LAND SERVICES SA

Industry Education Webinar:

Correction and Rejection Process, Temporary and Full Withdrawals



landservices.com.au

About our Land Services SA Team

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

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 EConveyancing, 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.



LAND SERVICES SA

Contents

- Correction Process
- Rejection of a dealing
- Temporary Withdrawal (Re-lodgement)
- Full withdrawal



Reasons for raising requisitions

- An omission in the dealing, or an alteration or correction is required to the dealing.
- The production of documentary evidence.
- Clarification regarding the intention of the Certifier and the parties to the dealing.
- Requirement for an action to be performed to enable registration, such as full or temporary withdrawal or lodgement of a required dealing.
- The correcting agent has requested the dealing be referred for correction by request.



** Jessup's Land Titles Office Forms & Practice SA* – **paragraph {2885.3}**

Paper v Electronic Dealing Requisitions

Electronic dealing requisition



Orig. DM 14667780

10:53 25-Nov-2025
1 of 1

LANDS TITLES REGISTRATION OFFICE
SOUTH AUSTRALIA

DISCHARGE OF MORTGAGE

Responsible Subscriber: XYZ CONVEYANCING PTY LTD (EL – PEXA)
Reference: George 164164631 Dsch

ELN Lodgement Case ID: 1570176767
ELN Workspace ID: 14706039

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.

MORTGAGE BEING DISCHARGED
15014682

LAND DESCRIPTION
THE WHOLE OF THE LAND IN CT VOLUME 5000 FOLIO 1

MORTGAGEE (Full name and address)
ABC BANK AUSTRALIA PTY. LTD. ACN 565 565 656 (Australian credit licence 999999) OF 101 GRENFELL STREET ADELAIDE SA 5000

OPERATIVE CLAUSE **delete the inapplicable*

THE MORTGAGEE FULLY DISCHARGES THE MORTGAGE

DATED 1 DECEMBER 2025

CERTIFICATION

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

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

John Citizen

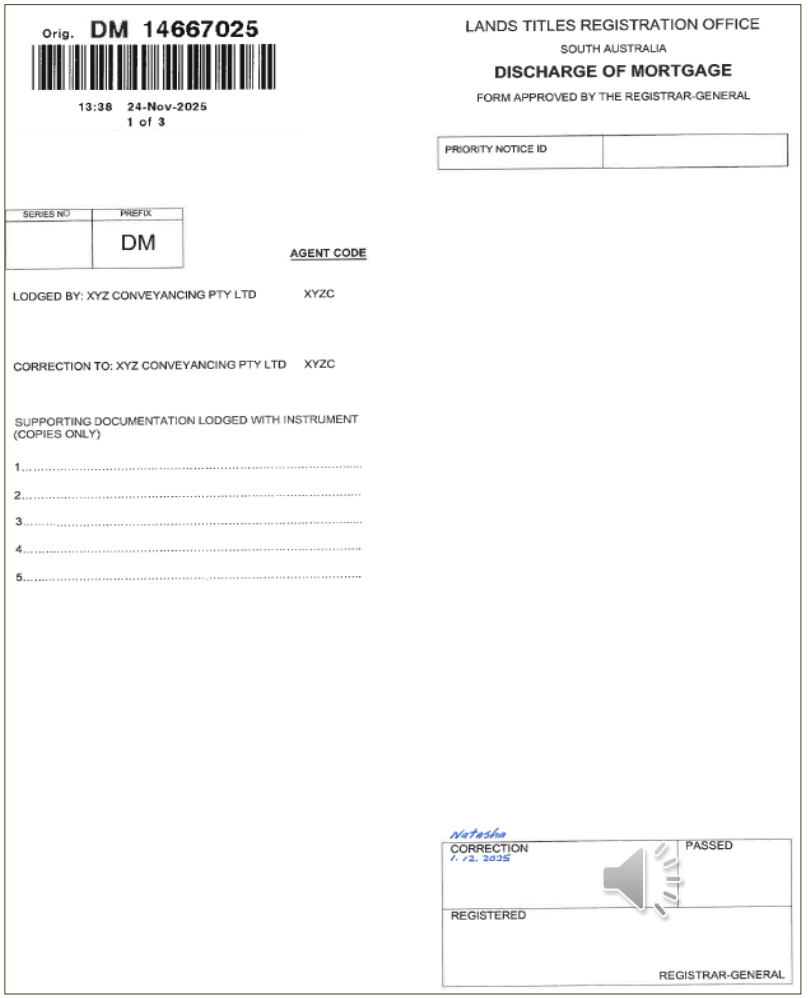
Employee Certifier

For: ABC BANK AUSTRALIA PTY. LTD.
On behalf of: ABC BANK AUSTRALIA PTY. LTD.

This is a representation of an instrument that was electronically lodged

Correction N5 1/12
REGISTERED

Paper dealing requisition



Orig. DM 14667025

13:38 24-Nov-2025
1 of 3

LANDS TITLES REGISTRATION OFFICE
SOUTH AUSTRALIA
DISCHARGE OF MORTGAGE
FORM APPROVED BY THE REGISTRAR-GENERAL

PRIORITY NOTICE ID

SERIES NO | PREFIX: DM

AGENT CODE

LODGED BY: XYZ CONVEYANCING PTY LTD XYZC

CORRECTION TO: XYZ CONVEYANCING PTY LTD XYZC

SUPPORTING DOCUMENTATION LODGED WITH INSTRUMENT (COPIES ONLY)

1.....
2.....
3.....
4.....
5.....

Natasha
CORRECTION
1.12.2025
PASSED

REGISTERED

REGISTRAR-GENERAL

Requisition Slip - Header Details

XYZ CONVEYANCING PTY. LTD. (EL – PEXA)

101 Grenfell Street

Adelaide SA 5000

LTO BOX 999

20/01/2026

Requisition Notice

Dealing Number and Prefix:	TRANSFER 14700000
Requisition Date:	20/01/2026
Referring Officer:	Natasha Stupel
Email:	natasha.stupel@landservices.com.au
Telephone:	84235000



Requisition Slip

PLEASE NOTE: Requisition Notices delivered electronically are provided for information purposes only. The Dealing requiring amendment will be available for collection from the Customer Service counter today by 11am (note – for Postal Agents, it will be posted the next business day after the requisition date).

- All requisitions must be complied with within two months; failure to do so will subject this dealing and any associated series to rejection procedures pursuant to section 220(e) of the Real Property Act 1886.
- All amendments must be initialled by the certifying party.
- When amending do not delete pencil notes. See Dealing Registration Guidelines [https://www.landservices.com.au/property-professionals/land-transactions/lodging-documents-guidelines].
- 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.
- Requisition enquiries are to be made by appointment only.
- **Visit our webpage dedicated to the publication of Industry Materials to assist conveyancing professionals - https://www.landservices.com.au/industry-education-hub**

Please attend to the following requisitions:

No.	Requisition
1	Please note that once a requisition is raised on an Electronic lodgement it becomes a paper dealing and any amendments are required to be made on the bar-coded copy of the dealing that will be delivered to the responsible subscriber's LTO box or by registered mail, depending on the method of delivery chosen within the ELNO. All amendments are to be initialled by the practitioner/employee certifier and the dealing returned to this office for completion.
2	Certificate of Title is subject to an absolute Caveat 14585696.
3	This document will need to be temporarily withdrawn to allow for the prior lodgement of a withdraw of caveat 14585696. Please note that you will need to produce the appropriate fees and consents. Refer <https://www.landservices.com.au/businesses-and-property-industry-professionals/land-transactions/lodging-documents-guidelines> under Document Lodgement Guidelines - Withdrawal of a Document Process Guidance Note.

Correction Stages

2 months after initial correction date

Where a correction has not been returned **two months** after the original correction date, Notices of Intention to Reject are sent to all parties named in the dealing, together with the lodging and correcting agents.

- An extension of time cannot be requested or granted at 2 months

4 months after initial correction date

Where a correction remains unresolved four months after the original correction date, the dealing may be rejected.

Once rejected, the dealing is regarded as never having been lodged and all registration fees paid in respect of the dealing are forfeited.

- Where the correcting agent has a genuine reason for requesting an extension of the rejection period, a written explanation and request for an extension may be submitted by the correcting party.

Withdrawal of Dealings

Temporary Withdrawal (Re-lodgement)

The 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.

Full Withdrawal

The full withdrawal of a dealing can only occur prior to its registration and may be necessary when:

a. The Registration Officer advises that the dealing cannot be registered.
b. The client has changed their intention and does not wish the dealing to be registered.
c. The incorrect form has been used and there is the intention to lodge a replacement dealing.
d. The dealing was referred for correction, and the original dealing has subsequently been lost.

Party authorised to sign withdrawal requests

Where the Client Authorisation for the dealing is to the firm:

The practitioner certifier or another Registered Conveyancer or Solicitor employed by the same firm.

Where the Client Authorisation for the dealing is to an individual Practitioner:

The practitioner certifier named in the Client Authorisation only.

Where the certifier is an employee certifier:

Either the employee certifier themselves or another person from the same company that is authorised to certify dealings correct for the purposes of the Real Property Act 1886.

Where the party is self-represented:

The individual(s) who has certified the dealing.



Temporary Withdrawal (Re-lodgement) Process

- All dealing re-lodgements are to be returned through the “drop and go chute” at Level 9, 101 Grenfell Street.

- Regional and interstate clients can request a re-lodgement via post to:

  Land Services SA
  GPO Box 543
  Adelaide SA 5001

- At the time of re-lodgement, 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;
  - The appropriate fees for a re-lodgement transaction
  - Any new dealings (if applicable) together with the appropriate registration fee.



Full Withdrawal Process

The correcting agent is to provide a letter stating that they request the dealing to be Fully Withdrawn. This letter is to include the following information:

- The reasons for the Full Withdrawal request.
- Details of who the EFT refund (if applicable) is to be paid to.

For Agents acting with a Client Authorisation:

- Written consent of the Certifying Party(s) is required.

The signed full withdrawal request should be returned to Land Services SA by post, or in person together with:

- the original dealing (if referred for correction).
- Where applicable, the replacement dealing together with the appropriate registration fee.

Note:

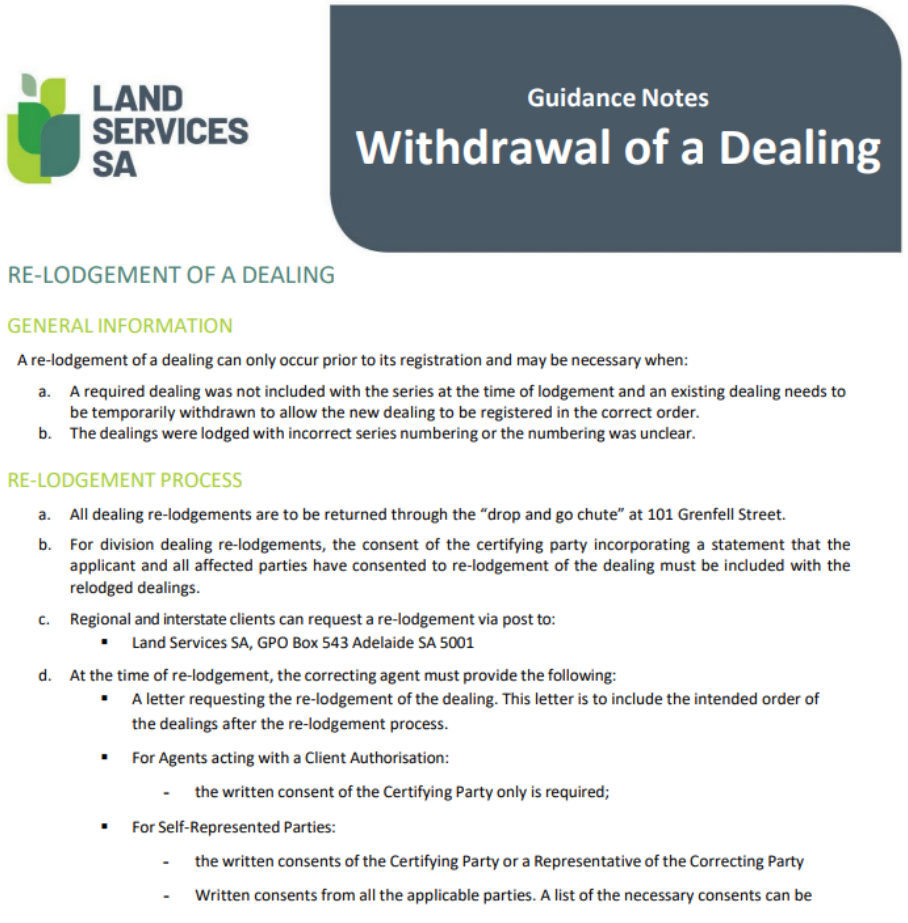
- The applicable withdrawal fee is deducted from the registration fees already paid on the dealing at the time of lodgement.
- Registration fees on a withdrawn dealing cannot be transferred to a new dealing.



Further Information

A detailed list of instructions for both temporary and full withdrawals is available on Land Services SA website at:

https://www.landservices.com.au/wp-content/uploads/2025/09/Withdrawal_of_a_Document_Guidance_Notes.pdf



LAND SERVICES SA

Guidance Notes

Withdrawal of a Dealing

RE-LODGEMENT OF 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-LODGEMENT PROCESS

a. All dealing re-lodgements are to be returned through the "drop and go chute" at 101 Grenfell Street.
b. For division dealing re-lodgements, 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 relodged dealings.
c. Regional and interstate clients can request a re-lodgement via post to:
   - Land Services SA, GPO Box 543 Adelaide SA 5001
d. At the time of re-lodgement, 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

Summary of Key Points

Point #1

The original, barcoded, requisitioned dealing must be returned.

Point #2

All amendments must be initialed by the Practitioner or Employee Certifier.

Point #3

Notices of Intention to Reject are a legislated requirement and you cannot opt out.

Point #4

An extension of time for the rejection of a dealing cannot be requested until 2 weeks prior to the rejection date.

Point #5

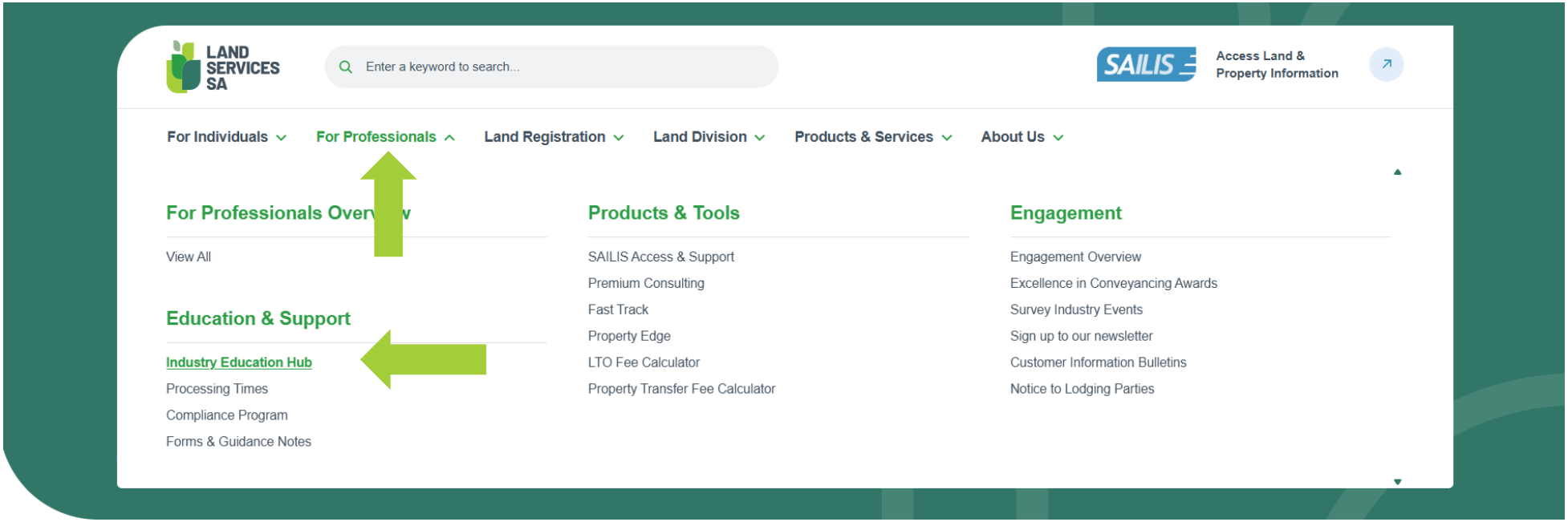
Temporary withdrawals cannot be processed until all requisitioned dealings have been returned, and any new dealing has been lodged.

Point #6

Detailed withdrawal instructions are available on Land Services SA website



Industry Education Program



On this page

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

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Full list of Webinar Topics for 2025 (227 KB)

For Professionals

Live Q&A Session



STRICTLY CONFIDENTIAL

Q&A Session

Why do I have to print the covenants when an electronic Lease is requisitioned?	• *When an electronic dealing is registered, attachments that form part of the image, such as covenants and terms and conditions, merge with the rendered form to create an image of the full dealing. When an electronic dealing is requisitioned, it is converted to paper, and the full paper dealing, with printed covenants attached, are required to be scanned manually to create the image.*
The note regarding needing authority as per the client authorisation for withdrawal / re-lodgement etc I assume doesn't apply for an RTC / RTU as a CAF isn't required for those dealings - is this correct?	• *Correct. For a full withdrawal of RTU/RTC/ACT, the consent of the Applicant, any affected parties, and any consenting parties is required.* • For a temporary withdrawal of RTU/RTC/ACT, the applicant and affected parties must consent.
If a page needs to be completely replaced (eg consent page signed by the incorrect power of attorney) does the dealing have to be temp withdrawn to replace the page? Or can that be done as part of the correction process?	• *No withdrawal is required. This can be completed as part of the requisition process.* • *Note that pages should not be removed. Pages can be crossed through, initialled, and new pages added.*
What fees apply to a re-lodgement that occurs in a different FY?	*You will need to pay:* • *The withdrawal fee, increasing to $81.50 from July 1, 2026* • *Registration fees for any new dealing being lodged.* • *The <u>difference</u> in financial year registration fees when dealings lodged prior to, or on, 30th June are re-lodged on, or after, 1st July – includes all fee types that may apply including: Registration Fees, New Title Fees, Ad valorum etc.*