

LTO Form Standards Approved by the Registrar-General

All Lands Titles Office Panel Forms must be printed in black on double-sided, A4, white 80-gsm paper, ie: printed on both sides of the paper. If you do not have access to a duplex printer, use the manual feed option to produce a double-sided copy.

1. Every instrument to which these standards apply must comply with the following requirements:
 - a. The paper size must be:

Size:	International A4 (297 mm x 210 mm)
Margin:	Not less than 10mm
Paper Colour:	White
Quality:	Laser Copy
Weight:	Not less than 80 gsm
Print Colour:	Black
Pitch:	Not less than 10 (variables)
Binding:	All originals to be secured in the top left hand corner only.

Free from discolouration or blemishes.
 - b. A margin of not less than 10mm must be provided on all sides of every page on which text is inserted by the parties executing.
 - c. The text must be printed or written in the spaces provided observing the following:
 - If typewritten, the type:
 - may be produced by laser, daisy wheel and high standard inkjet and dot matrix printers and must not be produced by low standard inkjet and dot matrix printers, or the equivalent;
 - must be in permanent, dense black ink and the link of the typewriting shall not overlap; and
 - If hand written, the writing must be clear and legible and in permanent, dense, rapid-drying black or blue ink;
 - The printing or writing in the instrument must not extend into any margin or subsequent panel;
 - Any alteration must be made by striking through the matter intended to be altered and not by erasing, rubbing, painting, scraping or cutting the surface of the paper. Every such alteration made pursuant to a requisition of the Registrar-General must be initialled by the certifying party and/or such other person or persons as the Registrar-General considers necessary;
 - The surname and initials of every certifying party must be clearly printed below the signature of such certifying party.

2. An annexure sheet to an instrument shall:
 - a. be in the format of Form B1 and identified therein as an annexure to the parent instrument;
 - b. be referred to in the appropriate panel in the body of the instrument;
 - c. be affixed securely and permanently to the top left-hand corner of the instrument. The annexure and instrument must not be bound;
 - d. be numbered sequentially in a manner so as to reflect the total number of pages contained in the document;
 - e. used only where there is insufficient space in the parent instrument for the relevant information or there is some other compelling reason for its use;
 - f. contain sufficient information to link it to the document. This information must include the:
 - certificate(s) of title references
 - names of the parties (for individuals, initials for given names and last name in full is acceptable)
 - type of document to which it is annexed

Examples:

In the case of a Memorandum of Transfer:

- Land: The whole of the land in CT 5432/123
- Parties: L.B. Smith and L.C. Smith to D. Jones
- Dealing: Transfer of the fee simple

In the case of an Application for Deposit of a Plan of Division:

- Land: The whole of the land in CT 5432/123 and 5678/456
- Applicants: L.B. Smith, L.C. Smith and D. Jones
- Dealing: Application to deposit a plan of division DP 78943 (or development numbers if the plan has not already been lodged)

3. Subject to paragraph 1, an additional or inserted sheet intended to form part of the instrument must:
 - a. be affixed securely and permanently to the top left hand corner of the instrument and comply with the paragraph 2 (d) of these standards; and
 - b. the printing or handwriting thereon must be clear and legible and in a permanent form.
4. An additional or inserted sheet being a certificate, statutory declaration or writing of a similar nature is intended to form part of an instrument ensure:
 - a. it is affixed securely and permanently to the left hand corner of the instrument; and
 - b. the printing or handwriting thereon is clear and legible and in permanent form.

Land Services SA, on behalf of the Registrar-General *may refuse* to accept for registration any instrument, annexure sheet or additional or inserted sheet which does not comply with the provisions of these standards.



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