

## PRACTICE CIRCULAR 1 OF 2008

To All Law Firms / Law Organisations

In response to feedback from practitioners, I am pleased to announce the following new service initiatives to serve you and your clients better:

### **(A) STARS eLodgment**

Effective **25 April 2008**, the following additional services will be provided:

#### **(1) Notification to Law Firms on Registration Particulars of Instruments Affecting HDB Flats**

Upon the final registration of instruments affecting HDB flats, SLA will notify you of the registration particulars of these instruments. The notice will be sent to the email address or fax number as provided by you in the STARS eLodgment account.

Information such as “Lodger Account”, “Property Address” and “Law Firm Reference” to be shown on the notice will be extracted from the manual lodgment forms submitted by you together with the instruments. We therefore, seek your assistance by indicating clearly and legibly this information so that it may be correctly captured in our system.

You may also view and print the said notices by selecting the function <eLodgment><Enquiry><Post Lodgment Notice> in the STARS eLodgment system.

Unlike notices for instruments affecting private properties, copies of the said notices for instruments affecting HDB flats will not be sent to the other law firms involved in the transaction as we do not have records of the other law firm(s) who prepared the manual instruments.

#### **(2) Name and Contact No. of Registration Officers**

For your convenience, the names of two (2) registration officers will be reflected in the lodgment receipts. You may contact them if you need to enquire on matters relating to the lodgment and registration of your instruments.

If you need to check on the registration status only, please continue to use the function <eLodgment><Enquiry><Lodgment Status> in the STARS eLodgment system.

### (3) New options to copy information from a Caveat

Additional options are now available for you to copy data from an earlier caveat to a new caveat:

- a) the copying of all sections from an existing caveat to the new caveat;
- b) the copying of the particulars of the Caveator from an existing caveat as Caveatee in the new caveat and all the relevant sections; and,
- c) the copying of the particulars of the Caveatee from an existing caveat as Caveator in the new caveat and all the relevant sections.

Please refer to the online user guide at STARS eLodgment website for more details. Alternatively, you may call the STARS eLodgment Helpdesk at Tel: 6778 3606 for assistance.

### **(B) Land Register Search – New Notice of Temporary Occupation Licence (TOL)**

Where a TOL has been issued for State Land, a notice to refer to the Lot Base System (LBS) for details of the TOL will be displayed in the Notice Section of the Certificate of Title issued for the adjoining private land. Information such as the lot number and area of the State Land will be shown in LBS. You may conduct a “Lot Particulars” search to obtain this information.

### **(C) Intereq - Response Time for Legal Requisitions**

Following discussions with the various regulatory and technical agencies, I am pleased to inform you that the response time to your legal requisitions has been significantly shortened. You can be assured that you will receive replies to your legal requisitions within 1 to 3 days<sup>1</sup> upon receipt of your request.

Date: 22nd April 2008

VINCENT HOONG  
REGISTRAR OF TITLES

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<sup>1</sup> Reply time may take longer if the information submitted is incomplete or checks with other agencies or site checks are required.