

NOTICE TO LODGING PARTIES

LAND SERVICES GROUP

Colonel Light Centre
25 Pirie Street, ADELAIDE 5000

No. 117

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1. A4 PANEL FORMS

Since the publication of "Standards Approved by the Registrar-General for Forms of Instruments" in the Government Gazette on 1.10.1993, the Lands Titles Office has maintained a quality management approach for A4 panel forms. Part of this process is a periodic review of the standards relating to the forms. A review has just been completed and revised Standards were published in the Government Gazette of 29.5.1997 and are effective from 10.6.1997.

We ask that all clients adhere to these published standards. We are currently experiencing difficulty with the following areas:

Paper Quality

The purchase of heavier quality paper has been a concern to clients. The initial paper quality was determined after consultation with our interstate counterparts and taking into consideration the capacity of the imaging process to successfully reproduce a satisfactory image of the original. As a result of improved technology and to maintain consistency with our interstate counterparts the quality of paper has been altered to the following:

Size:	International A4 (297 mm x 210 mm)
Margin:	Not less than 10 mm
Paper Colour:	White
Quality:	Laser Copy
Weight:	Not less than 80 gsm
Print Colour:	Black
Pitch:	Variables must not exceed 12 pitch i.e. 12 characters per 25mm
Binding:	All originals to be secured in the top left hand corner only
	Free from discolouration or blemishes.

- Copyright** Some practitioners have continued 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 increase our requirement for storage considerably. For this reason, we have stipulated that single sided print will not be accepted.
- Page Numbering** All multiple page documents must be numbered so as to reflect the total number of pages contained in the document, eg. 1 of 10, 1-10, 1/10.

You are requested to take note of these standards and ensure that they are followed when lodging with the Office. There are a considerable number of requisitions being issued at present in relation to standards. These slow down the overall process for your clients and impose a heavier workload on our staff. If you have any enquiries regarding A4 panel forms, please contact Les Falkai on telephone 8226 3983.

2. TATS TITLES

From the beginning of June, Certificates of Title produced by the Torrens Automated Title System (TATS) will be clearer and easier to read. New equipment for the printing of these titles has been installed and the comments of our clients have been considered in the selection of a font for printing the title text.

3. T.I.M.B.E.R (Taxation Information Money By Electronic Return System) USERS

A T.I.M.B.E.R user recently discovered the hard way that all computer data should be backed up. To recreate information proved extremely difficult, and necessitated the recovery and subsequent restamping of documents already lodged with us. The State Taxation Office and Land Services Group urge all T.I.M.B.E.R users to regularly backup their data. Advice on backing up data can be obtained from the Taxpayer Services Section of the State Taxation Office on telephone 8226 1918. For information on documents lodged and stamped through T.I.M.B.E.R, call Kathy Rainsford of the Land Services Group on telephone 8226 3866.



ALAN J. SHARMAN
REGISTRAR-GENERAL
6 June 1997