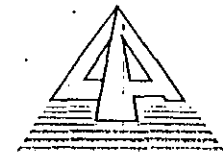


# CUSTOMER INFORMATION BULLETIN



DOLA  
OFFICE OF TITLES

Department of LAND ADMINISTRATION

No. 8, September 8, 1988

## REVIEW OF REGISTRATION PROCEDURES

Due to the increased interest in real estate in the last twelve months, the resources of the Office of Titles have been placed under severe pressure. In an endeavour to handle the increased volume of documents lodged for registration, the Office has undertaken a review of its registration procedures. Several significant changes have been made which will enable the existing staff levels to process the work without undue delays. Some of these changes are in the Endorsing area and affect:

### 1. Ruling Through Endorsement

The elimination of the ruling through of endorsements that no longer affect the title will bring the small title in line with the large title. A complete search of the title will be necessary to discover which endorsements are still current. The wording of the title regarding ruling through will be modified on new titles.

### 2. Occupations

In future, endorsements on documents will not show occupations as part of the description of the registered proprietor. Requisitions will not be issued where no occupation is shown or the occupation shown is different from previous documentation.

Note: Witnesses are still to disclose their occupations.

### 3. Endorsement Checkers

- a) Endorsements on the certificate of title were certified by affixing of the Office seal and initialling by the endorsement checker. This function will now be performed by sealing with a stamp which incorporates the Office seal and the identifying number of the Checker.
- b) A stamp with that identifying number is being used to record on documents their registration. This will be seen on the duplicate documents which issue back to you.

4. Partial discharges

Original mortgages are held in secondary storage. Much time and effort will be saved in eliminating the endorsement of partial discharges on mortgages. The endorsement will be shown on the affected title.

5. Issuing

The amalgamation of the Endorsing function and the major part of the Issuing function will be of a great benefit to the public as it reduces delays between the completion of the registration process and documents appearing in the collection boxes.

For further information on the above changes contact Mr Arthur Towers on 2226888.



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