

# Information Bulletin No 23

March 2002

## Production of Documents

### Facility for Title Production Inquiry

A computer facility is available to assist clients wishing to make inquiries about titles produced in Land and Property Information New South Wales (LPI).

The facility, located in the Personal Lodgment area, ground floor of LPI:

- advises whether or not a title has been produced
- identifies the producing party
- supplies the dealing or plan number of the case when the title is connected
- indicates the location of the dealing or plan
- states the reason for production, and
- reports on dual entitlement titles.

The system also indicates the last available delivery record for computer titles not held in LPI.

To operate the facility, simply enter the title reference as either a folio identifier or current manual certificate of title reference and press ENTER.

Staff of the Document Production Counter will be pleased to provide assistance if required.

### Two Types of Produced Documents

There are two forms to cover production of documents. One where a fee is charged for production and the other where production is free.

#### Production of documents for which a fee is charged

The production ticket 10-1104, available from the Cashier for the prescribed fee, should be used where certificates of title, Old System documents or other miscellaneous documents are produced to enable registration of dealings or Primary Applications. These documents should be produced at the Document Production Counter located on the ground floor, Sydney LPI office.

#### Use of the Production Ticket/Receipt 10-1104

- It is essential that the reason for production of the document be stated clearly and precisely in the 'PURPOSE' panel. Vague statements can lead to incorrect use of the produced document eg 'lease of premises' does not precisely identify the premises and may result in the registration of a lease not approved by the producing party.

### **Production of a Title**

- When computer certificate of title is produced the particulars are entered into the Integrated Titling System and the title destroyed, similar to the practice following dealing or plan registration.
- Any manual certificate of title produced, that is a Register Folio held in the Integrated Titling System, will be cancelled immediately and delivered to the person producing the title and a Departmental Dealing will be prepared to generate the first issue of the computer title.
- The production receipt is initialled and returned to you.
- When producing a document for multiple purposes please ensure there are concise directions for priority of registration. Note these dealings must be lodged at the same time, because once registration occurs delivery of the title takes place to the entitled party. Any further dealing with the title requires it to be produced again.

### **Uplifting a Title**

- If you want to uplift a produced title, present the production receipt to the production officer, complete a form and a new edition will issue. There is no fee payable for this service.

### **Changing or Modifying the Reason for Production**

- Present the production receipt to the production officer, altered to reflect the new reason required.

### **Production Record**

- The production record for automated certificates of title remain in the system until lodgment of dealings for which the title was produced or until a request is made to uplift it.
- Manual certificates of title, Old System documents, or other miscellaneous documents remain produced for three (3) months unless dealt with sooner. If documents are not used within this three month period they will be delivered back to the producing party. No extension of this period will be granted.

### **Delivery of a Produced Title to Another Party**

- If you produce a title for registration of a dealing and do not require the certificate of title for a transferred lot, please give delivery directions on the bottom of the Production Receipt in the area headed "Other (specify)"  
eg Deliver lots 57 and 59 to.....  
Deliver lot 58 to .....
- Alternatively, a delivery authority may be attached to the Production Receipt specifying the delivery instructions for different titles.

## Production Receipt

Designed to be more user friendly it shows the more common reasons for production, which you will simply mark with a tick, and, where appropriate, add relevant information.

The receipt is in duplicate and the duplicate copy is returned to the producing party immediately on entry of relevant details into the system.

Form: 10-1104

**PRODUCTION RECEIPT**

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Land and Property Information, Queens Square, Sydney 2000  
Telephone 02 9228 6666 Fax 02 9223 8105

Identify the Document being produced eg 1/SP 6052	Document		Date	Date of Production of document
	Produced by	Client's Reference	Deliver to	
Delivery box No. or name and address of person or firm producing document, if applicable				Delivery box No. or name and address of person or firm taking delivery of the document, if applicable.
Purpose for which the document is produced: <input checked="" type="checkbox"/> as appropriate				Producing party's office file number

Tick	Purpose	Code
	Change of Name	CN
	Determination of Lease No:	DL
	Discharge of Mortgage No:	DM
	Lease to: Affecting:	L
	Mortgage to:	M
	Notice of Death	ND
	Postponement of Mortgage Nos:	PM
	Request (specify):	R
	Transfer to:	T
	Transmission Application	TA
	Variation of Mortgage No:	VM
	Deposited Plan	
	Strata Plan	
	Other (specify):	

Received and entered by (LPI use)	Initials	Date
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**AUTOMATED TITLES WILL BE DESTROYED**

Any inquiries please contact Supervisor, Section 5, Document Registration Services  
on telephone (02) 9228 6686

## **Production of Documents Where No Fee is Charged**

To facilitate lodgment of documents which do not attract a production fee, please use form 10-1420, available from the Client Services Counter, ground floor.

Documents to be lodged under cover of the form 10-1420, include:

- incorrectly delivered documents. These should be lodged at the Document Collection Counter, ground floor and
- the following documents, which should be lodged at the Client Services Counter, ground floor:
  - ◆ certificates of title to be connected to a numbered dealing
  - ◆ relogged dealings to be connected to a case
  - ◆ miscellaneous documents to be connected to a numbered dealing
  - ◆ certificates of title produced for amendment purposes following registration of a dealing.

The following documents under cover of form 10-1420, should be lodged at the Plan Support Counter, level 2 North wing.

- certificates of title and miscellaneous documents produced for amendment purposes following registration and title creation on a plan
- documents that initiate or are to be connected to a Conversion Application, a numbered Primary Application or certificates of title to be connected to a numbered plan.

Your cooperation in following the guidelines set out in this bulletin will ensure correct use and security of documents produced in LPI.

**General 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. Inquiries relating to plans should be made at the Plan Support Counter, level 2, North wing, Land and Property Information, 1 Prince Albert Road, Queens Square, Sydney by telephone on 9228 6798 or by fax on 9221 4405.**

**Inquiries relating to production of documents may be made at the Document Production Counter, ground floor LPI Sydney, or by telephone on 9228 6626**

Des Mooney  
General Manager

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Document Registration Services**

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Sydney NSW 2000 Australia  
telephone 61 2 9228 6666 ◆ facsimile 61 2 9233 4357**