

## Information Bulletin No 19

June 2000

### Standards for the Preparation of Dealings and Old System Instruments Lodged for Registration

Documents registered with Land and Property Information New South Wales (LPINSW) are preserved as microfilmed or scanned images, and are accessed by means of A4-size copies generated from these images. To produce a readable copy, the quality of the original document is critical. Therefore the following standards must be adhered to when producing or completing:

Real Property Act dealings and instruments,

- registration copies of Old System deeds and instruments,
- originals of Old System deeds and instruments where LPINSW is to prepare the registration copy, or
- any annexure to the above.

Dealings or instruments which do not comply, particularly in relation to poor quality, may be refused registration (see section 39(1A) Real Property Act 1900, section 184E(4) Conveyancing Act 1919).

#### I. Generally

##### Paper

###### *Size*

A4.

###### *Colour*

White.

###### *Weight*

minimum 80 grams per square metre.

###### *Surface*

Matt, flat, ie. not textured, free of watermarks, discolouration, etc of uniform reflectance.

###### *Absorbency*

sufficiently non-absorbent to prevent ink spread.

###### *Note*

standard white A4 copy paper conforms to the above standards.

## **Margins**

### *First page*

25 mm at the top and 10 mm on the other sides.

### *All other pages, including annexures*

10 mm on all sides.

### *Note*

The above are minimums. No information must appear within these margins.

## **Text**

*To be printed on one side of the paper only.*

### *Size*

minimum - 10 point, ie. the smallest lower case character must not be less than 1.8 mm high; this includes the text in tables, graphs, charts, illustrations and footnotes;  
fractions - each numeral measured separately must be at least 10 point;  
decimal points - must be large enough to reproduce clearly.

### *Typeface*

any may be used, apart from elaborately seriffed typefaces or those containing hairlines or italic characters.

### *Colour*

dense black or dense dark blue.

### *Quality*

characters must be:  
complete,  
clear,  
of uniform density,  
permanent,  
produce a strong contrast with the paper.

### *Dot-matrix printers*

not recommended: when used print must be letter quality.

### *Alterations*

the following methods of alteration are not acceptable:  
eraser,  
correction fluid,  
over-typing,  
over-printing.

### *Handwriting*

must be:  
in block letters,  
dense black or dense dark blue,  
clear,  
legible,

permanent.

#### Corporate seals

##### *Inked seals*

ink – dense black or dense dark blue;

impression - must be dense and clear such that the text within the seal is legible and capable of being suitably reproduced from a microfilmed or scanned image at A4-size.

##### *Impressed seals*

will be accepted, however inked seals are strongly preferred.

##### *Adhesive seals*

will be accepted, however inked seals are strongly preferred.

##### *Signatures, identification of signatories, preamble*

must be placed adjacent to the seal, and not covering any part of it.

#### Plans or diagrams annexed

##### *Material*

paper (one side only to be used).

##### *Size*

A4.

##### *Colour*

White.

##### *Weight*

minimum 80 grams per square metre.

##### *Margins*

15 mm on all sides.

##### *Lines*

black, clear, dense and capable of being suitably reproduced from a microfilmed or scanned image at A4-size.

##### *Hatching*

style used must be capable of being suitably reproduced from a microfilmed or scanned image at A4-size.

##### *Colour*

must not be used for any purpose.

##### *Measurements*

must be metric, except in the case of plans annexed to Old System documents, where measurements may be imperial provided the last registered deed used imperial measurements and no deposited plan using metric measurements has been lodged since that deed; characters must be black, clear, dense, and sufficiently large to be suitably reproduced from a microfilmed or scanned image at A4-size.

### *Notations, text*

black, clear, dense, and sufficiently large to be suitably reproduced from a microfilmed or scanned image at A4-size.

### **Binding**

#### *Dealings and registration copies of Old System instruments*

must not be permanently bound, they should be secured by a single staple or removable clip in the top left-hand corner. "NAL" clips are preferred.

#### *Originals of Old System instruments*

may be permanently bound except where the registration copy is to be prepared by LPINSW, in which case they may be permanently bound only after registration.

### **Storage and transit**

All dealings and original or registration copies of Old System instruments, including any annexure, plan or illustration, must be kept clean, dry and adequately protected against deterioration. They should be stored flat and unfolded.

### **Damage or defacement**

Any dealing, or original or registration copy of an Old System instrument, which is creased, torn, mutilated, stained or otherwise damaged or defaced in such a way as to impair legibility or, where it is to be microfilmed or scanned, prevent the production of a suitable image, is not acceptable. It must be redrawn.

### **Faxed documents**

Faxed documents will be accepted as originals provided they:

- are of sufficient quality to produce suitable scanned images;
- bear original signatures;
- comply with the preceding standards

### **Photocopies**

Must be:

permanent, i.e. not subject to fading or smudging;

clear;

without excessive background;

in the case of a document lodged as an Old System original, contain original signatures;

comply with the above standards.

### **Barcodes**

No barcode should appear anywhere on any document presented for registration.

## **2. Requirements for Annexures to Dealings**

Annexures to dealings must be prepared in accordance with Schedule 1 of the Real Property Act Regulation.

When preparing annexures to a dealing **each page must be numbered sequentially in the centre of the foot of each page** as "Page .....of ..... pages" and the annexure:

- a) **must be identified** (on the annexure itself) **as an annexure to the dealing**, and
- b) **must be signed, on the first and last pages, by the parties** to the dealing, and
- c) **must be referred to in the body of the dealing.**

Any sheet that is part of the dealing but is not part of the prescribed form, must be treated as an annexure eg the sheets containing the covenants and provisions relating to a lease. Evidence or consents lodged to enable registration of dealings, including caveator's consents and statutory declarations relating to change of name are not regarded as annexures.

Any alteration to the contents of an annexure page must be initialled by the parties to the dealing in the left-hand margin.

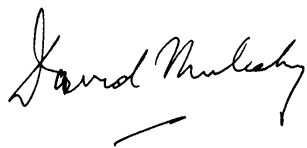
**Clients who regularly lodge documents containing standard conditions may instead lodge a memorandum in LPINSW. Subsequent documents need only refer to the memorandum rather than contain excessive annexures. An alternative is to refer to the clauses and provisions contained in a previously registered dealing.**

### 3. Further information

*Real Property Act dealings* Forms and Publications Officer, Document Registration Division, on telephone 9228 6933.

*Old System instruments* Old System Supervisor, Examination Branch, on telephone 9228 6812.

Inquiries relating to dealings may be made in person at the Client Service Counter, ground floor, by telephone on 9228 6713 or fax 9223 9464.



David Mulcahy  
**Registrar General**

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