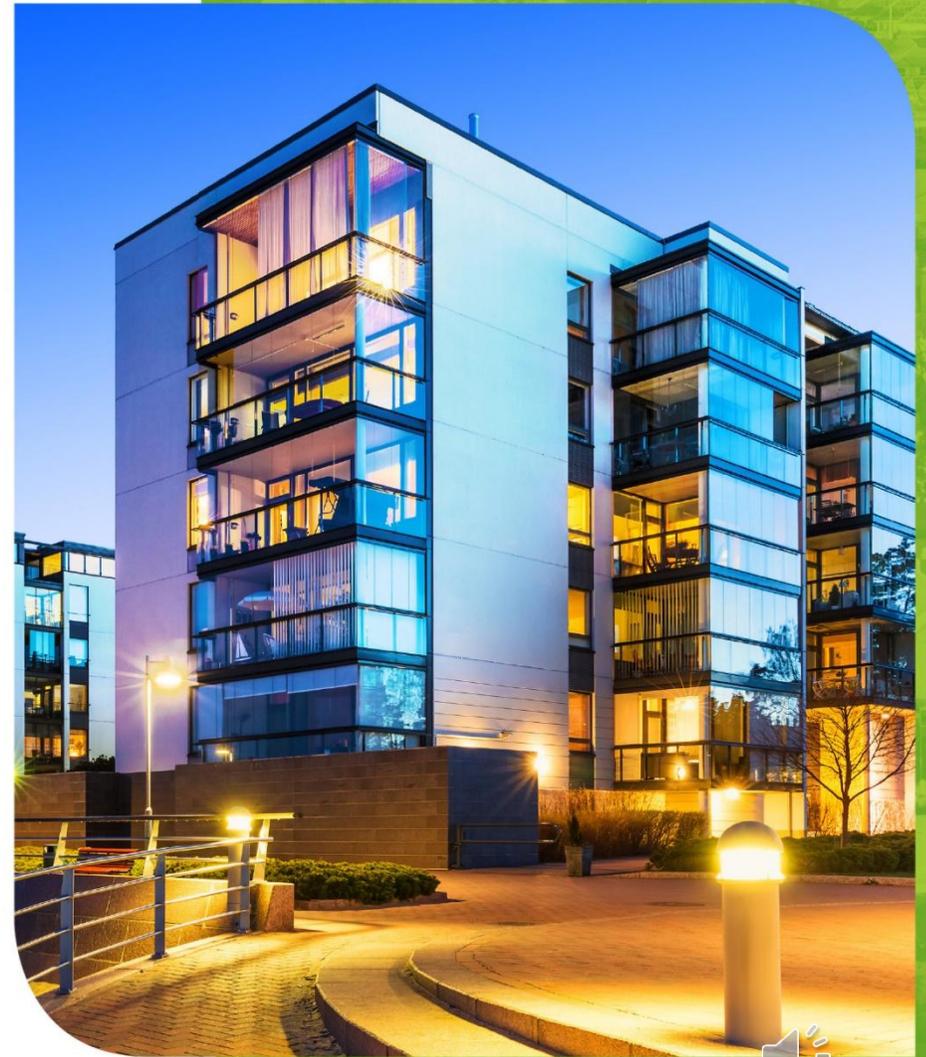




Industry Education Webinar:

Electronic Lodgement -
Policy and Procedures



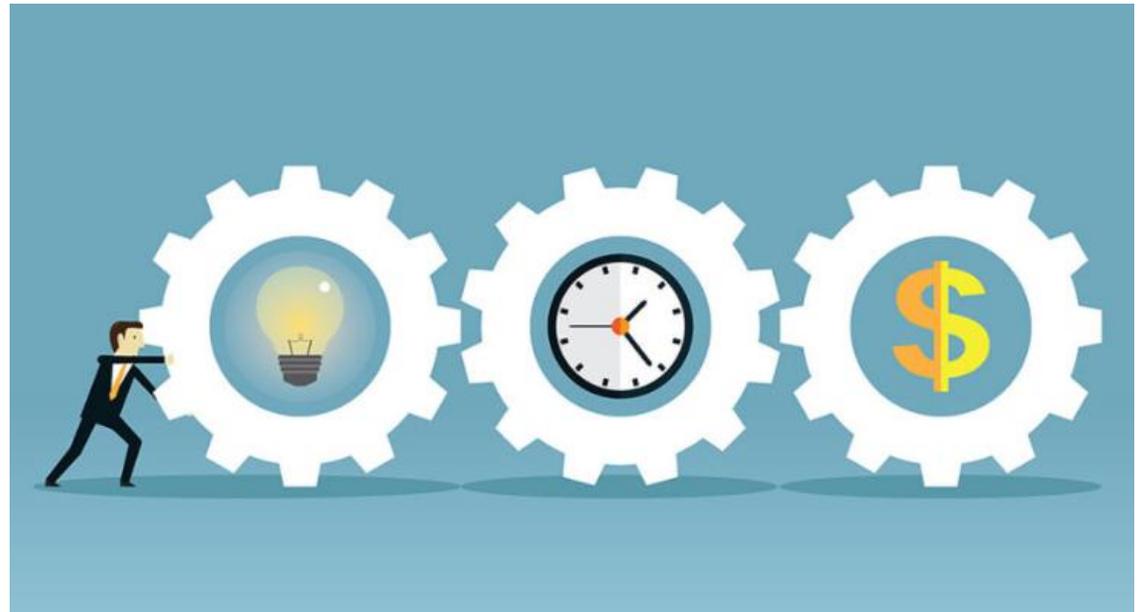


Industry Education Program

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 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.



Contents

- Common Requisitions:
 - Attachments: what should be included and how they merge
 - Electronic lodged dealing image: what we see
 - Name tie-ups and justifications
 - Consideration panel
 - Entity types and formatting
 - References to trusts not permitted
- The importance of including ‘Executor with Leave Reserved’
- Frequently Asked Questions:
 - Caveator’s written consent
 - Requisitions and their delivery





Attachments for Electronically lodged dealings

Dealing Type	Attachment Requirements
Mortgage	<ul style="list-style-type: none">• Do not include panel form or certification pages• Do not attach a deposited Standard Terms & Conditions
Encumbrance	<ul style="list-style-type: none">• Do not include panel form or certification pages• Do not attach a deposited Standard Terms & Conditions
Lease	<ul style="list-style-type: none">• Do not include panel form or certification pages• Do not attach a deposited Standard Terms & Conditions• Mortgagee Consents must be uploaded as Consents
Transmission Application	<ul style="list-style-type: none">• Probate should be a full copy with will annexed• Probate date must be legible and not scrambled

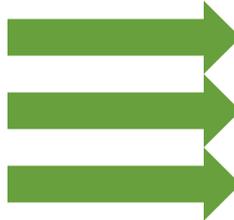


Electronically lodged dealing image



Areas of focus

- Transferor (comes from title)
- Consideration
- Transferee



T 12345678
Lodged: 01 January 2020 9:00am
1 OF 1
Form T1
Version 39.13

LANDS TITLES REGISTRATION OFFICE
SOUTH AUSTRALIA

TRANSFER

Responsible Subscriber: LTRO CONVEYANCING (EL - PEXA) (E123456)	Stamp Duty Document ID: 123456789 Duty Determination Date: 31 DEC 2020 Consideration/Value: \$100,000.00 Stamp Duty: \$0.00 Interest: \$0.00 Penalty Tax: \$0.00 Foreign Ownership Surcharge: \$0.00 LTO Code:	ELN Lodgement Case ID: 1122334455 ELN Workspace ID: 1234567
---	---	--

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.

LAND DESCRIPTION
THE WHOLE OF THE LAND IN CT VOLUME 1234 FOLIO 56

ESTATE & INTEREST
IN FEE SIMPLE IN 10/100 SHARE

TRANSFEROR (full name and address)
MAX JONES OF 12 BLACK STREET ALDINGA BEACH SA 5173
JADE JONES OF 30 PINK PLACE FLAGSTAFF HILL SA 5159

CONSIDERATION
FOUR HUNDRED THOUSAND DOLLARS (\$400,000)

TRANSFeree (Full name, address and mode of holding)
FLOWERS OF THE VALLEY PTY. LTD. ACN 123456789 THE REGISTERED PROPRIETOR OF THE OTHER INTERESTS OF 1 GREY GROVE ADELAIDE SA 5000

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

DATED 31 DECEMBER 2019

CERTIFICATION
Transferor
The Certifier has taken reasonable steps to verify the identity of the transferor 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 to support 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 legislation and any Prescribed Requirement.

Anna Smith
Practitioner Certifier
For: LTRO CONVEYANCING
On behalf of: MAX JONES, JADE JONES



Transferor Panel

Name tie-ups and justifications



Justifications in SA

Adoption of New Name

Change of Name

Incorporated Name Change

Marriage

Resumption of Maiden Name

Error in Register

Incorporated Name Change – registration of a new name by a corporation or an incorporated association

Organisation re-Structure – name change as a result of a corporation merger, takeover, amalgamation or administration

Approved Abbreviation – for example the use of Ltd. Instead of Limited

Legislative Change – legislated change of name



Hot Tip:

New Bank Pty. Ltd. of Adelaide SA 5000 registered as Old Bank Pty. Ltd. as a consequence of Incorporated name change

Westpac Banking Corporation of Adelaide SA 5000 registered as St George Bank Pty. Ltd. as a consequence of Organisation Re-structure as evidenced by 12345678



Consideration Requirements



Consideration amount entered is automatically converted to words and figures

Disclosure of “Consideration”

Hot Tip: Save time by ONLY adding the \$\$ to the consideration!



Transferee Panel

Entity types, addresses and abbreviations



Entity Type

Private	
Company	LTD. or PTY. LTD.
Association	INC.
Overseas Company	As per their overseas company registration
Other entity	Charitable organisations and Government/Private partnerships
Government	State and Commonwealth government bodies

Company Abbreviations

Proprietary	PTY.	Number	NO.
Limited	LTD.	And	&
Company	CO.	Australian Company Number	ACN



Entering a Company and ACN



* Family / Org Name



* Family / Org Name

* ACN

*Hot Tip: SAVE TIME... ACN: should only be entered in the ACN field
not name field*





References to Trusts - Not Permitted

Mortgagor Panel Example



Mortgagor	
Name	COMPANY B PTY. LTD.
ACN	123456789
Address	
Street Number	101
Street Name	GRENFELL
Street Type	STREET
Locality	ADELAIDE
State	SA
Postcode	5000
Capacity	AS TRUSTEE FOR THE COMPANY B SUPERANNUATION FUND

Transferee Panel Example



TRANSFEROR (Full name and address)	
MARK JONES OF 10 KING WILLIAM STREET ADELAIDE SA 5000	
CONSIDERATION (Words and figures)	
FIVE HUNDRED THOUSAND DOLLARS \$500,000	PAID FOR AND ON BEHALF THE SMITH FAMILY TRUST
TRANSFEREE (Full name, address and mode of holding)	
LISA SMITH OF 101 GRENFELL STREET ADELAIDE SA 5000	IN HER CAPACITY AS TRUSTEE FOR THE SMITH FAMILY TRUST



Probate detail and Executor with leave reserved



Example Standard Executor Grant

GRANT

Supreme Court of South Australia
Testamentary Causes Jurisdiction



FDN: 13
Issue Date: 13 Nov 2024
Pages: 1

Action No: PROB-24-007516

The estate of: EUGENIE TATIANA [REDACTED]
Last residential address: ~~21 Eastern Street~~ Parkside 5063
Place of death: Parkside 5063
Date of death: 21 September 2024

Grant of: PROBATE OF THE WILL (COPY ANNEXED)

Is granted to: SUSAN BARBARA [REDACTED] of ~~Springwood Drive~~
Springwood 2777 MICHAEL ALAN ROBERT [REDACTED] of ~~Penrith~~,
~~Penrith~~ Penrith 2750 and MORAG ADRIENNE
~~Urrbrae~~ of ~~Urrbrae Drive~~ Urrbrae 5064 the executors as
described in the will

Example Leave Reserved Grant

GRANT

Supreme Court of South Australia
Testamentary Causes Jurisdiction



FDN: 7
Issue Date: 22 Jan 2024
Pages: 1

Action No: PROB-23-008599

The estate of: MARIA [REDACTED]
Last residential address: ~~188 North Road~~ Prospect 5082
Place of death: Prospect 5082
Date of death: 25 October 2023

Grant of: PROBATE OF THE WILL (COPY ANNEXED)

Is granted to: ANTONIETTA [REDACTED] of ~~Prospect Road~~ Prospect
5082 one of the executors as described in the will

Leave is reserved to Letteria ~~Urrbrae Drive~~
Paradise 5075 other executor as described in the will to apply
for probate



Caveator's Written Consent

Caveat Operative Clause Example

OPERATIVE CLAUSE

*PERMITS THE REGISTRATION OR RECORDING OF ANY INSTRUMENT AFFECTING THE ESTATE OR INTEREST OF THE CAVEATEE IN THE LAND DESCRIBED

*SUBJECT TO THE CLAIM OF THE CAVEATOR, AND PROVIDED THAT THE **CAVEATOR HAS GIVEN ITS WRITTEN CONSENT TO THE DEALING**

Caveator's written consent to be emailed to:
clientadviceregistrationofficer@landservices.com.au

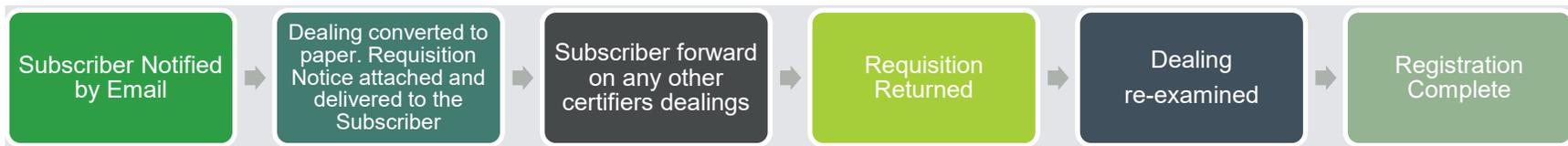
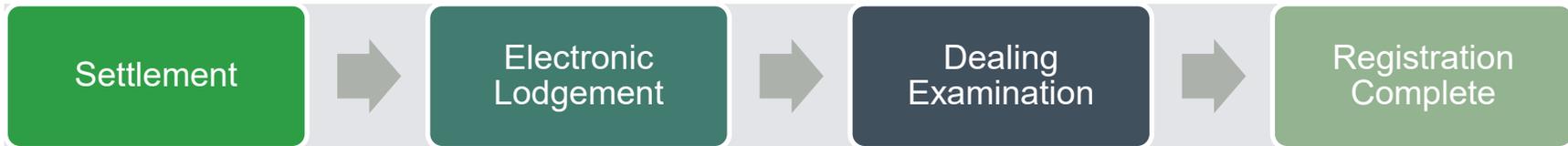
Delivered in hard copy to Land Services SA:
Level 9, 101 Grenfell Street Adelaide SA 5000





Requisitions and Delivery

ELECTRONIC PROCESS



Electronic Conveyancing



Electronic Conveyancing

Share

- For Individuals
- For Professionals
- Compliance Program
- Electronic Conveyancing
- Duplicate Certificate of Title
- Fees, Guides & Forms

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	+

Exemptions from Electronic Lodgement

Tip of the Month

Mandated Electronic Lodgements

Residual Dealings



Summary of Key Points

Ensure Correct Entity Type is used

Enter the entity type correctly and as per Verification of Identity.

Legislated abbreviations under the Corporations Act 2001 will **always** be used in SAILIS.

Executor Leave Reserved

Check the Probate for **Executor** and **Executor leave reserved**. This **must** be referenced in the dealing as per the Probate.

Name Tie Up

Only a name tie-up and justification are required when disposing of whole interest

Change/Correction of Name always required when **not** disposing whole of interest or has an **existing** interest on the same CT..

Attachments

Attachments should **not** contain panel form pages or certification pages



Written Consent

Caveator's written consent that cannot be attached to the electronic workspace can be emailed to: clientadviceregistrationofficer@landservices.com.au

Requisitioned ELNO Dealings become Paper

For electronic dealing requisitions, the dealing will be converted to paper, barcoded, and be delivered as per the preference selected in your ELNO agent code.

This dealing is now the original and **MUST** be returned.

To update your delivery details, please contact the ELNO.

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.

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



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

Questions

