

PRACTICE CIRCULAR 7 OF 2014

To All Law Firms/Law Organisations

A. Computerisation of the records of HDB properties

I am pleased to announce that SLA has computerised its records for the following HDB estates:

- 1) Strathmore Green; and
- 2) Ghim Moh Valley

The Subsidiary Certificates of Title (SCTs) which will replace the leases as the documents of title will be generated by the Singapore Titles Automated Registration System (STARS) as and when there are new transactions registered.

Land Register searches via Integrated Land Information Service (INLIS)

Effective 23 December 2014, searches for SCTs issued for the above estates will be available via INLIS.

Grace Period for lodgment of instruments

A two-month grace period commencing from 23 December 2014 to 22 February 2015 will be given to all law firms / organisations to lodge their instruments in respect of the above estates manually over the counter.

Effective 23 February 2015, instruments in respect of the above estates are required to be lodged electronically via the STARS e-lodgment system.

B. Payment Authorisation Form

As part of our ongoing process review and to ensure proper authorisation of GIRO payments, a Payment Authorisation Form (PAF) is required for payment by GIRO in respect of service(s) made over the counter.

Effective 2 Jan 2015, the duly completed and signed PAF is required to be submitted in respect of such GIRO payments. A copy of the PAF as shown at Annex A is available at our website [www.sla.gov.sg>services>property ownership](http://www.sla.gov.sg/services/property_ownership).

Date: 16 December 2014

VINCENT HOONG
REGISTRAR OF TITLES

Payment Authorisation Form

We hereby authorise:

1. <name> _____ (NRIC: _____) to request for the following service (s) on our behalf:

(Please tick)

- Copies of State Titles/Certificate of Constitution of Subsidiary/Management Corporation
- Inspection/Copies of Lease/Certificate of Title(CT)/Instrument/Strata Title Plan
- Printouts of STARS Land Register/Instrument/Details of Management Corporation
- Copies of Index to Land (IL) Books /Deeds/Plans annexed to Deeds
- Others. Please specify: _____

2. Singapore Land Authority to deduct the applicable fee(s) for the above service(s) from our firm's bank account, as follows:

IBG Code No.: _____

Firm's File Ref: _____
(If applicable)

Name & Signature of Authorising Officer

Company Stamp

Date: