

NOTICE TO LODGING PARTIES

LAND SERVICES GROUP

Colonel Light Centre
25 Pirie Street ADELAIDE 5000

A4 PANEL FORMS

No.96

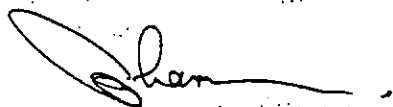
Since the introduction of A4 panel forms this Office has maintained a quality management approach for the forms. This has been an ongoing process since the publication of "Standards Approved by Registrar-General for Forms of Instruments" in the Government Gazette on 1.10.1993 and Notice to Lodging Parties No.89 and has been continued through the requisition process and phone calls to individual clients.

Despite those efforts some clients are not adhering to the standards and are causing this Office concern in the following areas:

- Binding - All attachments must "be affixed securely and permanently to the instrument by securing in the top left hand corner of the instrument". No other form of binding is acceptable on the original copy.
- Paper Quality - Must be International A4, white, 110 gsm.
- Print Size - Variables must not exceed 12 pitch ie. 12 characters per 25mm.
- Covenants - You are requested to consider lodging standard terms and conditions for both Leases and Mortgages. If you consider this inappropriate then you are requested to produce the covenants in duplex mode; this will be a cost saving to you (less paper) and assist this Office in the area of ease of handling, storage and imaging. All pages must be consecutively numbered with the form.
- Copyright - Some practitioners have resorted to the practice of photocopying approved formats and presenting them as their own. This is a breach of copyright and registration may be denied.
- Amendments - Approved forms are the subject of crown copyright and alteration requires formal approval.
- Single Pages - Formats presented as single sided print will not be accepted. They must be presented as duplexed copies. Those who have purchased the disk containing the forms should be aware of this fact.

27/07/94

You are requested to take note of these points and adhere to the standards as set down. Our aim is to effect registration in a timely and efficient manner but enforcing the stated standards is proving to be onerous, time consuming and an inhibiting factor to achieving this aim. The incidence of non-conformity is excessive and our current procedure of contacting the errant client, requesting his/her future compliance and then registering a substandard document is under review. If anyone has any questions or constructive suggestions to improve A4 panel forms they should be directed to Les Falkai who may be contacted by telephone on 226 3983.



ALAN J SHARMAN
REGISTRAR-GENERAL
3 June, 1994