



REGISTRAR-GENERAL'S OFFICE

A DIVISION OF THE DEPARTMENT OF LANDS

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1st March, 1990

NOTICE TO LODGING PARTIES

Panel Form Documents

Regulations under the Real Property Act, 1886 to introduce and govern the use of PANEL FORM DOCUMENTATION was assented to on 18.12.1980 and cited as "Real Property Act (Form of Instruments and Certificates of Title) Regulations, 1980".

To reinforce the requirements of the Regulations, and pursuant to the Registrar-General's Office policy of facilitating registration, your attention is directed to the abovementioned Regulations, and in particular the following areas of concern which repeatedly cause documents to be referred for correction.

1. PHOTOCOPYING OF APPROVED FORMS

Each form used is required to be either purchased from recognised commercial or Government outlets, or printed under authority by parties granted approval to do so from the Registrar-General. Photocopying of the same form is considered to be a breach of copyright.

2. LIQUID PAPER

Any alteration to a document is to be made by striking through the matter intended to be deleted. Erasures and the use of liquid paper are not acceptable (Reg 9 (1)(e)).

3. ALTERATIONS AND DELETIONS OF APPROVED FORMS

Each form is designed for the simple and most common type of transaction. Variations of a minor nature are permissible. However, if the form does not suit the dealing to be registered, then it should be completed in narrative form (Reg 9 (1)(e)).

4. NON-INITIALLING OF ALTERATIONS ON CORRECTED DOCUMENTS

All corrections to documents are required to be initialled by the certifying party (Reg 9 (1)(e)).

5. THE USE OF INK OTHER THAN BLACK OR BLUE

The use of red, green or any other colour, apart from black or blue, is forbidden (Regulation 9 (1)(c)(1)). Other colours do not photocopy or microfilm satisfactorily.

6. PANEL FORMS APPROVED FOR SPECIFIC USERS

The Registrar-General may approve of the use of panel forms designed to meet requirements of individual users. This does not mean that once approved any person can use that format. Only the party granted approval may use that form (Reg 8).

7. ANNEXURE SHEETS

Any annexure to a document supplying information meant for a panel, or executions, proofs etc. must be engrossed on a form B1 (Reg 9 (2)).

8. INSERTED SHEETS

Pages containing covenants of Leases, Mortgages etc. must be on good quality B4 size paper as required by Regulations (Reg 9 (3)).

9. EXECUTIONS

These are required to be on the panel form itself in the designated position, (or on Form B1 where space is insufficient) and not on extra sheets that may have been inserted.

10. CERTIFICATION

The name of the certifying party must be clearly printed below their signature, and qualifications not applicable are to be deleted (Reg 9 (1)(f)).

11. TEXT OUTSIDE PANELS

Hand written or typed details should always be contained within the panels provided for that purpose. Details supplied in the margins are not acceptable (Reg 9 (1)(d)).

12. INSTRUCTIONAL NOTES

Except for special cases, all pencilled instructional notes to facilitate correct execution by the parties etc. should be deleted prior to lodgement.

Adherence to these Regulations will simplify the task of examination, reduce backlogs, and result in less documents being referred for correction.



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SENIOR DEPUTY REGISTRAR-GENERAL