

Notice

To Lodging Parties

31 May 2005

No 141

PANEL FORMS

1. Active Forms on the LSG Internet Site
 2. Changes to Forms
 - 2.1. Redesign of Outside Page
 - 2.2. AP3 and AP5 Forms
 - 2.3. New Forms on Internet
-

1. Active Forms on the LSG Internet Site

The Memorandum of Transfer (single page) (form T1), Application to Note Change of Name (of natural person) (form A4), Application to Register Death by Survivor (form A2) and Annexure (form B1) panel forms are now available as active on-line forms at the LSG Internet site: http://www.landservices.sa.gov.au/1Professional_Access/LTO_Panel_Forms/ .

Clients can enter data directly onto the form and help messages are provided as a guide to completion. The form can then be printed for execution and/or acceptance.

Enhancements to the on-line forms are proceeding. They will provide a more advanced user interface. It is also proposed to capture data from the forms electronically.

2. Changes to Forms

Notice to Lodging Parties No.139 stated that panel forms must comply with the standards and forms set out and varied from time to time on the LSG Internet site. Set out below are some significant changes to the forms. Lodging parties and suppliers of forms must amend their forms to ensure compliance with the published forms. Any instrument **dated after 31 August 2005** that does not comply with the new requirements may not be accepted for registration.

2.1. Redesign of Outside Page

The outside or back pages of panel forms have been redesigned.

There is space for the stamp duty stamp affixed by RevNet users or RevenueSA on the right-hand side of the page. The stamp must be affixed in this position. This will solve the current problem of the stamp obscuring the printing on the front or “face” of the form.

A few division forms, such as Applications for Deposit of a Plan of Division (Form RTC), may require several stamps to be affixed. In such instances, those stamps that do not fit in the space provided on the back page will need to be affixed on the appropriate page on the inside of the document. This should be done in such a way so as to obscure as little printed information as possible.

Fees and date/time of lodgement boxes have also been removed from forms on which they are no longer required.

2.2. AP3 and AP5 Forms

Application for Amendment of a Deposited Community Plan panel forms AP3 and AP5 have additional wording inserted in clause 2(a) on page one. This clause is to be used when a deposited community plan is being amended and the existing scheme description will still be accurate. Although the scheme description is unchanged Section 52(4)(d) of the *Community Titles Act 1996* requires a copy of it, endorsed by the relevant development authority, to be produced with the application for filing with the plan, using panel form LF1.

2.3. New Forms on Internet

The following panel forms (as amended) and the guidance notes relating to each have now been added to the LSG Internet site:

- Power of Attorney (Form P1)
- Enduring Power of Attorney (Form P2)
- Revocation of Power of Attorney (Form RP)
- Application for New Certificates of Title (Form RT)
- Registrar-General's Caveat (Form XX)
- Withdrawal of Registrar-General's Caveat (Form WXX)
- Application for Cancellation of a Strata Plan (Form CS1)

Simon Libbis
REGISTRAR–GENERAL