

NOTICE TO LODGING PARTIES

LAND SERVICES GROUP

Colonel Light Centre
25 Pirie Street, ADELAIDE 5000

No. 118

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1. RETURN OF CANCELLED DUPLICATE CERTIFICATES OF TITLE

To ensure that cancelled duplicate titles are returned to the correct agent please check that the agent code and/or delivery box number are clearly displayed on the request for the return of a cancelled duplicate certificate of title. If the cancelled duplicate certificate of title is to be delivered directly to the applicant (your client) ensure the applicants full name and address is clearly stated on the request.

2. CURRENT CERTIFICATE OF TITLE REFERENCE

Please ensure that documents presented for lodgement refer to the current certificate of title reference. The current certificate of title reference is available through the check search function.

It is sound practice for clients to conduct a check search prior to settlement. It is obvious, because of the number of documents lodged with incorrect title references, that some clients do not check search.

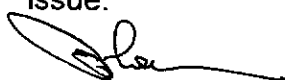
There are dedicated terminals located on the ground and first floors for this purpose.

3. LOST KEYS (DELIVERY BOX)

There has been an increasing number of requests for replacement keys for delivery boxes. Requests must be on the letterhead of the client and accompanied by a \$20.00 fee. Replacement keys take at least 24 hours.

4. AGENT CODES

Clients are reminded that to maintain the prompt efficient delivery of muniments of title, your allocated agent code is to be clearly displayed in the appropriate panel of documents. If hand written, you are requested to take time to clearly print your agent code in a legible manner. All relevant muniments of title to be delivered should be clearly displayed. If new certificates of title are to issue please refer to the allotments for which new titles are to issue.



ALAN J. SHARMAN
REGISTRAR-GENERAL
27 March 1998