

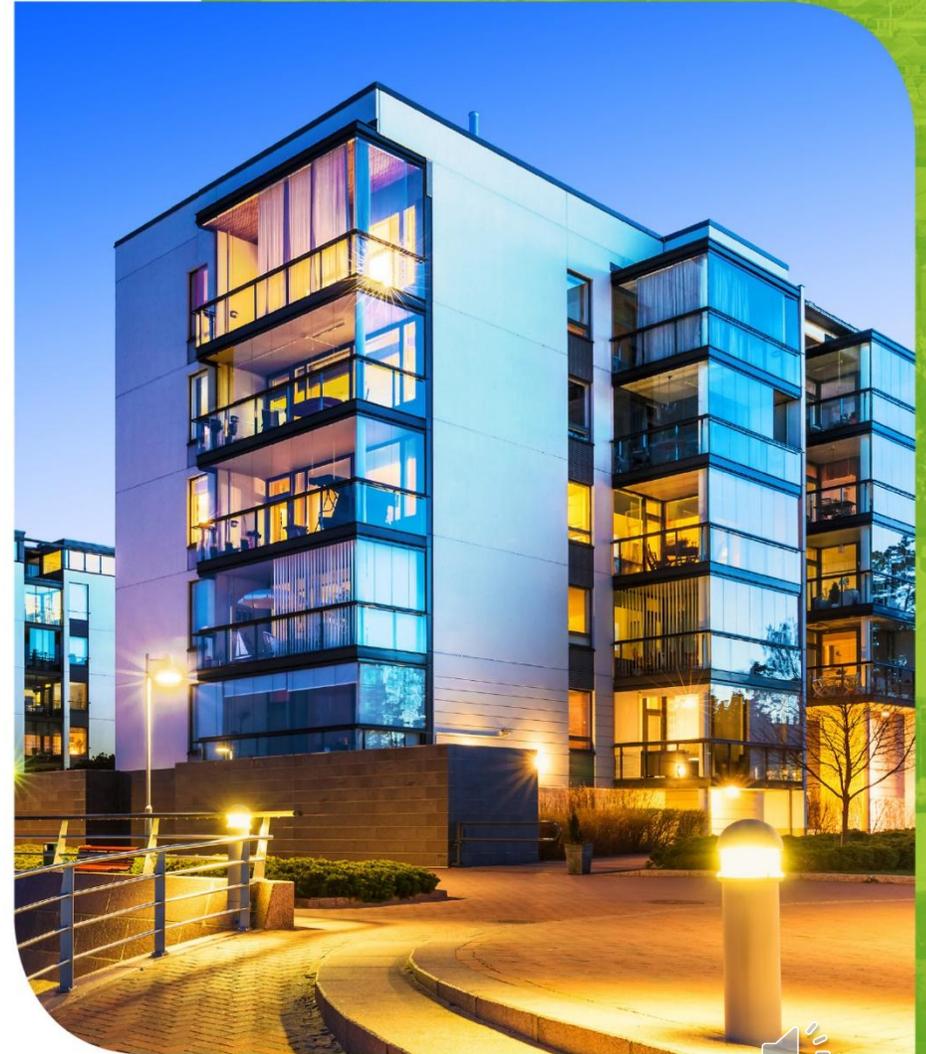


Common Errors on Electronic Dealings

A Joint Webinar with PEXA

20/11/2025

landservices.com.au





Industry Education Program

The screenshot shows the Land Services SA website interface. At the top left is the logo and a search bar. The main navigation bar includes: For Individuals, For Professionals (highlighted with a green arrow pointing up), Land Registration, Land Division, Products & Services, and About Us. Below this, there are three columns of content:

- For Professionals Overview**: Includes a 'View All' link.
- Education & Support**: Includes a link to the **Industry Education Hub** (highlighted with a green arrow pointing left), Processing Times, Compliance Program, and Forms & Guidance Notes.
- Products & Tools**: Includes SAILIS Access & Support, Premium Consulting, Fast Track, Property Edge, LTO Fee Calculator, and Property Transfer Fee Calculator.
- Engagement**: Includes Engagement Overview, Excellence in Conveyancing Awards, Survey Industry Events, Sign up to our newsletter, Customer Information Bulletins, and Notice to Lodging Parties.

On this page

- Industry Education Series
- Webinar Recordings
- eConveyancing
- Digital Plan Lodgement
- SAILIS Video Tutorials

Featured Resources

[Full list of Webinar Topics for 2025](#) (227 KB)

For Professionals





Today's Presenters



Natasha Stupel is the Registration Training, Audit and Workflow Officer for Land Services SA. She has over 35 years of experience in numerous areas of the Lands Titles Office and has worked on several flagship projects such as E Conveyancing, Residual Dealings, Automatic Registration and the alignment of paper and electronic panel forms. Current areas of focus are electronic dealings, and internal and industry training.



Mara Pyrgiotis is the Customer Relationship Lead for South Australia at **PEXA**, leveraging her strong background in conveyancing and client engagement to support legal and property professionals in the digital settlement space. She works closely with firms across the state to optimise their use of the PEXA platform and is recognised for bridging the technical and practical aspects of digital conveyancing as a trusted industry advisor.



Contents

- Entity Names & Legislated Abbreviations
- CN & M:CN in series for same name, same CT
- Transfer from sole proprietor to joint tenants
- E-Conveyancing – LSSA website
- Mandated Electronic Lodgements
- Exemptions list
- Residual Dealings – User Guide
- E-Conveyancing Tip of the Month
- Updating Subscriber Correspondence Address





Entity Names and Legislated Abbreviations

Legislated Abbreviations for a Company

PROPRIETARY	PTY.
LIMITED	LTD.
COMPANY	CO.
NUMBER	NO.
AND	&
AUSTRALIAN COMPANY NUMBER	ACN

Legislated Abbreviations for an Association

INCORPORATED	INC.
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Legislated Abbreviations - No justification/No Correction of Name required



Disposing of interest

PRIVACY COLLECTION STATEMENT: The information in this form is collected under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes. It may also be used for other authorised purposes in accordance with Government legislation and policy requirements.

CAVEAT BEING WITHDRAWN

14534822

LAND DESCRIPTION

THE WHOLE OF THE LAND IN CT VOLUME 6305 FOLIO 141

CAVEATOR (Full name and address)

HOMES FOR HOMES LIMITED ACN 143151544 OF B 227 COLLINS ST MELBOURNE VIC 3000 REGISTERED AS HOMES FOR HOMES LTD. AS A CONSEQUENCE OF ERROR IN REGISTER **X**

THE CAVEATOR FULLY WITHDRAWS THE CAVEAT

DATED 25 AUGUST 2025

CERTIFICATION

The Certifier has taken reasonable steps to verify the identity of the caveator or his, her or its administrator or attorney.

The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.

The Certifier has retained the evidence supporting this Registry Instrument or Document.

The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant law and any Prescribed Requirement.

Changing/Correcting a Name

Estate and/or interest being mortgaged

FEE SIMPLE

Land Title Reference	Part Land Affected?	Land Description
5000/1		

Mortgagor

Name	ABC PTY LTD
Name on Title	ABC PTY. LTD.
Reason for Difference	ERROR IN REGISTER X
ACN	123456789
Address	
Delivery Type	PO BOX
Number	1
Locality	ADELAIDE
State	SA
Postcode	5001

Mortgagee

Given Name(s)	PAUL
Family Name	JONES



Incorrect lodgements for CN and M:CN - same name, same CT



20/05/2025	18/08/2025	14529144	MORTGAGE	REGISTERED	WESTPAC BANKING CORPORATION (ACN: 007 457 141), New Proprietor Name: CASSANDRA MAY DAVY
20/05/2025	18/08/2025	14529143	CHANGE OF NAME	REGISTERED	CASSANDRA MAY DAVY

10/04/2025	05/06/2025	14501421	MORTGAGE (CHANGE OF PROPRIETOR NAME)	REGISTERED	HERITAGE & PEOPLE'S CHOICE LTD. (ACN: 087 651 125), New Proprietor Name: CATHERINE LYNNE KELLY
10/04/2025	05/06/2025	14501419	DISCHARGE OF MORTGAGE	REGISTERED	12337625
10/04/2025	05/06/2025	14501420	CHANGE OF NAME	WITHDRAWN	CATHERINE LYNNE KELLY

15/08/2025	10/09/2025	14595379	MORTGAGE	REGISTERED	WESTPAC BANKING CORPORATION (ACN: 007 457 141), New Proprietor Name: AARON JAMES SCHMIDT
15/08/2025	10/09/2025	14595378	DISCHARGE OF MORTGAGE	REGISTERED	14457063
15/08/2025	10/09/2025	14595377	CHANGE OF NAME	REGISTERED	AARON JAMES SCHMIDT

29/07/2025	29/08/2025	14581554	MORTGAGE	REGISTERED	WESTPAC BANKING CORPORATION (ACN: 007 457 141), New Proprietor Name: EMILIE SUZANNE STOLL
29/07/2025	29/08/2025	14581553	CHANGE OF NAME	REGISTERED	EMILIE SUZANNE STOLL
29/07/2025	29/08/2025	14581552	DISCHARGE OF MORTGAGE	REGISTERED	13825286

26/05/2025	20/06/2025	14532984	MORTGAGE	REGISTERED	HERITAGE & PEOPLE'S CHOICE LTD. (ACN: 087 651 125), New Proprietor Name: JANET MARY RICHARDS
26/05/2025	20/06/2025	14532983	CHANGE OF NAME	REGISTERED	JANET MARY RICHARDS
26/05/2025	20/06/2025	14532982	DISCHARGE OF MORTGAGE	REGISTERED	14144063





Transfer from sole proprietor to create joint tenancy

Example of frequent error

TRANSFER

Stamp Duty Document ID:	205584807	ELN Lodgement Case ID: 1504097990
Duty Determination Date:	15 SEPTEMBER 2025	ELN Workspace ID: 14269918
Consideration/Value:	\$205,000.00	
Stamp Duty:	\$0.00	
Interest:	\$0.00	
Penalty Tax:	\$0.00	
Foreign Ownership Surcharge:	\$0.00	
LTD Code:	WSDA	

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LAND DESCRIPTION

WHOLE OF THE LAND IN CT VOLUME 5000 FOLIO 1

ESTATE & INTEREST

FEE SIMPLE IN 1/2 SHARE **X**

TRANSFEROR (Full name and address)

JOHN CITIZEN OF 101 GRENFELL STREET ADELAIDE SA 5000

CONSIDERATION (Words and figures)

LOVE AND AFFECTION

TRANSFeree (Full name, address and mode of holding)

JOHN CITIZEN AND JANE CITIZEN BOTH OF 101 GRENFELL STREET ADELAIDE SA 5000 AS JOINT TENANTS

THE TRANSFEROR ACKNOWLEDGING RECEIPT OF THE CONSIDERATION, TRANSFERS TO THE TRANSFeree THE ESTATE AND INTEREST SPECIFIED IN THE LAND DESCRIBED.

DATED 19/11/2025.....

CERTIFICATION **delete the inapplicable*

Transferee(s)

STRICTLY CONFIDENTIAL

Outcome

Registered Proprietor

JOHN CITIZEN AND JANE CITIZEN
 BOTH OF 101 GRENFELL STREET ADELAIDE SA 5000
 1 / 2 SHARE AS JOINT TENANTS

JOHN CITIZEN
 OF 101 GRENFELL STREET ADELAIDE SA 5000
 1 / 2 SHARE





Transfer from sole proprietor to create joint tenancy

Example of correct transfer

TRANSFER

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Duty Determination Date:	15 SEPTEMBER 2025	ELN Workspace ID:	14269918
Consideration Value:	\$205,000.00		
Stamp Duty:	\$0.00		
Interest:	\$0.00		
Penalty Tax:	\$0.00		
Foreign Ownership Surcharge:	\$0.00		
LTO Code:	WSDA		

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STRICTLY CONFIDENTIAL

Outcome

Registered Proprietor

JOHN CITIZEN

JANE CITIZEN

OF 101 GRENFELL STREET ADELAIDE SA 5000
AS JOINT TENANTS





Joint Tenancy – The Four Unities

A joint tenancy cannot exist unless the “**four unities**” are present.

The Unities of:

- **POSSESSION** requires each joint tenant to be entitled contemporaneously with the other tenant to possession of the whole of the land
- **INTEREST** requires each joint tenant’s interest to be same in nature, extent, and duration
- **TIME** requires the interest of each joint tenant to have vested at the same time
- **TITLE** requires each joint tenant to have acquired his or her title by the same instrument



**Jessup’s Land Title Office Forms and Practice [5111.2] Nature of Joint Tenancy*



Electronic Conveyancing – Land Services SA website



Enter a

Go to Land Registration



Access Land & Property Information

- For Individuals ▾
- For Professionals ▾
- Land Registration ▲**
- Land Division ▾
- Products & Services ▾
- About Us ▾

Land Registration Overview

Go to Electronic Conveyancing

Electronic Conveyancing

Electronic Conveyancing

Duplicate Certificate of Title

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Land Titling Advisory Group



Mandating, Exemptions, & Residual User Guide

<https://www.landservices.com.au/land-registration/electronic-conveyancing>



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	▾
E-Conveyancing FAQs	▾
E-Conveyancing Tip of the Month	▾

Mandated Dealings →

Residual Dealings →

← **Exemptions**

← **Tip of the Month**



Mandated Dealings

<https://www.landservices.com.au/land-registration/electronic-conveyancing/>



Mandatory Electronic Lodgement of Documents



The Registrar-General has mandated the electronic lodgement of the following dealings. These dealings represent approximately 92% of the total dealings lodged:

Prefix	Dealing	Dealing Executed on or after
AD	Application to Register Death by Survivor	3 August 2020
AD2	Application to Register Death (Subsidiary Interest)	8 April 2024
ADD	Death of Lessee Determining Lease	8 April 2024
AG	Agreement	8 April 2024
AH	Heritage Agreement	8 April 2024
AR	Retirement Village	8 April 2024
BA	Bankruptcy	8 April 2024
C	Covenant	8 April 2024
CN	Change of Name	8 April 2024
CN2	Change of Name (Subsidiary Interest)	8 April 2024
CO2	Order of Court	8 April 2024

*(Mandate only applies to CO2's lodged in relation to section 8 of the Enforcement of Judgments Act 1991)



Exemptions

<https://www.landservices.com.au/land-registration/electronic-conveyancing/>



Exemptions for Electronic Lodgement



The Registrar-General has agreed that where one or more of the following circumstances apply, the dealing will be exempt from electronic lodgement and Land Services SA will accept the dealing lodged in paper.

[Download printable version here](#)

Dealing is not Electronically Tradable

Dealings which fit one or more of the following circumstances are considered not electronically tradable and are exempt from electronic lodgement:

- Certificate of Title contains a condition other than the following:
 - The land is to have a building erected on it in accordance with plans and specifications which must be approved by the Minister for the Environment and Natural Resources before any such erection is commenced and shall not erect on the land any premises without the consent in writing of the said Minister
 - Except and reserved to the Crown the right to resume for road set forth in Land Grant
 - Subject to the reservations provisions and conditions still subsisting and capable of taking effect contained in Land Grant
- Party on the Title has a capacity of Minor or Trustee (under the *Trustee Act 1936*)
- Transaction over a Crown Lease, Crown Record, Moiety Title, Share Title, Limited Title, Company Title, Life Estate, Remainder Title or Qualified Title
- Dealings affecting more than 20 Certificates of Title which cannot be separated
- The Electronic Lodgement Network (ELN) is not available and has not been available for one clear business day
- Dealing is lodged in series with a non-mandated dealing
- Transaction is cross jurisdictional and there is no ELNO available in another jurisdiction.
- Dealing picking up on **unregistered** division dealing, **unregistered** proprietorship dealing, or **unregistered** dealing issuing new Certificates of Title
- Series creating and then dealing with the same instrument, e.g. Mortgage and Transfer of same Mortgage, Lease and Underlease of same Lease



The above applies to **all** categories of electronic lodgements, including mandated and residual dealings.

Exemptions - continued

<https://www.landservices.com.au/land-registration/electronic-conveyancing/>



Constraints for Transfers

The mandatory electronic lodgement of a TRANSFER dealing will not apply when:

- Transferring part of the land in a Certificate of Title (e.g. Allotment 5 in DP98765)
- It is a transfer that results in the issue of a new certificate of title
- Creating a Life Estate and/or an Estate in Remainder
- An attachment is required (e.g. Order of Court, Minister's Consent etc)
- An execution is required by a person other than the Registered Proprietor (e.g. Court Officer for Family Disputes)
- It is a transfer for the non-payment of rates and taxes
- Dealing with shares where an Executor remains on the Title
- There is multiple Stamping for Qualifying Land under the Section 14(2) of the Stamp Duties Act 1923
- The transaction or chain of transactions involves transactions or obligations outside of the Register (e.g. includes a Water Licence)
- Transfer of land to a registered mortgagee or lessee to effect merger
- Multiple Transfers of the same part tenancy (share), in the same CT, in series.
- Multiple Transfers of different part tenancies (shares), in the same CT, in series.
- Transfer to a protected person under Aged & Infirm Persons' Property Act 1940
- Transfer to a protected person under Guardianship & Administration Act 1993

Constraints for a Transmission Application

The mandatory electronic lodgement of a TRANSMISSION APPLICATION dealing will not apply when:

- An Estate in Remainder is affected
- The Applicant is also the Registered Proprietor who holds the whole of an Estate or Interest in different capacities as regards the same Certificate of Title, and it is intended to show the Registered Proprietor separately for each share held
- The Transmission Application of a share is in series with another Transmission Application of a share over the same Certificate of Title





Residual Dealings – Download User Guide

<https://www.landservices.com.au/land-registration/electronic-conveyancing/>

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)	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)





E-Conveyancing Tip of the Month

E-Conveyancing Tip of the Month



New E-Conveyancing Tip of the Month

November 2025

Please be aware of the requirements for attending to a requisitioned dealing:

- All amendments to a requisitioned dealing should be made in blue or black pen. Pencil is not acceptable.
- All amendments must be initialled, in blue or black pen, by the Certifier, or another person within the same firm with the authority to certify dealings correct for the purposes of the Real Property Act 1886.
- The original, bar-coded dealing received with the requisition slip must be returned, a photocopy or replacement dealing is not acceptable.
- Panel form pages are not to be removed. If applicable, the page can be struck through and initialled, and a new panel form page added if required.
- Where there is insufficient space, an annexure (B1) can be utilised.
- Where possible, do not delete pencil notes made by the Registration Officer.

If these guidelines are not adhered to, the dealing may be the subject of further requisition.

Previous E-Conveyancing Tip of the Month

September 2025

There has been an increase of lodgements where an Application to Note Change of Name is lodged in series with a Mortgage Incorporating a Change of Name for the same party, as regards the same Certificate of Title.

Only one application to note the change or correction of the same name, as regards the same Certificate of Title, should be lodged.

The lodgement of a CN and M:CN for the same name, and the same Certificate of Title, will result in both documents being requisitioned and will require either:

- the full withdrawal of the Application to Note Change/Correction of Name, or
- the deletion of the Change/Correction of Name component of the Mortgage.

This error delays registration of the series and creates requisitions, refunds, and additional work for both Certifiers.





Navigate to **Administrator Tools > Manage Subscriber Details**

Land Registry Correspondence Details

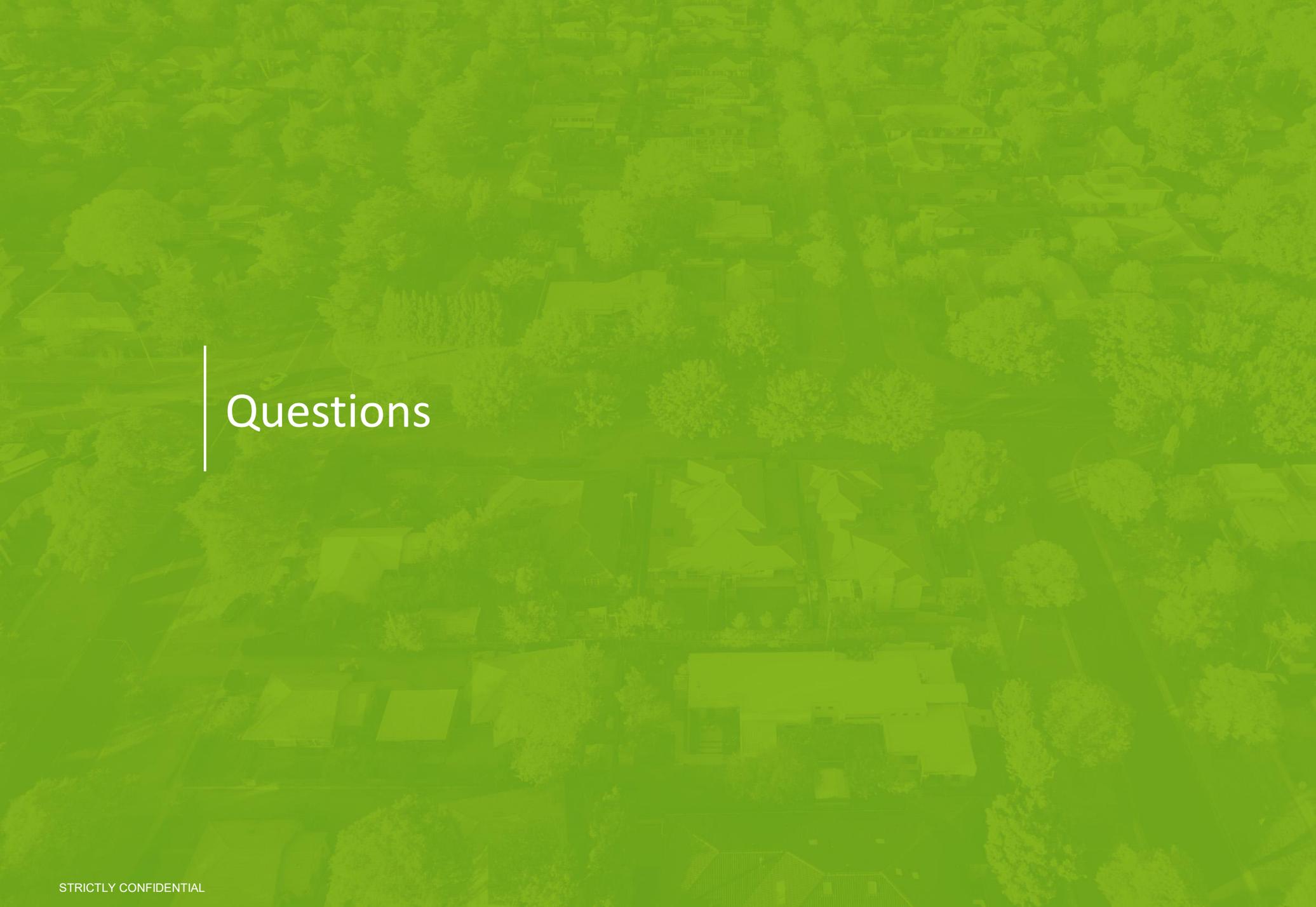
This panel allows you to control the Lodgement and Finance contact for the Land Registry of each jurisdiction your Subscriber is active in. These Land Registry contacts will receive communications from the Land Registry if required.

- You can view a list of existing contacts in the first section. If you click the **Action Cog** next to the relevant contact line you can **Edit** or **Delete** the existing contact information.
- If you click **Add Correspondence** you can create a new contact record.
 - You'll need to click **Add** on the **Add Correspondence** pop-up window, select the new contact in the appropriate **Financial correspondence** or **Lodgement correspondence** field(s), and click **Save** at the bottom of the page to ensure your changes are reflected.

Below the existing contacts display you will see a list of each of your jurisdictions. You will need to select a **Financial correspondence** and **Lodgement correspondence** contact for each jurisdiction.

- You will only need to select a **Lodgement correspondence** contact for SA.
- The selected contact does not need to be located in the jurisdiction.
- You may provide a **Document collection box number** if applicable.



An aerial photograph of a residential neighborhood, showing numerous houses with varying rooflines and colors, interspersed with green trees. The entire image is overlaid with a semi-transparent green filter. A vertical white line is positioned to the left of the word 'Questions'.

Questions