
PART 5 : DELIVERY OF DOCUMENTS

1 Enquiry Service for Information on Collection of Title Documents

1.1 A Dedicated Telephone Enquiry Service on the Status of Title Documents

(Telephone No: 63239025)

This new service gives you information on:

- i) Date of final registration of an instrument;
- ii) When a Title Document is ready for collection;
- iii) When the Title Document was collected; and
- iv) The number of Title Documents ready for collection by a particular law firm.

You are strongly encouraged to make use of this new service, instead of writing to the Registry for such information.

1.2 Collection of Title Documents Computerised Tracking System

Effective 15 March 2001, the Registry has also implemented a computerised "Collection of Title Documents Tracking System." This is available at the Delivery Counter. This is a simple "do-it-yourself" system by which your representative can have access to the following information at any time during our business hours:

- i) Number of Title Documents available for collection by each law firm (as at the time when the user accesses the system); and
- ii) Date on which the earliest set of Title Document is due for collection.

We seek your co-operation by asking that your representatives check the system regularly so that Title Documents are released to the parties entitled to their custody in a timely manner. Unfortunately, we have encountered several instances in the past when Title Documents were collected more than 2 months after they were ready for collection.

2 Use of Production/Authorisation Forms

2.1 Changes in Law Firms/Authorised Clerks

If law firms split, merge or cease to operate, solicitors are requested to inform the Registry immediately and forward fresh authorisation forms for collection of documents. Please see Annex 5A.

Similarly, if there is a change of clerks authorised to collect the title documents, please also forward forms as shown at Annex 5A.

2.2 Collection of CTs for Development Cases

In development cases where the CPF Charge is lodged during the time when the unit is under construction, the CPF Charge will be notified on the CT/SSCT when it is issued for the unit. After legal completion, the transfer and mortgage are required to be lodged for registration together with a production form (Annex 5B) from the CPF Board's lawyers authorising the use of the CT/SSCT for registering the transfer and the mortgage. Please ensure that the production/authorisation form is forwarded; otherwise an objection will be raised and penalty fee imposed in accordance with rule 55 of the Land Titles Rules.

2.3 Collection of CTs for Properties with Titles

- a) In the case of properties with titles, the following documents may be presented for registration after legal completion: Transfer, CPF Charge and Mortgage.
- b) The practice is for the CPF Board's lawyers to lodge the 3 abovementioned documents for registration. Thereafter, the CPF Board's lawyers will notify the mortgagee's lawyers on the registration numbers for the Transfer, CPF Charge and mortgage to be shown on the Production Form (Annex 5B) for collection of the CT after final registration.
- c) The mortgagee's lawyers will then forward the authorisation form to the Registry.
- d) To streamline the process for cases where the CT is to be released to the mortgagee's solicitors after final registration, all CPF Board's lawyers are to attach a completed Production/Form as shown at Annex 5B to the documents when they are presented for registration. Please note that the registration numbers of the documents are not required to be inserted in Part A2 of the Production Form as the form is to be presented together with the documents. After final registration, the Registry will release the CT to the mortgagee's lawyers as authorised by the CPF Board.

3 **New Archival Practice – Repeal and Re-enactment of section 44**

Under section 44(3), the Registrar, with the consent of the Director, National Archives of Singapore, has the power to:

- (i) return the documents lodged at the Registry for registration to the relevant party; or
- (ii) destroy the documents.

Under the present practice, the Registrar stores the documents after they have been microfilmed and imaged. With this new amendment, the person entitled to the document will have the opportunity of collecting the documents after microfilming / imaging.

The Registrar will return the documents after they have been registered and imaged/microfilmed.

If documents are not collected within 30 days from the time they are made available for collection, the Registrar will assume that they are no longer required for retention and will proceed to dispose of them.

LAND REGISTRY
SINGAPORE LAND AUTHORITY

AUTHORISATION FORM

PART A – CHANGE OF SOLICITORS ON RECORD & FORM OF AUTHORITY	
1 Documents to be USED / COLLECTED	(a) (b) (c)
2 Above documents attached to : [To state instruments pending registration/ collection at the Registry]	
3 Documents to be USED for purpose of registering:	
4 Legal firm authorised to USE all or some documents in (1) [To specify if some documents are involved]	
5 Legal firm authorised to COLLECT all or some documents in (1) [To specify if some documents are involved]	
6 Name and signature of legal firm authorising the legal firm in (4) and (5)	
PART B [To be completed by legal firm in PART A (5)] PERSON AUTHORISED TO COLLECT DOCUMENTS IN PART A(5) Name : _____ <div style="text-align: center;">(In block letters)</div> Specimen Signature : _____ NRIC No : _____ Name, signature and stamp of firm Authorised to collect documents : _____	
PART C [To be completed at the time of collection at the Registry] RECEIVED ABOVE DOCUMENTS Signature of above authorised person : _____ Date : _____ Checked and Delivered by Delivery officer : _____ [initials]	

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PRODUCTION FORM

PART A	
1 Duplicate documents presented are	(a) (b) (c)
1 For purpose of registering (Nature of documents)	
2 Mortgagee / Chargee :- a. Name b. Signature & Stamp or its legal firm	
4 Name of Legal firm authorised to collect duplicate documents in (1)	
PART B [To be completed by legal firm in PART A (4)] PERSON AUTHORISED TO COLLECT DOCUMENTS IN PART A(1) Name : _____ (In block letters) Specimen Signature : _____ NRIC No : _____ Name, signature and stamp of firm authorised to collect documents : _____	
PART C [To be completed at the time of collection at the Registry] RECEIVED ABOVE DOCUMENTS IN PART A(1) Signature of above authorised person : _____ Date : _____ Checked and Delivered by Delivery officer : _____ [initials]	