

# Notice

## To Lodging Parties

5 October 2007

No 150

## Common Requisition Types

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As part of our ongoing support to customers, the Land Services Group is committed to improving the document registration process.

It has been identified that approximately 6% of documents lodged (around 15,000 annually) are incorrect and referred back to the lodging party for correction. This affects the registration process considerably due to the additional processing required and lengthy time delays encountered from the referral date until the documents return.

To assist customers we have identified common document errors. A checklist of the most common errors and associated requirements has been developed to assist in completing documents for registration, please see below for details:

1. Execution Errors

In an execution by a private person the witness must provide his/her full name and their business hours phone number.

Execution of a sole director/sole secretary company must include those specific words.

2. Incorrect Party Name/Discrepancy

The name on the Certificate of Title must match or be tied up to that of the Transferor or Applicant Panel. In particular when two or more documents are lodged in a series all names must be consistent.

3. Muniments of Title and supporting evidence not being produced

Please produce, at the time of lodgement, muniments and evidence such as: duplicate titles/instruments, death certificate, or certificates from the ASIC etc.

4. Incorrect Property Description

Certificate of Title references must be correct and where new titles have not yet been issued, reference to any new or omitted easements / rights of way must be stated.

5. Address Discrepancy

When two or more documents are lodged in a series the addresses for all parties must be consistent on all documents.

For further enquiries or feedback please contact Russell McNamara on 8226 4129 or at [mcnamara.russell@saugov.sa.gov.au](mailto:mcnamara.russell@saugov.sa.gov.au).



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