
Part 1 : GENERAL

1. Hours for Lodgment, Public Search and Delivery of Documents

Facility	Time
Lodgment	Monday – Friday : 8.30 am to 12 noon
Public Search	
(1) In person at the Registry	Monday – Friday : 8.30 am to 5.30 pm Saturday : 8.30 am to 1.00 pm
(2) Remote on-line access search on the Singapore Titles Automated Registration System (STARS)	Monday – Friday : 8.00 am to 9.00 pm Saturday : 8.00 am to 6.00 pm
Delivery of Documents	Monday – Friday : 8.30 am to 5.30 pm Saturday : 8.30 am to 1.00 pm

2. Fees and Payment by Inter-Bank Giro

2.1 Fees

Please refer to the following schedules :

- (i) Land Titles Rules
- (ii) Land Titles (Strata) Regulations
- (iii) Registration of Deeds Rules

2.2 Payment of Fees by Inter-Bank Giro (IBG)

- a) All law firms lodging documents at the Registry are required to open an IBG account for payment of registration fees.

- b) For details, please call our Finance Department, #26-01 Temasek Tower: Mr Teo Kwee Hock [Tel: 63239098], Ms Meng Poh Choo [Tel: 63239893] or Mr William Yeo [Tel: 63238111].
- c) When new law firms are formed or are created as a result of the merger of law firms or otherwise, the new law firms are required to open IBG accounts for payment of registration fees.

Note: The Registry and the banks need **at least 2 weeks notice** to process and approve new IBG accounts.

- d) Solicitors are to inform the Registry immediately should law firms merge, split or cease to operate or when existing bank accounts for IBG are closed.
- e) Every law firm participating in the IBG system will receive a weekly statement showing the amounts debited for all the lodgment forms presented within a week. This can be used by the law firms to reconcile their accounts.

3. **Faxing of letters to the Registry**

- 3.1 Some lawyers fax and then send their letters to the Registry. If you have faxed your letter to the Registry, please do not send the original. Sending the original causes a delay as we have to interrupt processing by getting the file a second time. The Registry's fax number is 63239937.
- 3.2 Original letters together with enclosures should be sent to the Registry only when the originals are required to be produced, eg production letters, letters of authorisation, title deeds or letters of consent.

4. **Singapore Titles Automated Registration System**

- 4.1 The Registry has computerised its Land Titles Registration and Public Search services since 28 November 1995 with 3 survey districts. The Registry has now completed the computerisation exercise for the whole of Singapore. This computerised system is known as Singapore Titles Automated Registration System (STARS).
- 4.2 STARS does not cover the following areas:
 - i) The Registry of Deeds

The Registry of Deeds is not computerised. You will still have to make manual searches of the deeds register and the deeds filed at the Singapore Land Authority's customer service counter, 26th storey, Temasek Tower or request for them using the option 'Imaged Documents and Deeds'.

- ii) Certificates of Title (CT) for HDB Land and on which stand HDB Flats or Shops
 - CTs for land on which HDB flats or shops stand; and
 - Leases for HDB flats

are not computerised. You will still have to make manual searches of these documents at the Singapore Land Authority's customer service counter, 26th Storey, Temasek Tower. If you make a search of a HDB CT using the STARS Public Search System, you will see the message "*Computerised Search not available. Please inspect Title Document at the Public Search Counter*".

4.3 **Plans Will No Longer Be Attached To New Computerised CT**

As STARS is not a graphic computer system, the computerised CT will not have any site plan. If you wish to obtain a site plan, please call at the Singapore Land Authority's customer service counter, 26th Storey, Temasek Tower or use the Integrated Land Information Services (INLIS) at www.inlis.gov.sg.

4.4 **Implications Of There Being No Plans Attached To The Computerised CT**

As a plan will not be attached to the computerised CT:

- a) lawyers are reminded that if the transferee who is not a Singapore citizen, Singapore company or Singapore society, acquires a flat in a building of 6 levels or more, the lawyer must certify accordingly. Transfers in favour of foreign persons, which do not bear the certification under the Residential Property Act, will not be accepted for registration. For the required certification under the Residential Property Act, please see paragraph 11.9 (Part 3);
- b) the notification of party wall rights for terrace or semi-detached houses will now appear on the computerised CT.

Note: On manual CTs, the notification of party wall rights appears on the plan.

4.5 Issue Of Subsidiary Certificates of Title (CT) For All Registered Leases

- a) All existing private leases will be issued with a Subsidiary CT. The Subsidiary CT will replace the lease as the document of title. The Subsidiary CT will be generated by STARS and released to the person/s entitled to the Subsidiary CT when there are instruments presented for registration against the leases.
- b) Although there may not be any instruments presented for registration against the lease, your client can exchange the duplicate lease for the computer generated Subsidiary CT by forwarding the duplicate lease to the Registry together with the form at **Annex 1A** or **Annex 1B**.
- c) The computer generated Subsidiary CT will be ready for collection within 5 days.
- d) When making searches against these leases, you may choose to state the lease number or the new Subsidiary CT number.

ANNEX 1B

*[To be used by a CPF Chargee with priority
or a First Mortgagee]*

To: Registrar of Titles

We, the CPF Board/Mortgagee _____ hereby certify that

we are the First Chargee/Mortgagee and we hereby surrender the duplicate

Lease No. _____ (attached) for the delivery of a Subsidiary Certificate of Title to us.

We hereby authorise the release of the Subsidiary Certificate of Title to _____

_____, of NRIC No. _____

[Specimen Signature].

Date _____ .

[Signature of Chargee/Mortgagee]

ACKNOWLEDGEMENT OF RECEIPT

Received the abovementioned document

Date _____

Signature of the abovenamed authorised person _____

Checked by _____

Delivered by _____

Date _____

Date _____