

DEPUTY SHERIFFS ACT
(Act No. 21 of 2024)

DEPUTY SHERIFFS REGULATIONS, 2025
(Published on 12th March, 2025)

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SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Justice and Correctional Services by section 64 of the Deputy Sheriffs Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Deputy Sheriff Regulations, 2025. Citation
2. In these Regulations, unless the context otherwise provides — Interpretation
 - “instructing party” means an attorney representing his or her client or a litigant acting in person; and
 - “station” means a place specified as the Deputy Sheriff’s area of operation.
3. (1) An application to be admitted as a Deputy Sheriff shall be made to the Sheriff in Form 1 as set out in Schedule 1. Application for admission
 - (2) An application under subregulation (1) shall state —
 - (a) the full name, place of business and contact details of the applicant (where applicable);
 - (b) the academic qualifications of the applicant;
 - (c) the facilities and location of the place secured by the applicant for the safe storage of goods (where applicable);
 - (d) the name of the applicant’s bankers and the address of the bank branch in which his or her trust account is held (where applicable);
 - (e) the applicant’s permanent place of residence; and
 - (f) the names and addresses of at least three referees.
 - (3) An application under subregulation (1) shall be accompanied by a non-refundable fee of P200.00.

	<p>(4) An applicant under subregulation (1), shall be issued with an admission certificate in Form 2 as set out in Schedule 1.</p> <p>(5) A Deputy Sheriff shall pay to the Board an annual fee of P200.00.</p>
Fidelity Fund Certificate	<p>4. (1) An application under regulation 3 shall be preceded by an application to the Secretary of the Board for a Fidelity Fund Certificate in Form 3 as set out in Schedule 1.</p> <p>(2) An application under subregulation (1) shall be accompanied by a non-refundable fee of P100.00.</p> <p>(3) Where a Fidelity Fund certificate is issued, the holder of the certificate shall exhibit and keep exhibited in a prominent place in the premises, the certificate.</p>
Issuance of certificate of registration	<p>5. (1) Where the Sheriff is satisfied that the applicant meets the requirements under section 5 of the Act, the Sheriff shall upon payment of P50.00 registration fee, issue the applicant a certificate in Form 4 as set out in Schedule 1.</p> <p>(2) A Deputy Sheriff who has lost his or her certificate issued under subregulation (1), may apply for a duplicate certificate in such manner as shall be determined by the Sheriff.</p>
Register	<p>6. (1) The Sheriff shall keep a register containing a record of persons issued a certificate of registration under regulation 5.</p> <p>(2) A person who wishes to consult, inspect or make a copy of, or obtain an extract from the register shall pay a fee of P100.00.</p>
Cancellation or suspension of certificate of registration	<p>7. (1) The Sheriff may, for good cause, revoke, cancel or suspend a certificate of registration of a Deputy Sheriff.</p> <p>(2) A Deputy Sheriff aggrieved by the decision of the appointing authority under this regulation may appeal to the High Court within 30 days of notification of the decision.</p> <p>(3) Any suspension or cancellation of a certificate of registration shall be recorded in the register of Deputy Sheriffs and any such order shall be advertised in at least two local newspapers.</p> <p>(4) A Deputy Sheriff whose certificate of registration is cancelled or suspended, shall surrender the certificate of registration to the Sheriff, immediately upon notification, pending the outcome of any appeal or review process.</p> <p>(5) A Deputy Sheriff whose certificate of registration is suspended or cancelled shall –</p> <p>(a) not perform any work of a Deputy Sheriff; and</p> <p>(b) shall be required to return to the court any pending warrants issued to him or her, until his or her certificate of registration has been restored either by lifting the suspension or by order of court.</p> <p>(6) Provisions of this regulation shall apply with necessary modifications to a Deputy Sheriff who is removed from the register in accordance with section 13 of the Act.</p> <p>(7) A Deputy Sheriff whose name had been removed or cancelled shall have his or her name restored upon payment of P200.00.</p>
Application for practicing certificate	<p>8. A Deputy Sheriff who has been issued a certificate of registration under these regulations shall apply to the appointing authority for a practicing certificate in Form 5 as set out in Schedule 1.</p>
Complaints procedure	<p>9. (1) Any person who is dissatisfied with the conduct of a Deputy Sheriff may lodge a complaint before the Board, in Form 6 as set out in Schedule 1.</p>

(2) A complaint may also be forwarded to the Board by the Judicial Service Commission, a court or a member of the administration of Justice, to whom any complaint has been reported.

(3) The Board shall review the complaint and determine whether the complaint is reasonable.

(4) Disciplinary and administrative complaints shall be addressed to the Secretary to the Board.

10. (1) Where —

(a) a complaint, accusation or allegation is lodged against a Deputy Sheriff in terms of section 54 of the Act; or

(b) there is a charge of improper conduct against a Deputy Sheriff in terms of section 55 of the Act,

the Secretary to the Board shall cause the complaint to be registered and may issue a “Notice of complaint” to the Deputy Sheriff who shall respond to the complaint within the time specified in the notice.

(2) Service of any process or other document under this regulation shall be sufficient if it complies with the Rules of the High Court.

(3) Where the Board determines that a complaint should be heard, both parties shall be summoned to appear before the Board for the interparty hearing.

(4) The Board may, after hearing a complaint —

(a) make an order for refund of any money not accounted for by the Deputy Sheriff;

(b) refer any complaint to the police for investigation and prosecution or to a court for civil redress;

(c) suspend or cancel the registration certificate of the Deputy Sheriff; or

(d) make any other order as the Board may deem appropriate.

(5) Where a Deputy Sheriff fails to account for money under these Regulations, the Board shall issue civil process against him or her.

(6) Where the Board refers a complaint to another body for determination, it shall inform the parties within 14 days of the reference and the complainant may follow up or withdraw the complaint.

(7) Where the Board has referred a complaint to the police, the appointing authority may suspend the Deputy Sheriff’s practicing certificate, pending the decision on the outcome.

11. (1) A Deputy Sheriff who is aggrieved by the decision of the Sheriff to suspend or cancel his or her practicing certificate, may appeal, in writing, to the Board within 30 days of notification of the decision.

(2) A person aggrieved by a decision of the Board on any matter may appeal to the High Court, within 30 days of notification of the decision of the Board.

12. Tariffs of Deputy Sheriff shall be in accordance with Schedule 2.

13. A Deputy Sheriff admitted to practice in terms of these Regulations shall comply with the terms and conditions of the Code of Conduct as set out in Schedule 3.

14. Any person who contravenes the provisions of these Regulations commits an offence and is liable to the penalties provided for in the Act.

15. The Deputy Sheriffs Regulations are hereby revoked.

Complaint or
charge against
Deputy Sheriff

Appeals

Tariffs of
Deputy
Sheriff

Code of
conduct

General
penalty

Revocation of
SI No. 23 of
2025

SCHEDULES

SCHEDULE 1

Form 1
(reg. 3)

APPLICATION FOR ADMISSION

(Note: This form must be completed in block letters)

I, (full name) apply to be appointed and registered as a Deputy Sheriff and furnish the following particulars:

A. PERSONAL PARTICULARS

Sex: Date of birth:

Nationality: National Identity Card:

Residential Address..... Postal code address.....

Telephone/mobile No.: Present occupation:.....

Work address.....

Work Telephone No.:

Location and address of storage facilities.....

Do you, or have you, at any time, suffered from any physical or mental defect or any serious disease? Yes/No. (If yes, give details)

.....
.....

.....Have you ever been convicted of criminal offence? Yes/NO

.....Have you ever been declared insolvent? Yes/No

.....
.....

B. LANGUAGE PROFICIENCY

(State "Good", "Fair" or "Poor" in the appropriate spate)

ENGLISH/SETSWANA/Other Languages (Specify)

Speak

Read

Write

C. QUALIFICATIONS

1. Highest ACADEMIC qualification:

2. Year obtained

3. Certificate, diploma or degree obtained

4. Name of educational institution

5. Year when the qualification was obtained

6. Attach copies of Degrees, Diploma and Certificates

.....
SIGNATURE OF APPLICANT

Form 2
(reg. 3)

CERTIFICATE OF ADMISSION

No.

This is to certify that

ofhas been admitted as a Deputy

Sheriff of the Courts of Botswana.

.....

Sheriff

Gaborone, Botswana

Date

Form 3
(reg. 4)

APPLICATION FOR FIDELITY FUND CERTIFICATE

DEPUTY SHERIFF'S ACT

To the Sheriff:

I,

Of

Hereby apply for Fidelity Fund Certificate for the year 20..... and enclose the sum of

P..... in payment of the fee.

In terms of section of the Act, I give the following information:

Name of firm

Place or places of business.....

Date of Admission and Enrolment as a Deputy Sheriff

.....

Date (Signature)

Form 4
(reg. 5(1))

CERTIFICATE OF REGISTRATION

No.

This is to certify that

ofhas been admitted and enrolled as a Deputy

Sheriff of the Courts of Botswana.

.....
Sheriff

Gaborone, Botswana

Date

Form 5
(reg. 8)

PRACTISING CERTIFICATE

PURSUANT to the Deputy Sheriffs Act, it is hereby certified that
.....whose name is enrolled in the roll of Deputy Sheriff is entitled
to practise as Deputy Sheriff for the year ending on 31st December, 20.....

Dated thisday of 20.....

.....
Sheriff

Form 6
(reg. 9)

COMPLAINT FORM

PART A: COMPLAINANT PARTICULARS

NAMES:.....

ADDRESS:

CONTACTS:.....

**PART B: PARTICULARS OF DEPUTY SHERIFF AGAINST WHOM COMPLAINT
LODGED**

.....
.....
.....

PART C: CASE PARTICULARS (if known to complainant)

Name of the Parties:

Court:

Case No.....

Presiding Judge/Magistrate:

**PART D: NATURE OF COMPLAINT (briefly and concisely narrate the nature of your
complaint. If there are more details an extra page/s may be used)**

Witnesses (if any)

Witness 1:

Witness 2:

PART E: DECLARATION

I confirm that whatever I stated herein above is true and correct to the best of my knowledge.

Given by: signed:

Date:

Complaint received by: signed:

Date:

SCHEDULE 2
(reg. 12)

TARIFFS OF DEPUTY SHERIFF

1. The fees and charges contained in the appended tariff shall be chargeable by and allowed to Deputy sheriffs, provided that no fees may be charged for the service of process in proceedings brought or defended under Order 46 of the Rules of the High Court (but the necessary disbursements for the purpose of such service may be recovered).
2. On appointment, a Deputy Sheriff shall be allocated a station from where he or she shall operate.
3. A Deputy Sheriff who engages in work outside his or her station shall not be entitled to charge any meal, travel or accommodation expenses except:
 - (a) where the instructing party gives the Deputy Sheriff to do so, in which case the instructing party shall bear the Deputy Sheriff's meals, travel or accommodation expenses;
 - (b) where, for purposes of service, it is necessary to follow the party to be served outside the Deputy Sheriff's station; and
 - (c) where, for purposes of execution, it is necessary to follow the debtor or property outside the Deputy Sheriff's station.
4. Where there are more ways than one of doing any particular act, the least expensive way shall be adopted unless there is some reasonable objection thereon, or unless the party at whose instance process is executed desires any particular way to be adopted at his or her expense.
5. Where any dispute arises as to the validity or amount of any fees or charges, or where necessary work is done and necessary expenditure incurred for which no provision is made, the matter shall be determined by the taxing master.

TARIFF

	P
1. For registration of any documents for service or execution, upon receipt thereof	100.00
2. For service, or attempted service of —	
(a) summonses, petitions, notices of motion (each)	250.00
(b) notices, orders and other documents (each)	250.00
Provided that:	
(i) whenever any document to be served with any such process is mentioned in the process or forms an annexure thereto, no additional fee shall be charged for the service of such document, otherwise a fee of P10 may be charged in respect of each separate document served;	
(ii) an attempted service of more than one document on the same person shall be treated as an attempted service of one document only; and	
(iii) no fee for the service of a separate document shall be charged in respect of the service of process in criminal cases.	
3. Travelling allowances —	
(a) For the distance actually and necessarily travelled by the Deputy Sheriff, or his or her officer, reckoned from the office of the to the Public Service, Deputy Sheriff, both on the forward and as authorized in the return journey, per kilometer or General Orders fraction of a kilometer	
Local	200.00

(a) When two or more summonses or other process, whether at the instance of the same party or of different parties, are capable of being served on one and the same journey, the travelling allowance for performing the round of service shall be fairly and equitably apportioned among the several cases, regard being had to the distance at which the parties against whom such process is directed respectively reside from the office of the Deputy Sheriff, but the fee or service shall be payable for each service made or attempted to be made;

(c) This allowance shall be payable only in case where the duty in question is to be performed beyond a radius of one kilometer from the office of the Deputy Sheriff:

Provided that if the office of the Deputy Sheriff's office is situated more than five kilometers from the court the allowance shall be payable only where such duty is to be performed beyond a distance of one kilometer from the court.

4. (1) Postage in civil matters, as per postal tariff.

(2) Postage in criminal matters, free

NOTE: If difficulty is experienced in having envelopes marked "On Botswana Government Service" accepted by the local postal authorities, the Deputy Sheriff may take the postal matter to the Registrar, or to the Magistrate, who shall frank the envelope with his official franking stamp.

5. For the execution of any writ —

(a) (i) of personal arrest, including conveying defendant to court, to an attorney's office or to prison.....P2000.00

(ii) for conveying a defendant to court from a place of custody on a day subsequent to the day of arrest and attending at court, P400.00 per hour but not exceeding P1200.00.

(b) of ejection: a minimum fee of P200.00 per hour but not exceeding P400.00 (in addition to reasonable expenses necessarily incurred);

(c) against immovable property —

(i) For execution, including service of notice of attachment upon the owner of the immovable property and upon the Registrar of Deeds or other office charged with the registration of such property and if the property is in occupation of some lessee or person other than the owner, also upon such lessee or occupier.....P2000.00

(ii) For notice of attachment to a single lessee or occupier P200.00 Identical notices when there are several lessees, Occupiers or owners, for each after the first..... 200.00

(iii) for making valuation or report for purposes of sale.....Actual disbursement or P250.00

(iv) When a Deputy-Sheriff has been authorized to sell property and the property is not sold by reason of the fact that the attachment is withdrawn or the debtor's estate made insolvent, irrespective of the amount of the writ..... 1.5% of the amount of the writ

The necessary notice for the withdrawal of the attachment, the first Actual Disbursement or P100.00 per notice

Other identical notices for each after the first..... Actual disbursement or P100.00 per notice

(v) To ascertain and record what bonds, leases or other encumbrances are registered against the property together with the names and addresses of the persons in whose favor such bonds, leases and encumbrances are so registered, including any correspondence in connection therewith P500.00

- (vi) To notify the execution creditor of such bonds, leases, or other encumbrances and of the names and addresses of the persons in whose favor such bonds, leases and encumbrances are so registered.....P200.00
 - (vii) For consideration of proof that the preferent creditor has complied with the requirements under the Deputy Sheriffs (Execution) Regulations..... P150.00
 - (viii) For the notice referred to under the Deputy Sheriffs (Execution) Regulations ... P200.00
 - (ix) For consideration of notice of sale prepared by execution creditor in consultation with Deputy sheriff.....P100.00
 - (x) For verifying that notice of sale has been published in the newspapers indicated and, in the *Gazette*.....P50.00
 - (xi) For forwarding a copy of the notice of sale to every judgment creditor who had caused the immovable property to be attached and to every mortgagee or lessee thereof whose address is known for each copy.....P100.00 per copy.
 - (xii) For affixing a copy of the notice of sale on the notice board of the District Commissioner referred to under the Deputy Sheriffs (Execution) Regulations and at or as near as may be to the place where the sale is actually to take place, an inclusive fee of P300.00
 - (xiii) For considering the conditions of sale P20.00 per folio
 - (xiv) On the sale of immovable property by the Deputy sheriff as auctioneer, two and one half per cent of the proceeds of the sale which shall be paid by the purchasers with a minimum of P2000.00
This includes the cost of paying to the Sheriff all moneys received in respect of the purchase price.
 - (xv) For any report under the Deputy Sheriffs (Execution) Regulations.....P500.00
 - (xvi) For giving transfer to the purchaserP500.00 or the actual disbursement
 - (xvii) For preparing a plan of distribution of the proceeds (including the necessary copies and for forwarding a copy to the Sheriff) P200.00 and P5.00 per folio for the necessary copies
 - (xviii) For giving notice to all parties who have lodged writs and to the execution debtor that the plan will lie for inspection, for every notice P100.00 per notice
 - (xix) For request to the sheriff to pay out in accordance with the plan of distributionP100.00
- (d) Against movable property —
- (i) When a writ is paid on presentation, one per cent on the amount so paid, with a minimum of P500.00.
 - (ii) For any abortive attempt at attachment, including one hour's search and enquiry.....P300.00
 - (iii) When a writ is withdrawn or the debtor's estate is made insolvent before any property is attached.....P200.00
 - (iv) For making an attachment, including one hour's search and enquiryP300.00 per hour up to a maximum of two hours
 - (v) Notice of attachment, if necessary, to a single person.....P100.00
Identical notices, when there is more than one person to be given notice, for each after the firstP100.00
 - (vi) When an attachment is withdrawn by a judgment creditor or the debtor's estate is made insolvent before sale, three-and-one-quarter per cent on the value of the property attached or the amount of the writ whichever is the lesser;

- (vii) When a writ is paid by the debtor to the deputy sheriff after attachment but before sale, three-and-one-quarter per cent on the amount so paid;
 - (viii) When monies are taken in execution, one-and-a-half per cent on the amount so taken;
 - (ix) For drawing advertisement of sale of goods attachedP100.00
 - (x) For selling in execution (whether auctioneer employed or not) including distribution of the proceeds, on the first P500 000.00 or part thereof, six per cent, and over and above the first P50 000.00 three per cent;
 - (xi) The deputy sheriff himself shall sell movable property in execution but he shall engage the services of an auctioneer if directed thereto in writing by the judgment creditor, provided the judgment creditor bears the additional commission, if any;
 - (xii) Commission shall not be chargeable, as against a judgment debtor, on the value of movable property attached and subsequently claimed by a person other than the judgment debtor and released in consequence of such claim unless such property has been attached at the express direction of the judgment creditor, in writing, in which event the judgment creditor shall be liable to the deputy sheriff for the commission;
 - (xiii) For insuring movable property attached when it is considered necessary and when the deputy sheriff is directed thereto in writing, by the judgment creditor, in addition to the amount of premium paid, and inclusive fee of P200.00 or the actual disbursement, whichever is lesser
- (e) for keeping possession of property (money excepted) —
- (i) For an officer necessarily left in possession, a reasonable inclusive fee per day not exceeding.....P250.00
For an additional officer, where necessary, limited to one, per day, not exceeding P150.00
- NOTE: "Possession" means the continuous and necessary presence on the premises for the period in respect of which possession is charged of a person employed and paid by the deputy sheriff for the sole purpose of retaining possession.
- (ii) For removal and storage, the reasonable and necessary expenses for such removal and storage; and if an animal is to be stabled or fed, the reasonable charges for such stabling and feeding;
 - (iii) For herding and preserving livestock, the necessary expenses for herding and preserving such stock;
 - (iv) When no officer is left in possession and no security bond is taken, but movable property attached remains under the supervision of the deputy sheriff, per dayP50.00
- 6 (1) For making an inventory, including a copy of the person whose goods are being inventoried, per 100 words or part thereof..... P50.00 per copy
- (2) for any additional necessary copy, per 100 words or part thereof ... P50.00
 - (3) For assistance, where necessary, in taking inventory (limited to one officer), a reasonable and inclusive fee per day, not exceeding.....P150.00
- 7 (1) For making return of service or execution, including drawing and typing original for court, limited to one person upon each original process.....P200.00
- (2) copy thereof for party desiring service or execution.....P5 per folio
8. For drawing and completing bail bond, deed of suretyship or indemnity bond..... P500.00
9. For copies of process and orders necessarily made per folio with a minimum ofP5 per folio

10. For making copies of summons, orders, subpoenas, writs, etc. received by telegram, P5.00 per folio of 100 words

11. In case of prisoners sentenced to death –

(a) Where a prisoner is executed: arranging for, etc., and attending capital punishment, an inclusive fee of.....P3000.00

(b) Where the prisoner is not executed, an inclusive fee of.....P1500.00

NOTE: This fee in both cases includes identifying the prisoner on arrival subsequent attendances at the prison at the request of the prisoner or the authorities, taking statements from the prisoner if requested to do so, and transport.

12. For each necessary letter excluding formal letters accompanying process or returnsP50.00

13. For each necessary attendance by telephone (in addition to prescribed trunk charges).....P20.00 or actual disbursement, whichever is lesser.

SCHEDULE 3
Code of conduct
(reg. 13)

CODE OF CONDUCT FOR DEPUTY SHERIFFS

1. A Deputy Sheriff must at all times be aware that his authority and duties are those of an officer of the court, and he must not act in any way which subordinates him to the instructing party or otherwise conflicts with the independent performance of his office. Deputy Sheriffs serve the courts and the public. They must serve any document required to be served under any legal process or to execute any writ or warrant, except where it is not reasonably practicable to do so. To fulfil these duties, Deputy Sheriffs are granted extraordinary powers by judicial warrants or under statutes. The public therefore have the right to expect the highest standards of conduct from them.

2. This Code sets out the principles which guide Deputy Sheriffs. It does not seek to restrict their discretion; rather, it aims to define the parameters of conduct within which that discretion should be exercised. Any breach of the principles in this Code may result in action being taken against them. In serious cases, this could involve dismissal from the office.

3. Deputy Sheriffs, whether engaged in the performance of official or unofficial business, should do nothing to lessen public confidence in the profession. Any allegation of misconduct, brought to the attention of the Sheriff, which could, if proved, bring discredit to the profession of Deputy Sheriff, shall be investigated by the Sheriff, to establish if a breach of the Code could have occurred and whether a referral for formal disciplinary action is appropriate.

4. Deputy Sheriffs are, in all circumstances, to act as follows:

4.1. **Honesty and integrity** – Deputy Sheriffs must be open, honest and truthful in their dealings, to the full extent that their duties of confidentiality permit. They must not be improperly beholden to any person or institution, and should avoid giving any impression of being improperly influenced by any such party. They must always discharge their duties with integrity.

4.2. **Fairness and impartiality** – Deputy Sheriffs have a particular responsibility to act with fairness and impartiality in all their dealings with members of the public and their colleagues.

4.3. **Politeness and tolerance** – Deputy Sheriffs should treat their colleagues and members of the public with courtesy and respect. In particular, Deputy Sheriffs must avoid favouritism of an individual or group, all forms of harassment, victimisation or unreasonable discrimination, and overbearing conduct to a client.

4.4. **Use of force and of authority** – Deputy Sheriffs must never knowingly use more force than is reasonable or necessary; nor should they ever abuse in any way the authority provided by their licence or the terms of a particular writ or warrant.

4.5. **Performance of duties** – Deputy Sheriffs should be conscientious and diligent in the performance of their duties. They must execute lawful instructions as promptly as is reasonable, and with all necessary skill.

4.6. **Lawful instructions** – Unless there is good and sufficient cause to do otherwise, Deputy Sheriffs must comply with all lawful instructions and abide by the provisions of all relevant statutory provisions. Deputy Sheriff should support their colleagues in the execution of their lawful duties. They should oppose any improper behaviour and report any manifest instances of it to the appropriate authorities.

4.7. **Confidentiality** – Private information which comes into the possession of Deputy Sheriffs in the course of their official duties must be treated as confidential. Such information should not be used for personal benefit; nor should it be divulged to other parties, except in the proper course of lawful instructions. Deputy Sheriffs should also treat all information about their own clients as being confidential, unless they are authorized to disclose such information.

4.8. Vulnerable Individuals – The exercise of appropriate discretion is needed, not only to protect the debtor, but also the Deputy Sheriff who has been trained to avoid taking action which could lead to accusations of inappropriate behaviour. Deputy Sheriffs must withdraw from domestic premises if the only person present is, or appears to be, under the age of 18; they will ask when the debtor will return home, where appropriate. Deputy Sheriffs will withdraw from making enquiries at any address if the only person's present are children who appear to be under the age of 12. Although not exhaustive, Deputy Sheriffs recognise the following groups as being potentially vulnerable and will act accordingly:

- a) the elderly;
- b) people with disability;
- c) the seriously ill;
- d) the recently bereaved;
- e) pregnant women;
- f) those who have obvious difficulty in understanding, speaking or reading the language of the court

4.9. Criminal offences – Deputy Sheriffs must report to the Sheriff, within 21 days of the relevant date, bringing of any proceedings against them for a criminal offence and any subsequent conviction.

4.10. Property – Deputy Sheriffs should exercise all reasonable care to prevent loss or damage to other people's property while in the execution of their duties.

4.11. Client Finances – Monies received on behalf of, or raises in execution for, a client shall be transmitted without delay and without deductions except for taxed Deputy Sheriffs charges and legal costs.

4.12. Sobriety – Deputy Sheriffs should not be affected by, or consume, alcohol or drugs, when engaged in the performance of their duties.

4.13. Appearance – Deputy Sheriffs should be clean and tidy and present themselves in smart business attire whilst engaged in the execution of their duties.

MADE this 11th day of March, 2025.

RAMAOTWANA N. RAMAOTWANA,
Minister of Justice and Correctional Services.