
Part 2 : SEARCHES

1 Computerised Searches Of The Land Register

- 1.1 Public searches of the land register must generally be carried out using the STARS Public Search System (STARS PSS).
- 1.2 The STARS PSS is a remote online search system accessible under the LawNet Conveyancing Module. To make searches, you must be a subscriber of CrimsonLogic Pte Ltd. For details on subscription, you may contact CrimsonLogic Pte Ltd at Tel. 68877888.
- 1.3 Manual searches of the land register will be possible only for those CTs which are not computerised, ie:
 - i) CTs for HDB land and on which stand HDB flats and shops;
 - ii) CTs for developments with numerous caveats.
- 1.4 If you make a search of these CTs using the STARS PSS, you will see the message "*Computerised Search not available. Please inspect Title Document at the Public Search Counter*". You will have to make a manual search of these CTs at the Singapore Land Authority's customer service counter, 26th Storey, Temasek Tower.
- 1.5 Manual searches of documents filed at the Land Registry will not be affected. You can still apply for photocopies or microprints of these documents or request for them using the option 'Imaged Documents and Deeds'.

2 Computerised Searches Of CTs For Developments With Numerous Caveats

- 2.1 In view of reservations by law firms on having to print the entire Certificate of Title (CT) for big developments involving a large number of caveats, eg The Florida and Palm Gardens, the Registry will not computerise the public search of CTs for developments where there are more than 100 caveats.
- 2.2 To make searches of these caveat CTs, solicitors' representatives have to call at the Registry to check the computerised printouts. Daily updates will be provided. At the end of every week, the entire computerised CTs will be re-printed for public search. The photocopying charge per page of the computerised CT is \$1.00.
- 2.3 With effect from 11 March 2002, solicitors can now search for a particular plot or unit of a development under construction by using the following additional search keys:
 - (i) Plot or unit number as stated in the caveat;

- (ii) Land lot number as stated in the caveat; or
- (iii) Child Land Lot or Child Strata Lot as stated in the caveat.

The complete list of caveat CTs that are available for search will be displayed when you log on to PSS.

Note: Child Land Lots or Child Strata Lots are required for developments launched for sale on or after 20 August 2001.

3 **Different Types Of Searches Available In STARS PSS**

You can carry out the following searches using the STARS PSS:

- Search on CT (Whole Land Register)
- Search on part of the CT to obtain information on:
 - Estate and Land Description
 - Particulars of Proprietor; and
 - Other Details on the Land Register
- Registered Instrument
- Caveat Index
- Pending Instrument Search
- Lot Base System.
- Strata Title Plan
- Historical Information
- Imaged Documents and Deeds

For more information on the various types of search which are offered, please see the synopsis at **Annex 2A**.

4 **Highlights Of STARS PSS**

a) **Search Keys**

Depending on the type of search you make, you can access the record within STARS PSS by using the:

- Property Address;
- Land Lot Number or Strata Lot Number;
- CT Volume and Folio Number; or
- Instrument Number.

b) **Search By Property Address**

CAUTION: When making searches by property addresses, you must check to ensure that the lot number or strata lot number shown to you is correct and ties in with the property address. Records on property addresses are not administered by the Registry but have been incorporated into the system for your convenience. You are, therefore, cautioned that you must check the property addresses with the strata lots or land lots to ensure that the match is correct before proceeding with your search.

c) **New Format Land Lot and Strata Lot Numbers**

When you access STARS PSS, you will have to key in the new format land lot or strata lot number as your access key. If you do not know the new format number, you can invoke the <PF1> (HELP) key within STARS PSS to find out the new format lot number. You will then use this new format lot number to carry out your search. STARS will accept and show only the new format land lot or strata lot number. For an example of a new format land lot and strata lot number please see below:

<i>Old Format Land Lot No</i>	<i>New Format Land Lot No</i>
2305 Mk 5	Mk5-2305N
<i>Old Format Strata Lot No</i>	<i>New Format Strata Lot No</i>
4369-4-A Mk 26	Mk26-U478T

d) **View On Screen and Printing Of Information**

When you make a search under STARS PSS and depending on the search key you have chosen, you will see certain basic information on the screen, eg:

Search On Registered Instruments By Land Lot Number
You will see the list of instruments registered against the land lot.

Search Of The Whole Land Register By Land Lot Number
You will see the CT/s issued for the land lot.

Apart from the Caveat Index Search, you will not be able to view the detailed search information on, eg the contents of CTs or instruments on the screen. The information is sent upon request to your printer for printing. You must, therefore, ensure that your printer is switched on before you invoke the printing process. To prevent users from holding on to the screen for too long a time when they are requesting for printouts and to ensure that there is enough paper in the printer, only 3 documents can be printed under one request. After you have entered your request to print the 3 documents, the system will prompt you on whether you wish to request additional documents for printing.

e) **Response Time For Public Searches**

The time within which you can expect to get your printouts from STARS PSS depends a great deal on the speed of your modem and printer. If you have a fast speed modem and printer, you will receive the information faster from STARS PSS.

f) **STARS Bulletin**

Whenever you log on to STARS PSS and begin your search, you will see the STARS Bulletin Board. This Bulletin Board will show messages such as shut down of system for monthly maintenance.

g) **Search Not Allowed on Instruments and Title Documents Which Are Being Updated By The Registry**

If you make a search of a CT or an instrument and that CT or instrument is being updated by the Registry staff, the system will not allow you to make a search. You will see the error message “E5760 I/999X is being updated. Please try later”.

h) **Request For Registered/Pending Instrument Printouts Within STARS PSS**

You can obtain computerised printouts of instruments and caveats by using STARS PSS and making a Registered Instrument or Pending Instrument Search.

You can request for computerised instruments printouts of all documents registered by STARS **on or after the date when the survey district is computerised**. You will not be able to obtain computerised instruments printouts of:

- (i) documents registered before this date; and
- (ii) documents registered at the Register of Deeds.

In these 2 cases, you will still have to ask for microprints or photocopies or request for them using the option ‘Imaged Documents and Deeds’.

i) **Termination Of Sessions**

To allow as many users as possible to access STARS PSS, STARS PSS will automatically end your session if you have not entered any key stroke for the last 15 minutes. When your session has been terminated by the system, you will be brought back to the SNS menu. Before your session is terminated, you will see the message: “Spirit - Your session will be terminated in _____ mins”.

j) **Cautions**

There are standard cautions, which will be displayed on the screen whenever you access STARS PSS. These standard cautions will also be printed on all printouts.

Law firms and other regular users will be aware of and understand the standard cautions after some time. However, we expect that there will be members of the public who are not familiar with STARS and who will access the system occasionally to get information. We are, therefore, showing the standard cautions before each STARS PSS session and on the printouts.

5 DIPS (Documents Imaging Processing System)

5.1 Supply of Images using Fax or PC

The Documents Imaging Processing System (DIPS) allows you to ask for images of documents to be sent to you via your fax machine or PC if you have a fax modem.

5.2 Certification of System

DIPS has been certified by an approved Certifying Authority in accordance with section 35 of the Evidence Act, 1996. As such, images obtained under DIPS are admissible as evidence.

5.3 Remote Access of DIPS

You can remotely access DIPS via the STARS PSS. You must be a subscriber of CrimsonLogic Pte Ltd and the Singapore Titles Automated Registration System (STARS).

DIPS operating hours are the same as STARS PSS:

Weekdays : from 8 am to 9 pm
Saturdays : from 8 am to 6 pm

DIPS is not available on Sundays and Public Holidays

5.4 Fees

The following table shows the documents which can be retrieved through DIPS and fees charged

Type of Documents	Fees charged
(i) Instruments or Caveats for private lands	\$4.15 per document
(ii) Instruments for HDB units	\$4.15 per document
(iii) Deeds	\$4.15 per document
(iv) Index of Land Books	\$1 per page
(v) Index of Caveat Books	\$1 per page

5.5 Retrieval and transmission

Go to STARS PSS Main Menu and select Option 8, "Imaged Documents & Deeds".

You can ask for up to 3 documents for each request. Your request will be processed as follows:

- i) If the images of the documents are in DIPS' Database, they will be automatically retrieved and transmitted electronically;

- ii) If the documents have been microfilmed, the Registry's staff will retrieve the relevant microfilm, convert the images into digital form for electronic transmission;
- iii) If the documents have not been imaged or microfilmed, the Registry staff will retrieve the documents and fax a copy to you.

The images of the documents will be sent to a fax machine or the PC (with fax modem) specified by you when you send your requisition.

5.6 Fax Retry

DIPS has been designed to ensure that you receive the documents as soon as possible.

The system will make up to 5 attempts to fax the documents to you for each request. There will be a 10 minutes interval between each attempt. If it fails after 5 attempts the fax job will be aborted.

5.7 Unsuccessful Transmission

The Registry staff will inform you of the unsuccessful transmission by telephone, e-mail or by fax message. You will have to re-submit your request.

No fees will be charged if a fax job is aborted.

5.8 Payment

Payment for the faxed documents will be made via CrimsonLogic Pte Ltd in the usual way via inter-bank Giro deductions. The amount payable will be stated in the fax cover sent together with the documents.

5.9 Limitation of DIPS

- a) DIPS can send out 15 concurrent outgoing faxes. Requests are processed on a first-in-first-out basis. If your requests are all to be sent to the same fax number, your subsequent requests will be placed in a queue until the earlier fax job to the same number has been completed. For example, if you make 5 requests, each for 3 documents (i.e. 15 documents in all), the 3 documents in Request No. 1 will be faxed to you first, followed by the 3 documents in Request No. 2 and so on.
- b) On average, the requested documents will be faxed to you within 30 minutes of STARS receiving your request.
- c) The response time will depend greatly on the capability (e.g. modem speed, memory speed and print speed) of your fax machine and PC (with fax modem).

- d) Some pointers to note :
- ❑ **Try to use a PC with a fax modem** that allows faxes to be received and stored into the PC's hard disk. You may view and print the documents later and at the same time do your other work which do not require the use of modem. Keep your PC on when you have made a request.
 - ❑ **Spread out your requests.** If you make 5 requests at one time, each request of 3 documents to be sent to one fax machine or PC, some of your requests may be delayed as your requests will be in queue to your fax or PC line.
 - ❑ **Avoid peak periods** i.e. between 10 am to 1 p.m. and 2 p.m. to 3.30 p.m. during weekdays and between 10 am to 11.30 am on Saturday
 - ❑ If you make several requests, arrange for **your requests to be sent to different fax machines** in the office (you have to enter your fax number at the time when you enter your request);
 - ❑ Ensure that your **fax machine is turned on** and is available to receive the document being faxed. Please keep your fax machine turned on after office hours as documents may be faxed then due to heavy volumes or earlier failed attempts.

5.10 Batch Request

- a) We have a special service, Batch Request for large volume requests.
- b) If you want to ask for **more than 20 documents at one time** you may use the Batch Request facility. **Please complete the Batch Request Form (Annex 2B) and fax it to us.**
- c) We will retrieve and print the documents for your collection from the Singapore Land Authority customer service counter, 26th storey, Temasek Tower, the next working day.
- d) Payment for these batch request documents will be deducted by the Registry via Inter-Bank GIRO using the same law firm code assigned to you by the Registry.

For more details of DIPS and Batch Request Services, please see the "STARS-DIPS" User Manual published by the Registry. A copy of the manual can be obtained from CrimsonLogic Pte Ltd.

If you need clarification, please contact:

- (1) Mrs Sum Chiew Hwang at telephone number : 63239022
- (2) Mr Ling Tai Seng/Mdm Sarah Hamid at telephone number : 63238471

TYPE OF SEARCH INFORMATION

	Type	Information
1	<p>Land Register Search</p> <p>Options</p> <p>1) Whole Land Register } Items 1 to 3</p> <p>2) Estate and Land Description } Item 1</p> <p>3) Particulars of Proprietor } Item 2</p> <p>4) Other Details of Land Register } Item 3</p>	<p>1) Land Details</p> <ul style="list-style-type: none"> • Area • Plan Reference • Tenure • State Titles • Gazette Notification <p>2) Ownership Details</p> <ul style="list-style-type: none"> • Name • Citizenship • NRIC Number • Address <p>3) Encumbrances</p> <ul style="list-style-type: none"> • Mortgages • Charges • Caveats • Orders of Court • Share Values
2	Registered Instrument/ Caveat Search	<p>1) Lodgment Details</p> <p>2) Instrument Status</p> <p>3) Land Description</p> <p>4) Party Details</p> <p>5) General Instrument Details</p> <p><u>Note:</u> Detailed information on, eg terms and conditions in mortgages and details on the types of restriction in an instrument of restriction, are not available as part of this search.</p>
3	Pending Instrument/ Caveat Search	Similar to those for a registered instrument/caveat search.
4	<p>Caveat Index Search</p> <p>Options</p> <p>1) To review Index</p> <p>2) To print Index</p> <p>3) To print Caveat</p>	<p>Scope:</p> <ol style="list-style-type: none"> 1) Caveats 2) Partial Extensions of Caveats 3) Extensions of Caveat 4) Partial Withdrawals of Caveat 5) Withdrawals of Caveat 6) Registrar's caveat 7) Notification of Mortgage for unregistered land. 8) Orders of Court served on the Registrar for unregistered land.

	Type	Information
		Information: a) Lodgment Details b) Plot/Unit Number c) Child Lot Number
5	Strata Title Plan	1) Details of the Management Corporation, such as: <ul style="list-style-type: none"> • Date of formation of the Management Corporation. • Address for service of notice. • Date of change of address (if address has been changed). • Development name. • Whether the development is a condominium. • Common Property Lot Number. 2) Details of strata units: <ul style="list-style-type: none"> • Locality. • Number of strata lots in the development. • The strata lots in the development. • Share Value.
6	Lot Base System This is an existing system. The printouts which are available are for: 1) lot particulars; and 2) lot history.	1) Land Area 2) Plan Reference 3) Tenure 4) System of Registration 5) Index References 6) Gazette Notification
7	Historical Information	List of all the documents ie. instruments and caveats that were subsisting on an unregistered land lot or Certificate of Title (CT) at the time when the unregistered land lot or the CT was computerised and all the documents lodged on the unregistered land lot or CT thereafter.

Form For BATCH REQUEST

To: Registrar of Titles Land Registry Singapore Land Authority	Reference No: _____ From: _____ Firm Name : _____ Contact Person : _____ Tel : _____ Fax No.
FAX: 63239072 Tel no. for enquiry : 63239022	e-mail : _____(i f any)

REQUEST FOR COPIES OF THE FOLLOWING DOCUMENTS:

S/N	Type of Document	Document Number	For registry's use		
			Available	Not available	Fee charged
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
Total					

I authorise the Registry to deduct the search fees from IBG Firm Code No: _____

 Law Firm's Seal

 Signature