

## PRACTICE CIRCULAR 2 OF 2006

To All Law Firms/Law Organisations

### PART A – Preparation And Lodgment Of Electronic Forms

The mandatory electronic lodgment of instruments affecting private properties has been implemented since 18 Jan 2006. Although it has been more than 3 months since the implementation some law firms/organisations have yet to comply with the Registry's requirements in the following areas:-

#### 1. Incomplete Electronic Instruments

Instruments are to be prepared using the STARS elodgment preparation software and a copy printed from the system for execution by the various parties. The content of the electronic version must therefore be similar to the hard copy.

There are many instances where the electronic copy is incomplete, for example, name of solicitor, name of attorney in a power of attorney or date of instrument is omitted.

Please note that the Registry will raise an objection for such incomplete instruments. Additional registration fees will be payable.

#### 2. Authorisation Form / Production Form

As previously stated (vide the Registrar's announcement dated 20 Sep 2005), the Authorisation Form and the Production Form are electronic forms, i.e. they are to be prepared and submitted electronically. There is no need to prepare a paper form. However, some law firms / organisations have been forwarding to the Registry the said forms in the manual format.

Forms lodged manually will now be rejected. An electronic version is to be submitted.

#### 3. Instruments Executed Prior To 18 Jan 2006

For manual lodgment of instruments executed prior to 18 Jan 2006 solicitors are required to indicate against the execution clause the date of execution as such: "Executed on DD/MM/YYYY" or "Executed prior to 18 Jan 2006".

The Registry will not accept the manual lodgment of instruments which do not comply with the above requirement. An objection notice will be issued and an additional registration fee will be payable.

#### 4. Hard Copy Documents To Be Forwarded For Registration

At the request of solicitors, the Registry had extended the deadline for the submission of the hard copy documents from 3.00pm on lodgment day to 12 noon the following lodgment day.

Despite the extended submission hours, it is noted that some law firms/organisations are still not submitting the hard copy documents by the extended submission hours thereby causing unnecessary delay in registration.

Please note that where hard copy documents are not forwarded by 12 noon the following lodgment day, the instruments lodged will be rejected and registration fees will be forfeited.

Please also note that where an Application to Notify CPF Charge is lodged together with a Caveat in the same lodgment set, the Caveat will not be notified in the land register until after the hard copy Application has been received by the Registry. In other words, if the hard copy Application is forwarded the following lodgment day, the Caveat will only be notified on that following day.

#### 5. Wrong Instrument Nature Indicated On Electronic Lodgment Form

As mentioned earlier, subject to Part A(3) above, the Registry will continue to allow manual lodgment of instruments executed prior to 18 Jan 2006. However, an electronic lodgment form must be prepared for mixed lodgment cases. For example, take a set of instruments comprising a Transfer and Mortgage. If the Transfer is executed on or after 18 Jan 2006 it must be lodged electronically whereas the Mortgage which was prepared in escrow and executed prior to 18 Jan 2006 may be lodged manually. Since the Mortgage is in manual form and therefore without an assigned instrument number, an instrument number needs to be obtained by selecting the instrument nature during the preparation of the lodgment form.

There are instances where law firms/organisations fail to select the correct instrument nature for lodgment.

There are also instances where supporting documents such as the SSCT to be forwarded for registration are wrongly stated as instruments for lodgment or where an instrument to be lodged for registration is wrongly stated as a supporting document.

Please note that the registration fees paid for such cases will be forfeited and the affected instrument which is meant for lodgment but without the correct instrument nature indicated on the lodgment form will be rejected.

Please refer to the Online User Guide for the relevant screens and usage explanation. You can access the guide by clicking on <Help> at the home page of the STARS eLodgment System and then selecting <What can I do

with STARS eLodgment?>.

A list of instruments and the corresponding codes which may be used for preparation of mixed lodgment cases is set out in Annex A.

#### 6. Wrong Order Of Lodgment For Instruments Indicated On Electronic Lodgment Form

There have been cases where the order of instruments for lodgment is wrongly indicated on the electronic lodgment form.

Where the order of lodgment is material for registration, the Registry will require such instruments to be withdrawn from registration and will forfeit the registration fees.

### PART B – Maintenance Of Accounts To STARS eLodgment System

The account of a staff who has left the law firm/organisation should be terminated. The request for termination must be initiated by the Administrator of the law firm/organisation.

Similarly, when a law firm/organisation is no longer in existence or a lodger account is no longer required, it should be terminated. The request for termination of law firm/organisation or lodger account must be initiated by the Duly Authorised Personnel of the law firm/organisation.

For details on how the above may be carried out, please refer to the security guidelines given to the Administrator of the law firm/organisation. The guidelines may also be downloaded from the home page of the STARS eLodgment system website by clicking on <Getting Started>.

### PART C – Collection Of Title Documents Upon Registration Of Electronically Lodged Instruments

The title documents are usually ready for collection within 7 working days after the date of registration of the relevant instruments. Every Friday, an email showing the title documents ready for collection will be sent to law firms/organisations. Law firms/organisations may also access the function “Enquire Title Document Collection Details” to find out whether a title document is ready for collection.

### PART D – Role of STARS eLodgment Helpdesk

Law firms/organisations should take note that the role of STARS eLodgment Helpdesk is to provide assistance on technical issues and queries relating to the usage of the electronic forms and not queries relating to conveyancing practices and legal requirements. For example, questions on whether a production form is

required and Residential Property Act requirements should not be directed to the Helpdesk. For answers to such queries please refer to the Registrar's practice circulars available at the SLA website at <http://www.sla.gov.sg> or click on <links> <Registrar's Practice Circulars> at the home page of the STARS eLodgment System.

However, if law firms/organisations require assistance on technical issues such as the preparation of the instruments and lodgment forms or the usage of the various functions available, please contact the STARS eLodgment Helpdesk at Tel: 6778 3606 or email address: [starshelp@ncs.com.sg](mailto:starshelp@ncs.com.sg).

Finally, law firms/organisations are also encouraged to access the following facilities provided in the system to obtain the various information which may be required during the preparation and lodgment of electronic forms:

1. Online guide – To find out how to prepare an electronic form or lodgment form or to find out how to use a particular function or codes for acronyms and citizenship, click on <Help> at the home page of the STARS eLodgment System.
2. Enquire Lodgment Status – To find out whether an instrument has been registered, log into the system and click on <eLodgment> <Enquiry> <Lodgment Status>.
3. Enquire Title Document Collection Details – To find out which law firm/organisation collected the title documents for electronically lodged instruments and the date of collection, click on <Document Management> <Document Collection> <Enquire Title Document Collection Details>.

Date: 2 May 2006

VINCENT HOONG  
REGISTRAR OF TITLES

S/N	Instruments	Codes
	<b>Transfers or Instruments Involving Change in Ownership</b>	
1	Application to Register Order for Foreclosure	OF
2	Statutory Vesting of Land	SV
3	Transfer	T
4	Transfer (Easement)	T
5	Transfer (Right of Way)	T
6	Transfer (by Mortgagee Exercising Power of Sale)	MS
7	Transfer (of Land to Owners of LTR Flat Units)	TLS
8	Transfer (of Land to Owners of ROD Flat Units)	TSN
	<b>Notice of Death / Transmission Applications</b>	
9	Notice of Death	ND
10	Transmission Application on Bankruptcy of Proprietor	TAB
11	Transmission Application on Death of Proprietor	TAD
	<b>Forms on Declarations to Create a Tenancy in Common or Joint Tenancy</b>	
12	Statutory Declaration to Change Manner of Holding (by All Registered Proprietors to Sever a Joint Tenancy)	SDMH
13	Statutory Declaration to Change Manner of Holding (by One Joint Tenant to Sever a Joint Tenancy)	SDMH
14	Statutory Declaration to Change Manner of Holding (by Some Joint Tenants to Sever a Joint Tenancy)	SDMH
15	Statutory Declaration to Change Manner of Holding (by Tenants in Common in Equal Shares to hold as Joint Tenants)	SDMH
	<b>Forms of Mortgages, Charges and Related Instruments</b>	
16	Charge	C
17	Mortgage	M
18	Partial Discharge of Charge	PDC
19	Partial Discharge of Mortgage	PDM
20	Statutory Vesting of Mortgage	SV
21	Submortgage	SUM
22	Total Discharge of Charge	TDC
23	Total Discharge of Mortgage	TDM
24	Transfer of Charge	TC
25	Transfer of Mortgage	TM
26	Variation of Mortgage	VM
27	Management Corporation Charge	MCC
	<b>Applications to Notify CPF Charge and Discharge</b>	
28	Application to Notify CPF Charge (Chargors are not the Registered Proprietors of the Land)	NC
29	Application to Notify CPF Charge (Chargors are the Registered Proprietors of the Land)	NC

<b>S/N</b>	<b>Instruments</b>	<b>Codes</b>
30	Application to Notify CPF Charge (All Registered Proprietors withdrew their CPF Funds) (Privatisation)	NC
31	Application to Notify CPF Charge (One or Some of the Registered Proprietors withdrew their CPF Funds) (Privatisation)	NC
32	Application to Notify Partial Discharge of CPF Charge (as against a Chargor who has withdrawn from the Purchase)	NPDC
33	Application to Notify Partial Discharge of CPF Charge (as against part of the Land)	NPDC
34	Application to Notify Total Discharge of CPF Charge	DC
	<b>Postponement</b>	
35	CPF Postponement	PM
36	Postponement of Mortgage	PM
	<b>Leases and Related Instruments</b>	
37	Application for Determination of Lease	DL
38	Lease	L
39	Lease with Easement	L
40	Sublease	SUL
41	Surrender of Lease	SL
42	Variation of Lease	VL
	<b>Orders of Court</b>	
43	Application to Cancel Writ or Order of Court	COC
44	Application to Register Variation of Writ or Order of Court	VAOC
45	Application to Register Writ or Order of Court	AOC
46	Application to Withdraw Writ or Order of Court	WOC
	<b>Applications for New Certificates of Title</b>	
47	Application for Certificate of Title for a Private Leasehold Estate comprised in a Lease	LCT
48	Application to Dispense with Production of Duplicate Instrument / Certificate of Title / Subsidiary Strata Certificate of Title / Subsidiary Certificate of Title	DPD
49	Application for New Certificates of Title	NCT
50	Application for New Certificates of Title (By Mortgagee / Chargee )	NCT
51	Application for New Certificates of Title (By Mortgagee / Chargee where Mortgagor / Chargor has defaulted)	NCT
52	Application for Replacement Certificate of Title	SDCT
53	Application for Subsidiary Certificate of Title for a Private Leasehold Estate comprised in a Lease	SCT
	<b>Applications to Notify Substituted Mortgages</b>	
54	Application for Notification of Deed of Substituted Mortgage	NM

<b>S/N</b>	<b>Instruments</b>	<b>Codes</b>
55	Application for Notification of Substituted Mortgage	NM
	<b><u>Forms Related to Conversion of Land and Cautions as to Title</u></b>	
56	Application to Cancel Title Caution	CC
57	Application to Lapse Title Caution	LC
58	Primary Application	PRA
	<b><u>Easements</u></b>	
59	Application to Cancel Registration or Notification of Easement	CE
60	Grant of Easement	GE
61	Release of Easements	RE
	<b><u>Restrictions</u></b>	
62	Application to Extinguish Restrictions	XR
63	Extension of Restrictions	ER
64	Release of Restrictions	RR
65	Restriction	R
	<b><u>Statutory Obligations</u></b>	
66	Application to Notify Partial Discharge of Statutory Obligation	PDSO
67	Application to Notify Statutory Obligation	SO
68	Application to Notify Total Discharge of Statutory Obligation	DSO
	<b><u>Others</u></b>	
69	Statutory Declaration to Cancel Vexatious Caveat	SDCV
70	Statement by Personal Representative that he is Absolute Proprietor	NE
71	Application to Correct Data	ACD
72	Application to Note Change of Name	NCN
73	Memorandum of Lease	ML
74	Variation of Memorandum of Lease	VML
75	Memorandum of Mortgage	MM
76	Variation of Memorandum of Mortgage	VMM
77	Application for Final Official Search	FOS
78	Application for Official Search	OS
79	Authorisation Form	AF
80	Consent	CS
81	Production Form	PF
82	Similar Interest Confirmation Form	SI
	<b><u>Applications under the Land Titles (Strata) Regulations</u></b>	
83	Application to Cancel Notification of Planning Condition	CPC
84	Application to Cancel Registrar's Caution Prohibiting Assurance of a Provisional Lot	PLC

<b>S/N</b>	<b>Instruments</b>	<b>Codes</b>
85	Application to Notify Termination of Strata Subdivision	TSS
86	Strata Title Application	SSCT
87	Strata Title Application (Pursuant to Redevelopment)	RSA
88	Application under Section 125 of the Land Titles (Strata) Act	CSTP
89	Strata Title Application under Section 125A of the Land Titles (Strata) Act	STP
90	Strata Title Application under Section 126 of the Land Titles (Strata) Act	STP
91	Strata Title Application under Sections 126 and 126A of the Land Titles (Strata) Act	STP
92	Application Under Section 127 of the Land Titles (Strata) Act	RSTP
93	Transfer of Common Property	TCP
94	Transfer to Add Common Property	TAP
95	Transfer to Amalgamate Common Properties	TAC
	<b><u>Collective Sales</u></b>	
96	Application to Cancel Registration of Collective Sale Application made to Strata Titles Board	ACCS
97	Application for Notional Shares in Land Under Section 84E of the Land Titles (Strata) Act	ANSL
98	Application to Register Collective Sale Application made to Strata Titles Board (Development not registered under the Land Titles (Strata) Act)	ARCS
99	Application to Register Collective Sale Application made to Strata Titles Board (Development registered under the Land Titles (Strata) Act)	ARCS
100	Application to Register Order for Collective Sale made by the Strata Titles Board	AOCS
101	Application to Register Orders made by the Strata Titles Board under Part VA of the Land Titles (Strata) Act	ARO
102	Transfer (Pursuant to Collective Sale by Majority)	TCS
103	Transfer (Pursuant to Collective Sale where Transferors do not own the Land)	TCSL
	<b><u>Management Corporation</u></b>	
104	Application for Notification of Conversion from a Single to 2-Tier Management Corporation	CSMC
105	Application for Notification of Merger of Subsidiary Management Corporation	MSMC
106	Application for Notification of Dissolution of Subsidiary Management Corporation	DSMC