

PRACTICE CIRCULAR 1 OF 2012

To All Law Firms / Law Organisations

(A) Electronic lodgment of more instruments without paper lodgment

1. As part of our ongoing effort to move progressively towards a fully electronic environment, I am pleased to announce that effective 1 February 2012, the Land Titles Registry (Registry) will dispense with the requirement to lodge the hard copy of the following instruments after they have been lodged electronically:
 - a. Applications to notify charges created pursuant to sections 21/21A/27E of the Central Provident Fund Act;
 - b. Applications to notify collective sale applications made to a Strata Titles Board;
 - c. Applications to cancel notification of collective sale applications;
 - d. Applications to register orders for collective sale made by the Strata Titles Board/High Court;
 - e. Applications to register orders made by the Strata Titles Board/High Court under Part VA of the Land Titles (Strata) Act.
2. Consequently, the parties to the above instruments will no longer be required to sign the hard copy of the instrument. However, the electronic lodgment of the instrument must be signed digitally by the solicitors in compliance with the Electronic Transactions Act.
3. Lodgment of the hard copies of the above instruments executed prior to 1 February 2012 will continue to be accepted by the Registry. For these instruments, solicitors are required to state clearly in ink the date of execution e.g. "Executed on DD/MM/YYYY" or "Executed prior to 1 February 2012".

(B) Forms

We have reviewed the various forms and the new forms are available at www.stars.gov.sg.

(C) Enhancement to caveat preparation form in STARS eLodgment

1. In response to feedback from practitioners, the Registry has enhanced the preparation process for caveats. The following system enhancements to reduce data entry were implemented since January 2012:

- (i) the common grounds of claims used to support the various purchaser and mortgagee claims have been added for easy selection;
 - (ii) the different caveatee groups are now automatically created by the system.
2. I would like to take this opportunity to remind solicitors when preparing caveats for lodgment at the Registry to ensure that:
- (i) the relationship between all the parties named in the caveat i.e. registered proprietor, caveator and caveatee (if any) are accounted for and stated clearly in the grounds of claim.
 - (ii) a borrower in a mortgage transaction is not named as a caveatee (see definition of “caveatee” in the Land Titles Act).

Dated: 31st January 2012

VINCENT HOONG
REGISTRAR OF TITLES