2004 and amends Directive 1 of 2012 as well as all previous Master's Directives on points addressed below, with effect from date of signature hereof.*

#### **2 MOTIVATION/BACKGROUND**

2.1 A number of role players have approached the Office of the Chief Master for clarity on the prefixes to be used when referring to the different Master's Offices, especially with regards to the newly established Master's Office in Nelspruit.

2.2 As part of my statutory obligations I have decided to provide the following guidelines to ensure a uniform approach to the matters raised.

#### **3 Prefixes for Estate Duty Assessments and Insolvency Files**

3.1 The following prefixes must be used in identifying Insolvency files in the

various offices, as well as on all Estate Duty Assessments:

OFFICE	PREFIX
BISHO	H
BLOEMFONTEIN	B
CAPE TOWN	C
DURBAN	D
GRAHAMSTOWN	E
JOHANNESBURG	G
KIMBERLEY	K
MAHIKENG	M
MTHATHA	U
NELSPRUIT	MN
PIETERMARITZBURG	N
POLOKWANE	L
PORT ELIZABETH	S
PRETORIA	T
THOHOYANDO	V

**4 Prefixes for payments of fees charged by the Master (as referred to in Directive 1 of 2012)**

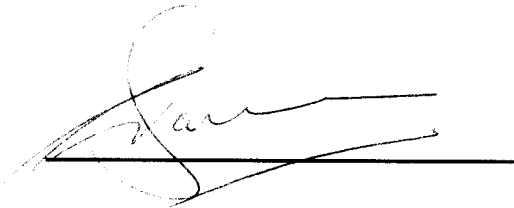
OFFICE	PREFIX
BISHO	MOHBHI
BLOEMFONTEIN	MOHBFN
CAPE TOWN	MOHCT
DURBAN	MOHDBN
GRAHAMSTOWN	MOHGHT
JOHANNESBURG	MOHJHB
KIMBERLEY	MOHKMB
MAHIKENG	MOHMFK

MTHATHA	MOHMTA
NELSPRUIT	MOHMN
PIETERMARITZBURG	MOHPMB
POLOKWANE	MOHPOL
PORT ELIZABETH	MOHPE
PRETORIA	MOHPTA
THOHOYANDO	MOHTHO

**5. EFFECTIVE DATE**

This Directive will come into effect as **from the date of signing** hereof.

Signed on ..... *31/10/* ..... 2012



**Adv. L G Basson**

**Chief Master of the High Courts of South Africa**