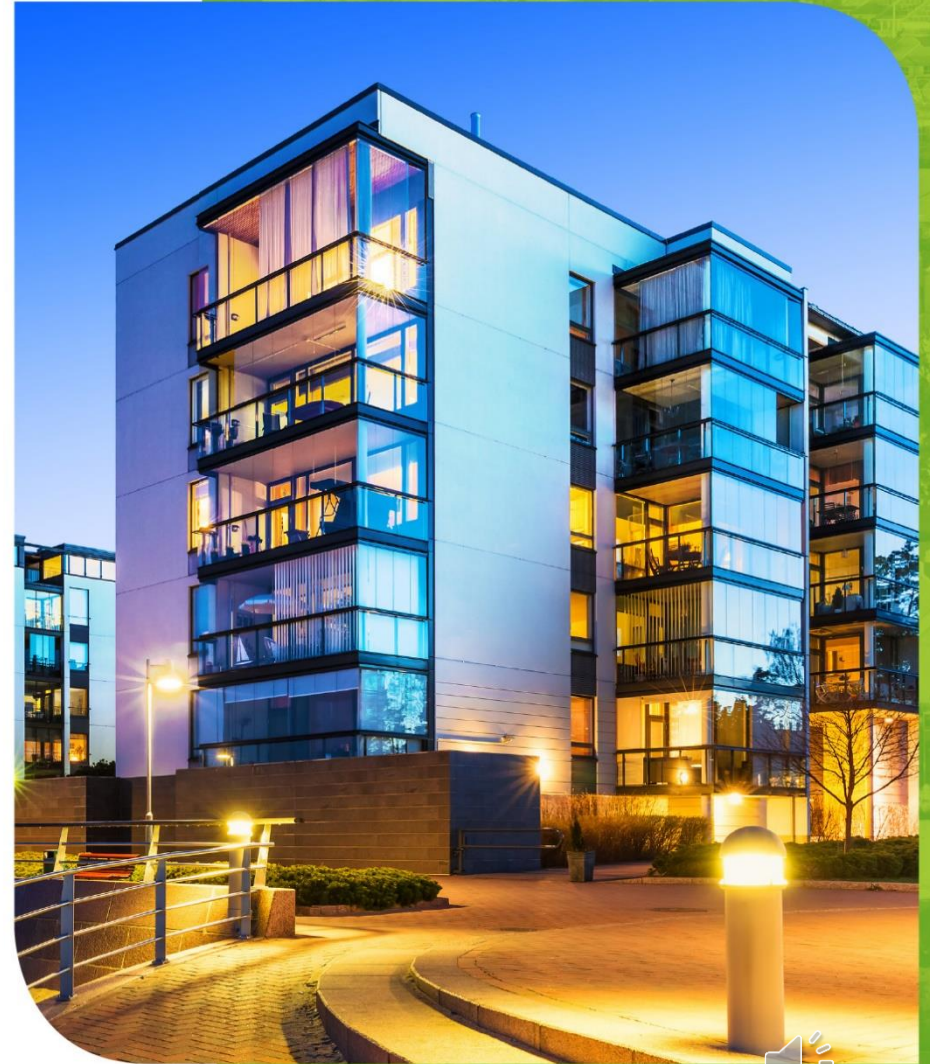




Industry Education Webinar:

# Electronic Residual Dealings and Document Withdrawal Instructions



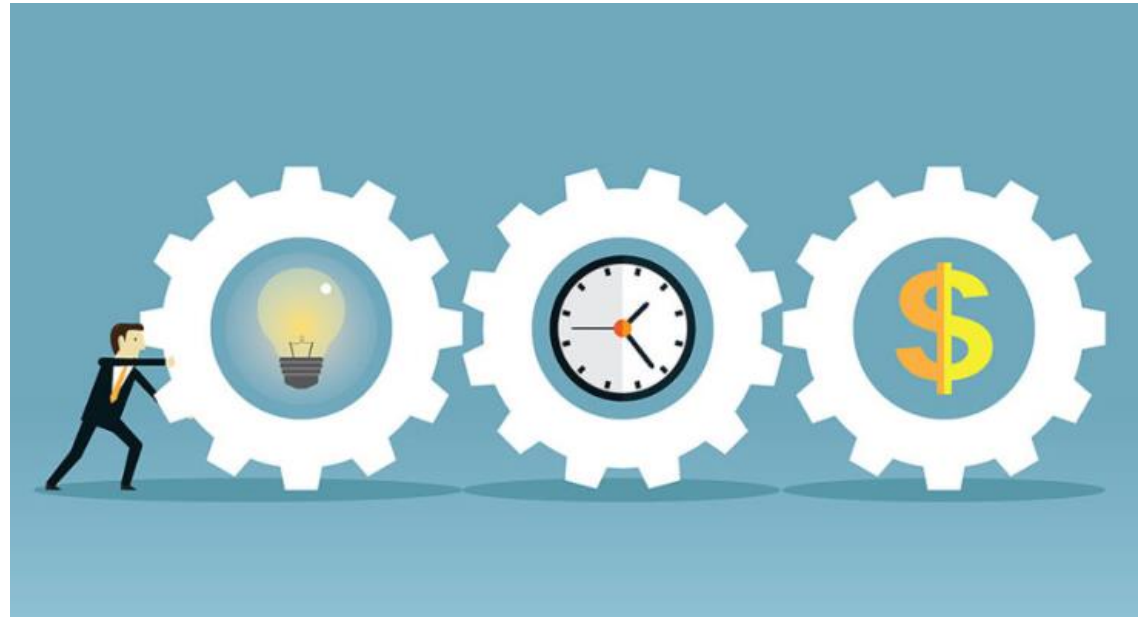


# Industry Education Program

Land Services SA is committed to providing an excellent Customer Experience. One way we continue to deliver value to the Industry is through our Industry Education Program, where we produce a range of helpful educational materials, hold regular webinars and Industry Events.

## Why are we doing this?

- ✓ Assist in educating the industry by providing regular training updates
- ✓ Assist in reducing requisitions across your business, saving you time and money
- ✓ Supporting you to deliver excellent service to your clients





# About our Land Services SA Team

This Industry Education Webinar was prepared by one of Land Services SA's Subject Matter Experts. Our staff have years of experience and are well respected in the Industry.



**Natasha Stupel** is currently the Registration Training, Audit and Workflow Officer for Land Services SA. I have over 35 years of experience in numerous areas of the Lands Titles Office. Current areas of focus are registration of electronic dealings and training new Registration Officers.



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# What are Residual Dealings?

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New functionality has been introduced to enable the electronic lodgement of dealings that were not previously electronically tradeable, these are known as “Residual Dealings.”

Over 350 Residual dealings and variations are **now available** for electronic lodgement through PEXA.

AD2 ADD AG AH AR AX BA C CN CN2 CO CO2 CR  
DA DC DE EM EXE EL EM EU LC LN LN2 MC MC2  
OA OD PE PM PLN PS PW PX RA RL RU RX TA2 TH  
V WL WS WS2 WXX WW XX





# User Guide


## BANKRUPTCY

Name	Dealing Sub-Category	Available	Subject Interest	Relinquishing Party	Receiving Party	Applicant	Other Party	Monetary	Date	Additional Details	Category Value	Duty	Evidence
BANKRUPTCY APPLICATION - BANKRUPTCY ACT 1966	APPLICATION TO BE REGISTERED AS PROPRIETOR PURSUANT TO THE BANKRUPTCY ACT 1966 (Consequential on the Bankruptcy of a Registered Proprietor) - Vesting the interest of a Registered Proprietor on title in the Trustee(s)	March 2021	N/A	Bankrupt (Mandatory)	N/A	Applicant (Mandatory) Requires Party Capacity of 'Receiver'	N/A	N/A	Evidence Date (Mandatory)	Certificate Number (Mandatory)	N/A	N/A	N/A

## ORDER OF COURT (CHANGE OF PROPRIETORSHIP)

Name	Dealing Sub-Category	Available	Subject Interest	Relinquishing Party	Receiving Party	Applicant	Other Party	Monetary	Date	Additional Details	Category Value	Duty	Evidence
ORDER OF COURT (CHANGING PROPRIETORSHIP)	APPLICATION TO BE REGISTERED AS PROPRIETOR PURSUANT TO ORDER OF COURT - Vesting the interest of Registered Proprietor(s) on title in the Party(s) named in the Court Order - Applicant(s) is the Party(s) named in the Court Order	November 2021	N/A	Registered Name (Mandatory)	N/A	Applicant (Mandatory)	N/A	N/A	Evidence Date (Mandatory)	N/A	N/A	Required	Court Order (Mandatory)

## POWER OF SALE

Name	Dealing Sub-Category	Available	Subject Interest	Relinquishing Party	Receiving Party	Applicant	Other Party	Monetary	Date	Additional Details	Category Value	Duty	Evidence
TRANSFER - POWER OF SALE	TRANSFER BY MORTGAGEE EXERCISING POWER OF SALE - the title being transferred is the whole of the land subject to the Mortgage	November 2021	Mandatory	Transferor (Mandatory) Mortgagor (Mandatory)	Transferee (Mandatory)	N/A	N/A	Consideration (Mandatory)	N/A	N/A	N/A	Required 	Consent (Optional)





# Mandating and Exemptions - Electronic Conveyancing

## Dealings currently mandated for eConveyancing

Prefix	Dealing Heading
<b>DM</b>	Discharge of Mortgage
<b>M</b>	Mortgage
<b>AD</b>	Application to Note Death
<b>DE</b>	Discharge of Encumbrance
<b>E</b>	Encumbrance
<b>L</b>	Lease
<b>M:CN</b>	Mortgage, Change of Name
<b>SL</b>	Surrender of Lease
<b>SU</b>	Surrender of Underlease
<b>T</b>	Transfer
<b>TA</b>	Transmission Application
<b>TE</b>	Transfer of Encumbrance/Agreement
<b>TM</b>	Transfer of Mortgage
<b>UL</b>	Underlease
<b>WX</b>	Withdrawal of Caveat
<b>X</b>	Caveat

(Structured Dealings)

## Dealings mandated for eConveyancing from 8 April 2024

<b>AD2</b>	Application to Register Death (Subsidiary Interest)
<b>ADD</b>	Death of Lessee Determining Lease
<b>AG</b>	Agreement
<b>AH</b>	Heritage Agreement
<b>AR</b>	Retirement Village
<b>BA</b>	Bankruptcy
<b>C</b>	Covenant
<b>CN</b>	Change of Name
<b>CN2</b>	Change of Name (Subsidiary Interest)
<b>CO2</b>	Order of Court *(Mandate only applies to CO2's lodged in relation to section 8 of the Enforcement of Judgments Act 1991)
<b>CR</b>	Cancellation of Retirement Village
<b>DA</b>	Discharge Misc Advance/Charge/Order of Court *(Mandate only applies to DA's lodged in relation to section 8 of the Enforcement of Judgments Act 1991)
<b>DC</b>	Discharge of Covenant
<b>DE</b>	Discharge of Encumbrance *(Existing mandate extended to include "by virtue of death of annuitant")
<b>EL</b>	Extension of Lease
<b>EM</b>	Extension of Mortgage
<b>EU</b>	Extension of Underlease
<b>EXE</b>	Memorandum of Extension of Encumbrance
<b>LN</b>	Lien

<b>LN2</b>	Lien (Subsidiary Interest)
<b>MC</b>	Notice of Charge
<b>MC2</b>	Notice of Charge (Subsidiary Interest)
<b>OA</b>	General Application
<b>PE</b>	Partial Discharge of Encumbrance
<b>PLN</b>	Partial Withdrawal of Lien
<b>PM</b>	Partial Discharge of Mortgage
<b>PS</b>	Power of Sale
<b>PW</b>	Partial Withdrawal of Warrant
<b>PX</b>	Partial Withdrawal of Caveat
<b>RA</b>	Rescind an Agreement
<b>RL</b>	Re-Entry of Lease
<b>RU</b>	Re-Entry of Underlease
<b>RX</b>	Removal of Caveat
<b>TA2</b>	Transmission Application (Subsidiary Interest)
<b>TH</b>	Termination of Heritage/Access Agreement
<b>TL</b>	Transfer of Lease
<b>TU</b>	Transfer of Underlease
<b>WL</b>	Withdrawal of Lien
<b>WS</b>	Warrant of Sale
<b>WS2</b>	Warrant of Sale (Subsidiary Interest)
<b>WW</b>	Withdrawal/Satisfaction of Warrant



# Mandating and Exemptions - Electronic Conveyancing

Electronic Conveyancing (eConveyancing) allows practitioners and financial institutions to lodge and settle conveyancing transactions in an electronic workspace provided by an Electronic Lodgement Network Operator (ELNO). A paper lodgement channel remains available for self-represented parties.

The electronic platform enables parties to:

- upload transaction information, which the system then checks and verifies for completeness, accuracy, and compliance
- prepare instruments and reports to register changes in property interests and ownership
- settle financial transactions, including payment of duties, taxes, and disbursements
- comply with the tax and duty requirements of revenue offices
- lodge instruments with Land Services SA and receive confirmation of their lodgement and registration.

Enquiries relating to the preparation, data entry, and resulting error messages for electronic documents, should in the first instance be referred to the Electronic Lodgement Network Operator to which you subscribe.

Electronic Lodgement Network Operators	+
Mandatory Electronic Lodgement of Documents	+
Exemptions for Electronic Lodgement	+
Transition Requirements	+
Residual Dealings	+
FAQs	+
E-Conveyancing Tip of the Month	+

- ▶ As of **Monday 8 April 2024**, further dealings will be mandated for electronic lodgement via an approved ELNO
- ▶ Further detail on Mandating and Exemptions is available on our Electronic Conveyancing webpage, go to:
- ▶ **[www.landservices.com.au](http://www.landservices.com.au)**







# Withdrawal of Dealings

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## Full Withdrawal

- Permanently removed from the Lands Titles Registration Office
  - Dealing is unregistrable and the Registrar-General requires its withdrawal
  - Incorrect form has been lodged
  - The parties to the dealing no longer wish the dealing to be register
  - The dealing has been lost when requisitioned

## Temporary Withdrawal

- Temporarily removed from the registration system immediately followed by the re-lodgement on a new date
  - Series order numbered incorrectly
  - Failure to lodge required dealing





# Full Withdrawal Requirements

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- A letter from the correcting agent stating their request for the full withdrawal of the dealing. The letter must state:
  - the reason for the full withdrawal request
  - details of who the refund is to be paid to and the details for EFT payment
- For agents acting under Client Authorisation:
  - Written and signed consent of each Certifier for the dealing
- The original dealing must be returned (if referred for correction)
- Replacement dealing and registration fee, if applicable





# Temporary Withdrawal Requirements

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- A letter from the correcting agent stating their request for the temporary withdrawal of the dealing. The letter must state:
  - The intended order of dealings after the re-lodgement process
- For agents acting under Client Authorisation:
  - Written and signed consent of the Certifier
- The appropriate Regulated withdrawal fee
- Any new dealing (if applicable) together with the appropriate registration fee





# Withdrawal Process



## Guidance Notes

# Withdrawal of a Dealing

## RE-LODGE A DEALING

### GENERAL INFORMATION

A re-lodgement of a dealing can only occur prior to its registration and may be necessary when:

- a. A required dealing was not included with the series at the time of lodgement and an existing dealing needs to be temporarily withdrawn to allow the new dealing to be registered in the correct order.
- b. The dealings were lodged with incorrect series numbering or the numbering was unclear.

### RE-LODGE PROCESS

- a. Division dealing re-lodgements are to be re-lodged through the 'drop and go' chute at 101 Grenfell Street. The consent of the certifying party incorporating a statement that the applicant and all affected parties have consented to re-lodgement of the dealing must be included with the re-lodged dealings.
- b. All other re-lodgements must be done by appointment at Land Services SA.
- c. The correcting agent is to contact Land Services SA (08 8423 5000) to make an appointment for a Temporary Withdrawal with one of the following:
  - The Face to Face Officer - for non-division dealings; or
  - The relevant Property Examiner - for Division dealings.
- d. Regional clients only can request a re-lodgement via post to:
  - Land Services SA, GPO Box 543 Adelaide SA 5001
- e. At this appointment, the correcting agent must provide the following:
  - A letter requesting the re-lodgement of the dealing. This letter is to include the intended order of the dealings after the re-lodgement process.
  - For Agents acting with a Client Authorisation:
    - the written consent of the Certifying Party only is required;
  - For Self-Represented Parties:
    - the written consents of the Certifying Party or a Representative of the Correcting Party
    - Written consents from all the applicable parties. A list of the necessary consents can be found at the end of these notes. If in doubt, please ask the Client Advice Officer for assistance.
- The appropriate fees for a re-lodgement transaction
- Any new dealings (if applicable) together with the appropriate registration fee.



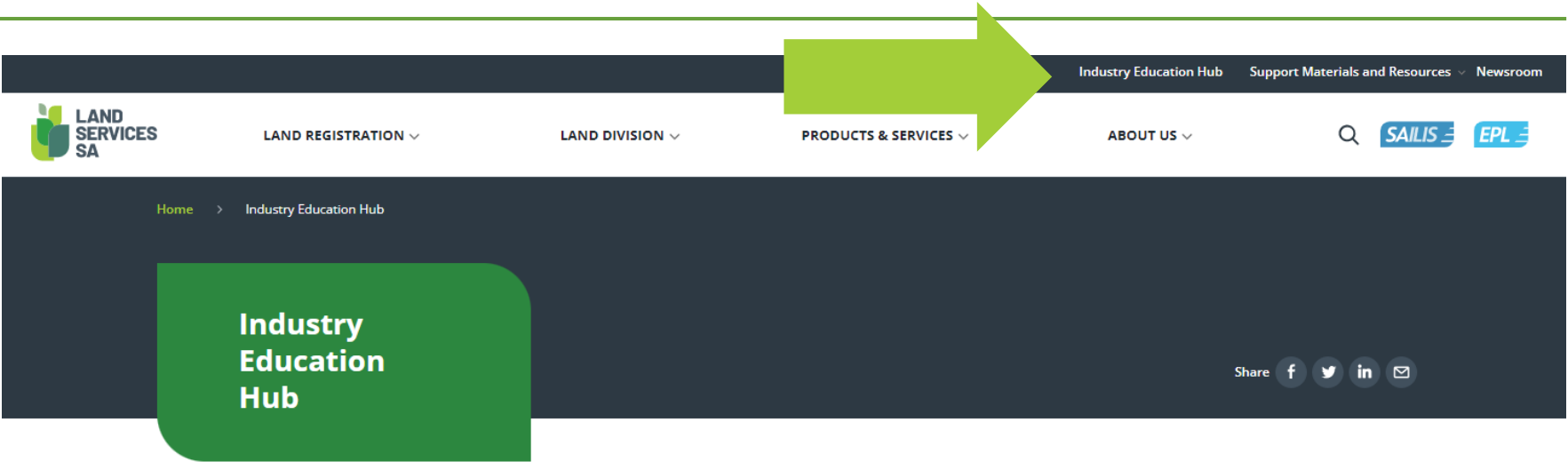


# Summary of Key Points

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# Industry Education Hub



Land Services SA partner with the SA Government and relevant Industry Bodies to deliver a range of Educational Materials to support property industry professionals. This webpage is dedicated to the publication of Industry Education Materials to assist conveyancing and survey professionals.

**Hot Tip:**  
**Keep updated on LSSA's  
webinars and video's**

Industry Education Series	+
eConveyancing	+
Digital Plan Lodgement	+
SAILIS Video Tutorials	+
Land Services SA Fact Sheets	+





# Questions

