

PRACTICE CIRCULAR 2 OF 2007

To All Law Firms / Law Organisations

I am pleased to announce the following changes to the lodgment procedure for manually lodged instruments and caveats. This is part of our on-going process review to simplify practices and procedures to serve you and your clients better.

(A) New Lodgment Form

With immediate effect, a single new consolidated lodgment form will replace the following lodgment forms currently in use:-

- (i) lodgment form for documents lodged at the Registry of Deeds,
- (ii) lodgment form for instruments and caveats manually lodged at the Land Titles Registry (e.g. instruments executed prior to 18 January 2006, HDB instruments, etc); and
- (iii) lodgment form used by an applicant (in person) downloaded from SLA's website.

A copy of the new lodgement form is at Annex A. It can also be downloaded from SLA's website at <http://www.sla.gov.sg> under "Property Registration Services" ---> "Forms".

Solicitors should be able to benefit from some cost savings as the new forms are freely available on-line unlike the current forms which have to be purchased from SNP Corporation Ltd (SNP).

The current SNP-printed lodgment forms will continue to be accepted until such time when you exhaust your supply.

(B) Lodgment Receipt

Effective 20 August 2007, you may print the lodgment receipts (in duplicate) for manually lodged documents through the STARS e-lodgment system (ELS) using this function:

"Enquiry & Reports" ---> "Financial" ---> "Reprint lodgment receipt"

SLA will, therefore, no longer print the lodgment receipts with effect from 20 August 2007.

This will replace the current practice where your authorised representative is required to call at SLA to collect the lodgment receipt which is attached to the customer's copy of the lodgment form.

Although the registration numbers of instruments and caveats are shown on the lodgment receipts, the registration numbers of the same are deemed to be cancelled if the documents are subsequently rejected. You can check the lodgment status of instruments and caveats through ELS using this function:

"elodgment" ---> "Enquiry" ---> "Lodgment status"

The lodgement receipts for documents lodged under the Registration of Deeds system will continue to be printed.

(C) Objection / Rejection Notices for Manually Lodged Documents

With immediate effect, such notices will be emailed to the lodging party at the email address of the lodging party as shown in ELS. You can retrieve a copy of the objection / rejection notice from ELS by using this function:

"elodgment" ---> "Enquiry" ---> "Post lodgment notice".

This will replace the current procedure where the objection / rejection notice is faxed to the lodging party.

Date: 7 August 2007

VINCENT HOONG
REGISTRAR OF TITLES

SINGAPORE LAND AUTHORITY Lodgment Form

Stamp of Law Firm or Name, Signature, NRIC No. , Address & Tel No. of Applicant in Person or Applicant's Representative *	Firm's Code : _____ Firm's Ref : _____ Lodgment Date/Time: _____ Priority No: _____ O/C: _____
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* If the Document(s) are lodged by the Applicant's representative, please complete the Authorisation Form (Lodgment by Applicant's Representative) (Form 89).

Lodging instructions: Complete one lodgment form for each dealing or one set of related documents.

Property Address: _____

Nature of Document(s) (in order of priority)	Supporting Document(s)	Number(s) Allotted
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

If one or more documents in the set is defective, we wish :-
 to withdraw all documents in the set
 the Registrar to proceed with registration of the other documents

Document(s) to be collected	Person authorised to collect document(s).	For official use only
	Full Name : _____ NRIC : _____ Signature : _____	Prepared By: _____ Date: _____
	Acknowledgement of receipt of document(s). Signature: _____ Date: _____	Delivered By: _____ Date: _____