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No. 12, 17th November, 1988

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A. AMENDMENT OF DOCUMENTS. BY SOLICITORS AND SETTLEMENT AGENTS

1. General

Amendments (prior to lodgement) to prevent the issue of requisitions or (after lodgement) to comply with requisitions may, in most cases, be made by solicitors or settlement agents on behalf of their clients. Amendments cannot be made by solicitors or settlement agents

- 1) where there are alterations to lot or plan numbers.
- 2) where there is substitution of a completely different name of a party. (An amendment of some letters in a name is acceptable.)
- 3) where there is substitution of a completely different number in the registered number of an encumbrance being discharged or withdrawn. (An amendment of no more than 2 numbers, or an addition, deletion or transposition of numbers is acceptable provided that the number being changed is not an encumbrance on that certificate of title.)
- 4) to attestation clauses.

2. Certificate Prior to Lodgement

Amendments by solicitors or settlement agents to documents prior to lodgement are to be verified by a certificate on either the face or reverse of the document in the following form. Appropriate deletions or insertions are to be made in those parts of the form between brackets.

I am the (solicitor/settlement agent)
 (full name)

for the (transferee/transferor/etc.). I have made or authorised and I have authority to make and to authorise on behalf of such person(s) the amendment(s) (hereon/on the reverse hereof) countersigned by me.

.....

Witness (Solicitor/Settlement Agent/
 Justice of the Peace)

Date: / /19

3. Certificate After Lodgement

Solicitors and settlement agents may request that documents be amended so as to comply with requisitions. The request is to be made in a letter with the solicitor's or settlement agent's usual letterhead and is to be addressed to the Registrar of Titles. The letter is to be in the following form. Appropriate deletions or insertions are to be made in those parts of the form between brackets.

I am the (solicitor/settlement agent)
 (full name)

for (the transferee/transferor/etc.). I authorise and request and I have authority to authorise and request on behalf of such person(s) the following amendments.

(a) (To amend Transfer No. by/etc.)
 (b) (To amend Mortgage No. by/etc.)

.....

Witness (Solicitor/Settlement Agent/
 Justice of the Peace)

Date: / /19

B. INFORMATION BOOKLET - REGISTRATION QUERIES

An information booklet supplying:

- (a) rulings on the most common queries relating to registration.
- (b) a check list before going to settlement.

is now available from this office.

This booklet has been prepared in the hope that it will overcome some of the problems associated with document preparation and settlement. It is not a comprehensive manual on document preparation. Nor does it attempt to suggest how to conduct a settlement.

The main purpose is to remove doubt in document preparation and to help achieve settlement with a minimum of fuss. It should be used in conjunction with the Practice Manual and Customer Information Bulletins.

Contact the Customer Services advice section to obtain a copy.

C. COLLECTION OF TITLE AND CHECK SEARCHES - IMPROVED SERVICE TO CUSTOMERS

Metropolitan C.A.S. Card users can now benefit from the improved method of issuing title and check searches. Collection boxes have been installed alongside the print area in the redesigned searching area.

Quoting the C.A.S. Card identifier will result in title and check searches being automatically charged to that account and the resultant searches filed in the collection box allocated to that account. Firms can then collect direct from that box without reference to Titles Office Staff.

The collection box number allocated to each firm will be the same as the current issuing box number. Firms without their own unique number and using the general issuing box number 888 can obtain their unique collection box number from the undermentioned officers.

Please quote your collection box number on your search requests. This will help speed the service to you. Remote searchers can show the number in the "Customer Comment Field".

For further information on this service contact:

Mr K. Davis on 2226814
Mr G. Munday on 2226797

D. CUSTOMER TRAINING SESSIONS

The Office of Titles has recently taken steps to make a senior officer available to help train members of its customer base. This officer is available to address members of your staff in matters relating to Titles Office registration and searching procedures. Training sessions can be given in your office at a time arranged to suit you.

Any enquiries regarding this service are to be directed to Mr Arthur Towers on 2226802.

E. MARKING OF FIELD BOOK NUMBERS AS PART OF THE CROSS INDEXING OF NEW SURVEY DOCUMENTS

As from 1st November, 1988, Field Book numbers relating to new Freehold survey documents will not be cross referenced onto previous and abutting survey documents except in those instances where Index Plan coverage is not available.

Field Book numbers will be available on the survey document being created, Index Plans and Lot on survey computer files.

Survey information searchers are advised to search above records for field book number information in future.

D.L. Mulcahy

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Land Titles