

## **Implementation of Electronic Lodgment for Instruments for Private Properties**

### **New Service**

I am pleased to announce another new service initiative to serve you and your clients better. Effective 30 Sep 2005, you will be able to search the law firm to which a title document was delivered upon registration of an instrument lodged electronically using STARS eLodgment system. You can simply access the function "Enquire Title Document Collection Details" (whether or not you were the lodging party).

### **Forms Available for eLodgment**

I am also pleased to inform you that a further 26 forms as listed in **Annex A** will be available for electronic lodgment as from 30 Sep 2005.

An updated version of the offline preparation software will be available for download from this date from the STARS elodgment website (<http://www.stars.gov.sg>).

With this, a total of 98 instrument/forms will be available for electronic lodgment. Please refer to **Annex B** for a complete list.

### **Extension of Deadline**

In my 24 May 2005 announcement, I had informed you that the Registrar will continue to accept both electronic and manual lodgment of instruments until 31 Dec 2005. I have decided to grant a final extension to 17 Jan 2006. Effective **18 Jan 2006, only** electronic lodgment of instruments listed in **Annex B** will be accepted for registration. Such instruments which are not executed prior to 18 Jan 2006 will not be accepted for registration if lodged manually.

I strongly urge you to use the system as much as possible during this period so as to familiarise yourself with the system and the electronic forms. I regret that there will be no further deadline extensions as sufficient notice has been given.

### **Training**

For those of you who wish to obtain formal training in a classroom setting with hands on experience, arrangements have been made with the Singapore Academy of Law (LawNet Training Centre) to conduct training classes on STARS eLodgment System commencing Oct 2005. Please contact Ms Aida Bte Abdul Rahman at Tel: 6332 4256 or email her at [lrc@sal.org.sg](mailto:lrc@sal.org.sg) for details.

VINCENT HOONG  
REGISTRAR OF TITLES  
20 Sep 2005

## Annex A

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
1	ACD	Application to Correct Data	Yes
2	ARO	Application to Register Orders made by the Strata Titles Board under Part VA of the Land Titles (Strata) Act	Yes
3	CSMC	Application for Notification of Conversion from a Single to 2-Tier Management Corporation	Yes
4	DL	Application for Determination of Lease	Yes
5	DPD	Application to Dispense with Production of Duplicate Instrument / Certificate of Title / Subsidiary Strata Certificate of Title / Subsidiary Certificate of Title	Yes
6	FOS	Application for Final Official Search	No if signed by lawyer
7	ND	Notice of Death	Yes
8	OS	Application for Official Search	Yes
9	PM	Postponement of Mortgage	Yes
10	PM	CPF Postponement	Yes
11	RSA	Strata Title Application (Pursuant to Redevelopment)	Yes
12	SCT	Application for Subsidiary Certificate of Title for a Private Leasehold Estate comprised in a Lease	Yes
13	SD	Statutory Declaration Form	Yes
14	SI	Similar Interest Confirmation Form	No if signed by lawyer
15	SSCT	Strata Title Application	Yes
16	STP	Strata Title Application under Section 125A of the Land Titles (Strata) Act	Yes
17	STP	Strata Title Application under Section 126 of the Land Titles (Strata) Act	Yes
18	STP	Strata Title Application under Sections 126 and 126A of the Land Titles (Strata) Act	Yes
19	SUL	Sublease	Yes
20	SV	Statutory Vesting of Mortgage	Yes
21	SV	Statutory Vesting of Land	Yes
22	TAB	Transmission Application on Bankruptcy of Proprietor	Yes
23	TAC	Transfer to Amalgamate Common Properties	Yes
24	TCP	Transfer of Common Property	Yes
25	VAOC	Application to Register Variation of	No if signed by lawyer

## Annex A

<b>S/N</b>	<b>Instruments / Forms</b>	<b>Description</b>	<b>Requires Hardcopy to be Forwarded</b>
		Writ or Order of Court	
26	VL	Variation of Lease	Yes

## Annex B

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
1	ACCS	Application to Cancel Registration of Collective Sale Application made to Strata Titles Board	Yes
2	ACD	Application to Correct Data	Yes
3	AF	Authorisation Form	No
4	AOC	Application to Register Writ or Order of Court	No if signed by lawyer
5	AOCS	Application to Register Order for Collective Sale made by the Strata Titles Board	Yes
6	ARCS	Application to Register Collective Sale Application made to Strata Titles Board (Development registered under the Land Titles (Strata) Act)	Yes
7	ARCS	Application to Register Collective Sale Application made to Strata Titles Board (Development not registered under the Land Titles (Strata) Act)	Yes
8	ARO	Application to Register Orders made by the Strata Titles Board under Part VA of the Land Titles (Strata) Act	Yes
9	C	Charge	Yes
10	CE	Application to Cancel Registration or Notification of Easement	Yes
11	COC	Application to Cancel Writ or Order of Court	No if signed by lawyer
12	CS	Consent	No if signed by lawyer
13	CSMC	Application for Notification of Conversion from a Single to 2-Tier Management Corporation	Yes
14	DC	Application to Notify Total Discharge of CPF Charge	Yes
15	DL	Application for Determination of Lease	Yes
16	DPD	Application to Dispense with Production of Duplicate Instrument / Certificate of Title / Subsidiary Strata Certificate of Title / Subsidiary Certificate of Title	Yes
17	DSO	Application to Notify Total Discharge of Statutory Obligation	Yes
18	ER	Extension of Restrictions	Yes
19	FOS	Application for Final Official Search	No if signed by lawyer

## Annex B

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
20	GE	Grant of Easement	Yes
21	L	Lease	Yes
22	L (with easement)	Lease (with easement)	Yes
23	LCT	Application for Certificate of Title for a Private Leasehold Estate comprised in a Lease	Yes
24	M	Mortgage	Yes
25	MCC	Management Corporation Charge	Yes
26	ML	Memorandum of Lease	Yes
27	MM	Memorandum of Mortgage	Yes
28	MS	Transfer (by Mortgagee Exercising Power of Sale)	Yes
29	NC	Application to Notify CPF Charge (Chargors are the Registered Proprietors of the Land)	Yes
30	NC	Application to Notify CPF Charge (Chargors are not the Registered Proprietors of the Land)	Yes
31	NC	Application to Notify CPF Charge (One or Some of the Registered Proprietors withdrew their CPF Funds) (Privatisation)	Yes
32	NC	Application to Notify CPF Charge (All Registered Proprietors withdrew their CPF Funds) (Privatisation)	Yes
33	NCN	Application to Note Change of Name	Yes
34	NCT	Application for New Certificates of Title	Yes
35	NCT	Application for New Certificates of Title (By Mortgagee / Chargee where Mortgagor / Chargor has defaulted)	Yes
36	NCT	Application for New Certificates of Title (By Mortgagee / Chargee)	Yes
37	ND	Notice of Death	Yes
38	NE	Statement by Personal Representative that he is Absolute Proprietor	Yes
39	NM	Application for Notification of Deed of Substituted Mortgage	Yes
40	NM	Application for Notification of Substituted Mortgage	Yes
41		Application to Notify Partial	Yes

## Annex B

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
	NPDC	Discharge of CPF Charge (as against part of the Land)	
42	NPDC	Application to Notify Partial Discharge of CPF Charge (as against a Chargor who has withdrawn from the Purchase)	Yes
43	OF	Application to Register Order for Foreclosure	Yes
44	OS	Application for Official Search	Yes
45	PDC	Partial Discharge of Charge	Yes
46	PDM	Partial Discharge of Mortgage	Yes
47	PDSO	Application to Notify Partial Discharge of Statutory Obligation	Yes
48	PF	Production Form	No
49	PLC	Application to Cancel Registrar's Caution Prohibiting Assurance of a Provisional Lot	Yes
50	PM	Postponement of Mortgage	Yes
51	PM	CPF Postponement	Yes
52	R	Restriction	Yes
53	RE	Release of Easements	Yes
54	RR	Release of Restrictions	Yes
55	RSA	Strata Title Application (Pursuant to Redevelopment)	Yes
56	SCT	Application for Subsidiary Certificate of Title for a Private Leasehold Estate comprised in a Lease	Yes
57	SDCT	Application for Replacement Certificate of Title	Yes
58	SDCV	Statutory Declaration to Cancel Vexatious Caveat	Yes
59	SDMH	Statutory Declaration to Change Manner of Holding (by Tenants in Common in Equal Shares to hold as Joint Tenants)	Yes
60	SDMH	Statutory Declaration to Change Manner of Holding (by All Registered Proprietors to Sever a Joint Tenancy)	Yes
61	SDMH	Statutory Declaration to Change Manner of Holding (by One Joint Tenant to Sever a Joint Tenancy)	Yes
62	SDMH	Statutory Declaration to Change Manner of Holding (by Some Joint	Yes

## Annex B

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
		Tenant to Sever a Joint Tenancy)	
63	SI	Similar Interest Confirmation Form	No if signed by lawyer
64	SL	Surrender of Lease	Yes
65	SO	Application to Notify Statutory Obligation	Yes
66	SSCT	Strata Title Application	Yes
67	STP	Strata Title Application under Section 125A of the Land Titles (Strata) Act	Yes
68	STP	Strata Title Application under Section 126 of the Land Titles (Strata) Act	Yes
69	STP	Strata Title Application under Sections 126 and 126A of the Land Titles (Strata) Act	Yes
70	SUL	Sublease	Yes
71	SV	Statutory Vesting of Mortgage	Yes
72	SV	Statutory Vesting of Land	Yes
73	T	Transfer	Yes
74	T (easement)	Transfer (Easement)	Yes
75	T (right of way)	Transfer (right of way)	Yes
76	TAB	Transmission Application on Bankruptcy of Proprietor	Yes
77	TAC	Transfer to Amalgamate Common Properties	Yes
78	TAD	Transmission Application on Death of Proprietor	Yes
79	TAP	Transfer to Add Common Property	Yes
80	TC	Transfer of Charge	Yes
81	TCP	Transfer of Common Property	Yes
82	TCS	Transfer (Pursuant to Collective Sale by Majority)	Yes
83	TCSL	Transfer (Pursuant to Collective Sale where Transferors do not own the Land)	Yes
84	TDC	Total Discharge of Charge	Yes
85	TDM	Total Discharge of Mortgage	Yes
86	TM	Transfer of Mortgage	Yes
87	TP	Transfer to President	Yes
88	TP (Re-issue)	Transfer to President (Re-issue)	Yes
89	TSS	Application to Notify Termination of Strata Subdivision	Yes

## Annex B

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
90	V	Application to Register Declaration of Vesting	Yes
91	V	Application for Registration of Vesting (Street Works Act)	Yes
92	VAOC	Application to Register Variation of Writ or Order of Court	No if signed by lawyer
93	VL	Variation of Lease	Yes
94	VM	Variation of Mortgage	Yes
95	VML	Variation of Memorandum of Lease	Yes
96	VMM	Variation of Memorandum of Mortgage	Yes
97	WOC	Application to Withdraw Writ or Order of Court	No if signed by lawyer
98	XR	Application to Extinguish Restrictions	Yes