

Implementation of Electronic Lodgment for Instruments for Private Properties

1 eLodgment of Instruments

I am pleased to announce that effective 20 Dec 2004, law firms/law corporations can commence using the STARS eLodgment System (ELS) to lodge instruments/forms listed in **Annex A**.

I have also decided that e-lodgment of instruments will be voluntary until end June 2005. This is to allow you sufficient time to familiarise yourself with the system. As such, I would strongly encourage you to use the system as much as possible as we intend to cut-over to mandatory e-lodgments in July 2005.

For your convenience, the updated offline preparation software and materials used during the Nov 04 briefings will be available as from 20 Dec 2004 for downloading from the STARS eLodgment website (www.stars.gov.sg). Please note that the paper copy of the instruments that are e-lodged must be forwarded to the Registry by 3 pm on the day of lodgment in order for the registration to be effected.

2 Instrument Number

I would also like to take this opportunity to inform you that effective 27 Dec 2004, we will have a new numbering convention for instruments and caveats to better serve you. Instead of having separate series for instruments and caveats, there will be only 1 series for both instruments and caveats with a check digit suffix. This is similar to the current lot numbering convention. As an example, IA/123456A, IA/123457X, IA/123458M etc.

With this change, ELS will be able to detect and forewarn you in future if the wrong instrument number is entered during instrument preparation. This will reduce the incidence of objections being raised.

3 Supporting Documents

I have received several enquiries from law firms/law corporations as to whether the Registrar would accept supporting documents such as death certificates, grant of probate, deed poll etc that have been certified true by an advocate and solicitor.

The answer is yes. Please refer to Part 3, item 18 of the Consolidated Practice Circulars 2003:

“For registration of instruments where supporting documents such as deed poll, death certificate or orders of court are required to be forwarded, the solicitor will only need to forward a copy of such supporting document, certified true by a solicitor.”

Annex A

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
1	AF	Authorisation Form	No
2	AOC	Application for Registration of Order of Court	No if signed by lawyer
3	C	Charge	Yes
4	DC	Discharge of CPF Charge	Yes
5	L	Lease	Yes
6	L (with easement)	Lease (with easement)	Yes
7	M	Mortgage	Yes
8	MCC	Management Corporation Charge	Yes
9	MM	Memorandum of Mortgage	Yes
10	MS	Transfer (by Mortgagee Exercising Power of Sale)	Yes
11	NC	Application to Notify CPF Charge (Chargors are the Registered Proprietors of the Land)	Yes
12	NC	Application to Notify CPF Charge (Chargors are not the Registered Proprietors of the Land)	Yes
13	NC	Application to Notify CPF Charge (One or Some of the Registered Proprietors withdrew their CPF Funds) (Privatisation)	Yes
14	NC	Application to Notify CPF Charge (All Registered Proprietors withdrew their CPF Funds) (Privatisation)	Yes
15	NE	Statement by Personal Representative that he is Absolute Proprietor	Yes
16	NPDC	Application of Notify Partial Discharge of CPF Charge (as against part of the Land)	Yes
17	NPDC	Application of Notify Partial Discharge of CPF Charge (as against a Charger who has Withdrawn from the Purchase)	Yes
18	PF	Production Form	No
19	R	Restriction	Yes
20	SDMH	Statutory Declaration to Change Manner of Holding (by Tenants in Common in Equal Shares to hold as Joint Tenants)	Yes

Annex A

S/N	Instruments / Forms	Description	Requires Hardcopy to be Forwarded
21	SDMH	Statutory Declaration to Change Manner of Holding (by All Registered Proprietors to Sever a Joint Tenancy)	Yes
22	SDMH	Statutory Declaration to Change Manner of Holding (by One Joint Tenant to Sever a Joint Tenancy)	Yes
23	SDMH	Statutory Declaration to Change Manner of Holding (by Some Joint Tenant to Sever a Joint Tenancy)	Yes
24	SO	Statutory Obligation	Yes
25	T	Transfer	Yes
26	T (easement)	Transfer (easement)	Yes
27	T (right of way)	Transfer (right of way)	Yes
28	TAD	Transmission Application on Death of Proprietor	Yes
29	TDC	Total Discharge of Charge	Yes
30	TDM	Total Discharge of Mortgage	Yes
31	TP	Transfer to President	Yes
32	TP (Re-issue)	Transfer to President (Re-issue)	Yes
33	VM	Variation of Mortgage	Yes
34	WOC	Application to Withdraw Writ or Order of Court	No if signed by lawyer