

PRACTICE CIRCULAR 3 OF 2008

To All Law Firms / Law Organisations

(A) CUSTOMER SERVICE CENTRE

Effective 22 November 2008, the Singapore Land Authority will cease operating its Customer Service Centre on Saturdays. Please visit us at our Customer Service Centre from Mondays to Fridays, 8.30am to 5.30pm.

(B) REMINDER – SERVICE DISRUPTION DUE TO OFFICE RELOCATION

As announced earlier, our office will be closed for business on Friday, 21 November 2008 at 5pm and will re-open on Monday, 24 November 2008 at 8.30am at our new premises:-

55 Newton Road #12-01
Revenue House
Singapore 307987

Our main telephone and fax numbers will remain unchanged.

Please be reminded that all electronic searches as well as electronic lodgment of documents in respect of private properties will not be available after 5pm on Friday, 21 November 2008 until 8.30am on Tuesday, 25 November 2008. Please refer to our Practice Circular 2 of 2008 issued on 12 August 2008 for further details. A copy of our said Practice Circular is at Annex A for easy reference.

Dated: 28 October 2008

VINCENT HOONG
REGISTRAR OF TITLES

PRACTICE CIRCULAR 2 OF 2008

To All Law Firms / Law Organisations

Notice of Office Relocation

Effective 5pm, Friday 21 Nov 2008, the Singapore Land Authority will be closed for business and will re-open on Monday 24 Nov 2008 at 8.30am at its new premises:

55 Newton Road #12-01
Revenue House
Singapore 307987

Our telephone numbers, fax numbers and email addresses will remain unchanged.

2 Please note the following service disruptions which are necessary in order to ensure a smooth transition to the new premises:

Services NOT available after 5pm on Friday, 21 Nov 2008

- a) Electronic searches of private properties; and
- b) Counter search services of HDB properties.

Services NOT available on Monday, 24 Nov 2008

- a) Electronic lodgement of documents of private properties; and
- b) Electronic searches of private properties.

3. **Services available on Monday, 24 Nov 2008**

- a) Manual lodgement of documents of HDB properties*; and
- b) Counter search services of HDB properties*.

4 All services will be available as from Tuesday, 25 Nov 2008.

5 In view of the service disruptions, we suggest that you consider re-scheduling any conveyancing transaction of private properties due for completion on Monday, 24 Nov 2008 to another date. Alternatively, you may wish to update your searches on Friday, 21 Nov 2008.

6 I apologise in advance for the inconvenience and seek your kind understanding during this transitional period. My colleagues and I look forward to serving you at our new premises.

Dated: 12 August 2008

VINCENT HOONG
REGISTRAR OF TITLES

*HDB properties sold under Part IV of the Housing and Development Act.