

PRACTICE CIRCULAR 7 of 2005

To All Law Firms/ Law Organisations

I am pleased to announce the following new service initiatives, as part of our on-going process review to simplify practices and procedures to serve you and your clients better.

A Amendment of Minor Errors in Instruments Provisionally Registered

1 Presently practising solicitors have to attend personally at the Registry to amend errors in instruments which are pending registration.

2 Effective 10 August 2005, the Registrar will allow the solicitor who signed the Certificate of Correctness to authorise a representative from the same firm who is not a practising solicitor to attend to the amendment of certain errors which are classified as minor on his behalf.

3 There will be no additional fees payable for these minor errors. However, in order not to cause delay to final registration of these instruments, additional registration fees will be payable if the amendments are attended to after 3 working days from the date of the objection notice. A copy of the objection notice is enclosed.

4 For instruments which do not require a Certificate of Correctness, a solicitor of the lodger firm may authorise his representative to attend to the amendment. The same authorisation form in the objection notice may be adapted for use.

5 The authorised representative must bring his NRIC and a copy of the objection notice, with the Authorisation to Amend Instrument section duly completed and signed by the relevant solicitor when attending to the amendment at the Registry. This objection notice with the authorisation will be imaged together with the instrument upon final registration.

6 In addition, for cases where the stamp duty certificate attached to the instrument is not the one printed from the e-stamping system, no additional fees is payable if the stamp duty certificate printed from the e-stamping system is forwarded within 3 working days.

B Management Corporation Charge

1 Presently, every Management Corporation Charge (MCC) is required to be lodged together with a Statutory Declaration by an authorized representative of the Management Corporation.

2 Effective 10 August 2005, the Registrar will dispense with the requirement for Statutory Declarations to be annexed to MCC. The form for MCC has been amended to include a confirmation by the Management Corporation of the following conditions required for the lodgment of a MCC under the Building Maintenance and Strata Management Act 2004:

- i) A written demand has been served on the subsidiary proprietor for the amount or contribution that is recoverable under section 43 of the Building Maintenance and Strata Management Act 2004; and
- ii) More than 30 days have expired since the service of the written demand.

The amended form is available on the Singapore Land Authority's website www.sla.gov.sg.

3 Solicitors are reminded to ensure that the above conditions are complied before lodging the MCC.

4 Between 10 August 2005 and 30 September 2005, the Registrar will continue to accept MCC in the previous format.

C Notice of Death

1 The Registrar has also reviewed and simplified the Notice of Death (ND) form. One distinct feature is the removal of the solicitor's certification under section 59 of the Land Titles Act.

2 Between 10 August 2005 and 30 September 2005, the Registrar will continue to accept ND in the previous format.

Date: 10 August 2005

VINCENT HOONG
REGISTRAR OF TITLES

Our Ref:
Your Ref:
Date:

Writer's DID:
Fax:

The Senior Partner
M/S _____

OBJECTION NOTICE (MINOR ERRORS)

LODGEMENT DATE: _____ LAND REGISTER REF: _____
PROPERTY ADDRESS: _____
INSTRUMENTS LODGED : IA/ _____ TO IA/ _____
INSTRUMENT(S) UNDER OBJECTION: IA/ _____

Grounds of Objection :

- | | |
|--|--|
| <input type="checkbox"/> Lot No. inconsistent with Land Register | <input type="checkbox"/> Instrument date omitted/ post-dated |
| <input type="checkbox"/> Wrong Land Register No. | <input type="checkbox"/> Wrong affected Instrument No. |
| <input type="checkbox"/> Invalid ID No. | <input type="checkbox"/> Invalid address of parties |
| <input type="checkbox"/> Name of Registered Proprietor inconsistent with Land Register | <input type="checkbox"/> Certificate of Correctness is not in accordance with Part 3 Item 14.1 of Consolidated Practice Circulars 2003 |

Please arrange for the authorized person to call at the Land Titles Registry between 8.30am to 1.00pm or 2.00pm to 5.30pm within **three (3) working days** (Mondays to Fridays) from the date of this notice (i.e. by _____). **The authorized person attending to the amendment should bring a copy of this objection notice with the Authorization to Amend Instrument below duly completed.**

If the amendment is **not done within three (3) working days** from the date of this notice, an additional fee of \$ _____ is payable in accordance with Rule 55 of the Land Titles Rules 1994. The additional fee will be deducted from the firm's GIRO account. This additional fee is to be borne by the solicitor and not by the clients [Rule 55(2A)].

for REGISTRAR OF TITLES

This is a computer-generated notice. No signature is required.

AUTHORISATION TO AMEND INSTRUMENT

I, _____, the solicitor who signed the Certificate of Correctness for the _____ (eg. Transferee) in Instrument No. IA/ _____, hereby authorize _____ of NRIC No. _____ to amend the above error and annex this Authorisation Form to the instrument on my behalf. I confirm that the Certificate of Correctness signed by me shall be valid for the amendment made by the person authorized by me.

Signature of solicitor : _____ Date : _____

PAYMENT AUTHORISATION (if applicable)

I authorise the Registry to deduct the above-mentioned fee from Firm's IBG Code No. _____.
(The additional fee is waived if amendment is done within 3 working days from the Notice date)

Authorising Signature : _____

Firm's Name: _____ File Reference: _____

Note: No receipt will be issued for payment by GIRO