

## **PRACTICE CIRCULAR 4/2004**

To All Law Firms/Law Organisations

### **Clarification on Batch Request of Documents**

The batch request of documents is a special facility offered by the Registrar to practising advocates and solicitors who require copies of documents lodged in the Registry in order to carry out their professional duties. However, as the documents contain information which are personal and confidential (eg name of proprietor, identity card number, residential address and nationality), the Registrar has to ensure that such information is not disseminated or used by advocates and solicitors outside the course of their professional duties.

2 Accordingly, advocates and solicitors are to note that they must not reproduce, publish, display or adapt any part of the information contained in the requested documents without SLA's prior written approval.

3 For this reason, effective 17 August 2004, the Registrar reserves the right not to process applications for batch request unless it is made by law firms/law corporations through a practising advocate and solicitor and the Registrar is satisfied that the request is made for purposes of carrying out an advocate and solicitor's professional duties.

4 Please note that the Batch Request forms have been updated accordingly.

Date: 17 August 2004

VINCENT HOONG  
REGISTRAR OF TITLES

### Form for BATCH REQUEST

<b>To:</b> Registrar of Titles Singapore Land Authority <b>FAX: 63239072</b> Tel No. for enquiry: 63239022	<b>From:</b> Firm Name : _____ Contact Person : _____ Tel : _____ Fax No. _____ e-mail : _____ (if any)
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REQUEST FOR COPIES OF THE FOLLOWING DOCUMENTS:

S/N	Type of Document	Document Number	For Registry's use		
			Available	Not available	Fee charged
1					
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<b>Total</b>					

I hereby certify that the above documents are required in order for me to carry out my professional duties. As such, I agree that I will not reproduce, publish, display or adapt any part of the information contained in the requested documents without SLA's prior written approval.

I hereby authorise the Registry to deduct the sum of Dollars \_\_\_\_\_ from IBG Firm Code No: \_\_\_\_\_

\_\_\_\_\_  
Name of Law Firm/Law Corporation

\_\_\_\_\_  
Name & Signature of Advocate & Solicitor

### Form for BATCH REQUEST

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**REQUEST FOR COPIES OF THE FOLLOWING DOCUMENTS:**

HDB Flat Address	Request for Certified True Copy	FOR OFFICIAL USE
1) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/
2) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/
3) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/
4) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/
5) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/
6) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/
7) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/
8) # _____ - _____ Street Name : _____ Block : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	I/

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\_\_\_\_\_  
Name of Law Firm/Law Corporation

\_\_\_\_\_  
Name & Signature of Advocate & Solicitor