

**REQUISITION FOR FILE IN THE OFFICE OF THE  
 MASTER OF THE HIGH COURT – OFFICE NAME**

**NB:** No file is to be made available before this document has been completed. The Master, Deputy Master, Assistant Master or Office Manager must approve the request before the file is perused. A period of 48 hours is required to enable personnel to locate the file. It is advisable to ensure that the file is available beforehand.

<b>Date</b>			
<b>Details of the file required</b>	<b>Estate name:</b>		
	<b>File no:</b>		
<b>Name &amp; Surname of requester</b>			
<b>Firm with which requester is employed (if applicable)</b>			
<b>Contact details of requester</b>	<b>Tel:</b>		
	<b>E-mail:</b>		
<b>Reasons why the file is required</b>			
<b>The interest of the requester in the matter</b>			
<b>Client's Signature</b>			

**FOR OFFICIAL PURPOSES ONLY**

<b>Master's Official (Registry Clerk / Messenger) - Name</b>			<b>Signature</b>		
<b>Approval by Master / Deputy Master / Assistant Master / Office Manager</b>	<b>Rejected</b>		<b>Reasons if rejected:</b>	<b>Sign</b>	
	<b>Approved</b>			<b>Date</b>	

<b>Date of inspection</b>	
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<b>File returned</b>	<b>Yes</b>		<b>No</b>		<b>Confirmation</b>	<b>Sign</b>	
						<b>Date</b>	