



REGISTRAR-GENERAL'S OFFICE

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A DIVISION OF THE DEPARTMENT OF LANDS

COLONEL LIGHT CENTRE
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ADELAIDE.
FAX (08) 2263939

Postal Address:
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ADELAIDE, 5001
Telephone Enquiries

When replying please quote

NOTICE TO LODGING PARTIES

New Document Delivery System

As from Monday the 26th of November 1990 a new security delivery box system for documents, duplicate certificates of title, corrections, photocopies etc. will be installed. From this date onwards clients who have been allocated a box will be able to collect items from their security box, at their convenience, during the allocated collection times.

Clients who are not regular users of this office and those who have not been allocated a delivery box will use the present postal system and pay the relevant fee.

Note

The introduction of the new document delivery system will coincide with the installation of new document exchange modules. Document Exchange lessees should refer to the end of this notice for further information.

How the System works

The new delivery box system will be located on the 1st floor of the Lands Titles Office in the same location as the present delivery area. Installation will take place on the 24th November 1990 and the new system will begin immediately. The delivery boxes are fully sealed and access is obtained only by the allotted keys.

All regular clients of this office have been catered for re allocation of a delivery box suitable for their needs. Each client will have access to their delivery box on a self-serve basis during the allocated times on any regular business day. All items to be delivered will be placed into their delivery box during the day.

The new delivery system will mean:-

- a. Delivery of documents will deem to have taken place once the items for delivery and relevant slip have been placed into an Agent's box and NOT when they are collected as at present.
- b. Delivery Slips will no longer be signed by the agent.
- c. Agents should check their delivery slip carefully before leaving the building. Any queries should be referred to the Delivery Clerk immediately. The Delivery Clerk will be located at the counter opposite the delivery boxes.
- d. Two keys will be allocated to the Agent. It is the Agent's responsibility as to who they allow to use their keys to clear their delivery boxes.

- e. At no time will staff of this office clear your delivery box for you.
- f. Lost keys will be replaced, at the Agent's expense, by the Registrar-General's Office at its convenience.
- g. Agents are expected to clear their delivery box on a regular basis.
- h. Access time will be 9.30 a.m. to 5.00 p.m. on any regular business day.

Allocation of keys will take place from Monday the 19th November 1990 from the present delivery section 1st floor. Agents are requested to collect their keys prior to the new system starting. To assist this office agents are requested to collect all items waiting delivery prior to 2.00 p.m. Friday the 23rd November 1990.

L.T.O. Document Exchange

The installation of new document exchange modules will have the following small impact on existing document exchange lessees:

- 1) an exchange of keys prior to installation - substitute keys may be collected concurrently with the document delivery system keys from Monday the 19th November.

Alternatively boxholders may leave the keys in the lock after making their final collection on Friday, the 23rd November (refer item (3)).

- 2) hours of operation for the exchange will, from the 26th November, 1990, be extended to align with access times for the document delivery system.
- 3) to facilitate installation lessees are requested to clear their boxes as near as possible to the close of business on Friday, 23rd November. Users are requested to refrain from depositing items in boxes on that day.

Finally, lessees should note that the new document delivery system will not infringe on the functions of the document exchange system, as the document delivery system only provides for the delivery of items by the Registrar-General's Office.

For any enquiries regarding either system please contact:

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E.J. LAVENDER
DEPUTY REGISTRAR-GENERAL
CUSTOMER SERVICES
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