



# REGISTRAR-GENERAL'S OFFICE

14

## A DIVISION OF THE DEPARTMENT OF LANDS

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When replying please quote

### NOTICE TO LODGING PARTIES

#### GENERAL NOTES RELATING TO PANEL FORMS

#### 1. Size, Margins, Quality and Colour

The standard size of the forms is the International B4 which measures 353 x 250 mm. Adequate margins of not less than 10 mm must be provided on all sides of the form. The paper selected is Azure Laid Ledger 113 gsm. The Registrar-General reserves the right to approve or refuse any departure from the above.

#### 2. Private Forms

With the approval of the Registrar-General, private bulk printing of forms is permitted. These documents, whilst incorporating the private organization's requirements, are subject to Crown copyright and any unauthorized printing of forms will constitute an infringement of the said copyright. Any variation to the approved form must also be approved by the Registrar-General.

#### 3. Available Forms - Coding and Type

The following listed forms which have been approved by the Registrar-General, are printed by the Government Printer and are available from the offices of the Government Printer at Netley and from the Government Information Centre on the ground floor of the Grenfell Tower, Grenfell Street Adelaide. When ordering from these places please use the form number, i.e. A1, A2 etc., instead of the name of the document required.

#### FORM

A1	TRANSMISSION APPLICATION	L2	UNDERLEASE
A2	APPLICATION TO NOTE DEATH	M1	MORTGAGE
A3	BLANK APPLICATION	M2	ENCUMBRANCE
B1	ANNEXURE SHEET	S1	SURRENDER OF LEASE
B2	BLANK INSTRUMENT	T1	TRANSFER
B3	DOUBLE BLANK INSTRUMENT	T2	TRANSFER (DOUBLE INSTR.)
C1	CAVEAT	T3	TRANSFER (Mortgage (Encumbrance, Lease))
D1	DISCHARGE OF MORTGAGE		
D2	DISCHARGE OF ENCUMBRANCE	T4	MORTGAGEE'S SALE
E1	EXTENSION OF MORTGAGE	W1	WITHDRAWAL OF CAVEAT
E2	EXTENSION OF LEASE	W2	WITHDRAWAL OF LIEN
L1	LEASE	W3	CESSATION OF LIEN

4. Documents for which no form is provided

Some documents to be prepared may not fit any printed form, perhaps because the form is unsuitable for the type of document or the document is too complex to be reduced to the panel format. These documents should be prepared in narrative style on either Form B2 or Form B3 depending on the amount of subject matter. Form A3 is seen to be applicable for the bulk of Applications, other than those with specifically designed forms.

5. Annexure Sheets

Where the panel on any printed form has insufficient space to accommodate the required information, use annexure Sheet B1 and, after inserting the words "See Annexure A" (or as the case may be) in the appropriate panel, enter the information on the annexure sheet under the aforesaid heading. The information at the top of the annexure must be completed and it must be securely attached at the top left hand corner of the parent document. Multiple annexures may appear on the same annexure sheet.

6. Insert Sheets

To accommodate the insertion of additional clauses and covenants etc. into the printed form of mortgages, leases or other documents, additional pages may be attached to a printed form. Office requirements will be satisfied if the clauses contained in the resulting document run in numerical sequence. Insert sheets must be of the approved standard of paper and of International B4 size.

7. L.O.T.S. Formats

Some of the forms require information to be supplied by the certifying party to enable the creation or deletion of incumbrances (mortgages, leases, caveats etc.) in the L.O.T.S. system. If direction is still required after reading the applicable note on the form, it should be sought from the staff of the Lands Titles Office.

8. Notes

Most forms have a set of instruction notes printed thereon; these should be read carefully and complied with as closely as possible.

9. Reference Names

The names of parties not involved in a particular transaction (e.g. mortgagor, in a discharge of mortgage - registered proprietor, in withdrawals of lien or caveat - etc.) are not to be shown in the panels. Should the lodging party require the name of such a person to be shown for reference purposes there is no objection to the insertion of this name in the area reserved "For Agents Use Only" in a format such as "Lodged by .... (for .....Mortgagor)".

10. Panels

Panels left blank are unacceptable. "Not Applicable", "Nil", or a diagonal line drawn the length of the panel, will be accepted in appropriate circumstances.

11. For Agents Use Only

It is important that the information asked for on the form is accurately supplied. Such items as "Lodged by", "Correction to", and "Titles, Crown Leases,

Declarations etc. Lodged with this Instrument", if not completed by the lodging party could lead to confusion when an instrument is referred for correction, or create doubts as to whether a particular Title was produced at lodgement. The space headed "OFFICE NOTES" is SOLELY for the use of Lands Titles Office staff.

12. Execution Clause and Proof

The execution clause and proof of signature no longer requires the full name of the applicant, transferor, lessor, lessee etc. to be shown. Those parties have already been clearly defined by reference to the panel in which their names appear. Merely show "applicant" "transferor" etc. in lieu of the full name in those places.

13. Introductory Date

You are reminded of the provisions of Section 54(a) of the Real Property Act, 1886-1980 reproduced hereunder for your benefit,

"54(a) Every instrument -

(a) that is lodged or issued before the first of January, 1981, must be in a form approved by the Registrar-General;

and

(b) that is lodged or issued on or after the 1st day of January, 1981, must be in a form prescribed by regulation".

14. Amplified notes relating to specific forms will be distributed as they become available.

1.7.1980



(B.J. KILEY)

ACTING REGISTRAR-GENERAL