

PRACTICE CIRCULAR 2 OF 2013

To All Law Firms / Law Organisations

Paperless Titles Project

1. As part of our ongoing efforts to progress towards a fully electronic environment, I am pleased to announce that the Land Titles Registry (the Registry) has been working with the local financial institutions to dispense with the safe-keeping of documents of title by them.
2. Under the proposed arrangement with participating financial institutions, the Registry will not be printing the title documents upon the registration of instruments.
3. This means that the financial institutions will no longer have to safe-keep the title documents. They will save on storage and manpower costs. An added benefit is that it will no longer be necessary for them to apply for a replacement title since there will be no title document to be lost or destroyed. This will similarly benefit lawyers as they will avoid the risk of losing the title documents after collecting from the Registry. There is much cost savings by not having to apply for a replacement title document.

1st Phase: Pilot trial with DBS Bank Ltd

4. The Registry will conduct a pilot trial with DBS Bank Ltd commencing 3 June 2013. It will involve properties with computerised titles which are mortgaged or to be mortgaged to DBS Bank Ltd.
5. The Law Society has been briefed and consulted on this new initiative.

Lodgment Process for properties with paperless titles

6. Law firms will be required to submit an "Authorisation Form – Suppressed Title" (AFS) when subsequent transactions are lodged at the Registry.
7. The AFS will be prepared electronically by the solicitors for the participating mortgagee and digitally signed by the mortgagee's authorised officer(s).
8. There are two variations of the AFS:-
 - (i) "Authorisation to Release" which is applicable when all mortgages in favour of a participating mortgagee are to be discharged (see sample at Annex A); and

(ii) "Authorisation to Lodge" which is applicable when the mortgage(s) in favour of a participating mortgagee is still subsisting (see sample at Annex B).

9. You may call the following officers if you need assistance with the preparation of the AFS:

- (i) Ms Pee Lay Tin at 6478 3452
- (ii) Mrs Jenny Ng at 6478 3453

Next phase: Pilot with other financial institutions/CPF Board

10. The Registry intends to extend the pilot trial to a few other financial institutions and/or CPF Board after the trial with DBS Bank Ltd before it is rolled out to all financial institutions. The necessary practice circulars will be issued when that happens.

Date: 21 May 2013

VINCENT HOONG
REGISTRAR OF TITLES

ANNEX A – Authorisation to Release

IMPORTANT NOTICE
 The information contained in this instrument forms part of the public records available for inspection and search by members of the public upon payment of a fee. The information is collected and used for the purpose of maintaining the land register pursuant to the Land Titles Act

THE LAND TITLES ACT AUTHORISATION FORM - SUPPRESSED TITLE

For Official Use Only		
Form No.		
Version No.		Based on

Description of Land

Title			Property Address
Type	Vol	Fol	

Mortgagee

Name:	DBS Bank Ltd
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the **MORTGAGEE** under

Instrument Nature	Instrument No
Mortgage	

entitled to the custody of the title document(s) referred to in the Description of Land **HEREBY AUTHORISES** the **RELEASES** of the said title document(s) on discharge of the above mortgage(s)/charge(s) vide Total Discharge of Mortgage _____

DATE OF AUTHORISATION: _____

EXECUTION BY MORTGAGEE

Digitally signed by _____
 Duly Authorised Officer for Mortgagee

CERTIFICATE OF CORRECTNESS

I, solicitor for the MORTGAGEE hereby certify that the information provided in this form is correct and I hold a practising certificate which is in force as at the date of this form.

Digitally signed by _____

Case File Reference

Prepared By:	
Law firm case file reference:	
Mortgagee case file reference:	

Annex B – Authorisation to Lodge

IMPORTANT NOTICE
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Description of Land

Title			Property Address
Type	Vol	Fol	

Mortgagee

Name:	DBS Bank Ltd
--------------	--------------

the **MORTGAGEE** under

Instrument Nature	Instrument No
Mortgage	

entitled to the custody of the title document(s) referred to in the Description of Land **HEREBY AUTHORISES** the **REGISTRATION** of:

Instrument Nature	Instrument No

Legal Firm authorised to lodge instruments

DATE OF AUTHORISATION: _____

EXECUTION BY MORTGAGEE

Digitally signed by _____
Duly Authorised Officer for Mortgagee

CERTIFICATE OF CORRECTNESS

I, solicitor for the MORTGAGEE hereby certify that the information provided in this form is correct and that I hold a practising certificate which is in force as at the date of this form.

Digitally signed by _____

Case File Reference

Prepared By:	
Law firm case file reference:	
Mortgagee case file reference:	