

# Customer Information Bulletin

Bulletin No. 123  
May 2002

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## **1. REGISTRAR'S PRACTICE NOTE 5**

### **MONETARY CONSIDERATION TO BE EXPRESSED IN FIGURES**

#### **1. Change in Practice**

The practice requiring monetary sums to be expressed in words will be discontinued. Such sums referred to from the issue of this Notice may be expressed in figures.

#### **2. Reasons for Change**

Changes were made in response to a suggestion made by one of the senior practitioners in conveyancing matters in this State. The changes follow similar practice changes in the court systems of Western Australia.

#### **3. New Practice**

Forms approved after this date may provide that the consideration expressed in an instrument be shown in figures. Where transfer forms are concerned, the new note under the heading of "5 – Consideration" will be "If a sum of money only, to be expressed in figures and in every other case to be concisely stated in words". Derivations of this expression will be shown on other approved forms from this date.

For customers who have already received prior "Form Approval", they can update the notes in their forms in this instance, without seeking a new "Form Approval" from the Registrar of Titles.

#### **4. Operation of New Practice**

The operation of the new practice will commence immediately, and for an interim period documents using the old formats and documents showing the consideration expressed in words or words and figures will be continued to be accepted.

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## 2. PROPERTY SETTLEMENTS IN THE PERTH BRANCH OFFICE

A recent inspection of the DOLA Perth Branch Office (PBO) revealed a considerable number of persons congregating in the centre of the Perth office area to the detriment of DOLA customers wishing to lodge documents. The noise emanating from the group was at a distracting level. Further enquiries revealed that the majority of persons in the group were exchanging cheques and documents and generally transacting settlements.

Currently the PBO provides for a full document and issuing availability which, at the time of establishment, the conveying industry agreed were the two most critical services. No accommodation for settlements was ever contemplated or provided within PBO.

It has been a long and standing policy of DOLA, which has been generally accepted by all conveyancers, that the transaction of settlements should not occur within an area set aside for document lodgements.

**Conveyancers are now requested to ensure that property settlements do not occur within the PBO office.**

**As from the 10 June 2002 DOLA officers will request any person not utilising the services provided within the PBO precinct to move out of the area.**

## 3. REFERENCE, PHONE / FAX DETAILS ON DOCUMENTS

Part of DOLA's commitment to Quality Customer Service is to ensure that documents are processed and registered as quickly as possible. If a minor error is detected in the examination process, the examiner may ring the responsible conveyancer to arrange for the error to be corrected. This practice enables the document to be registered without requisition and payment of a requisition fee.

It is essential that reference details and direct dial telephone numbers are noted on documents. If access to a responsible person is not available, the examiner will have no option other than to stop the document and raise a requisition and a requisition fee.

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#### 4. STRATA PLAN UPDATING – VOLUME FOLIO REFERENCE

Several years ago the practice of updating changes to Volume and Folio numbers on the CA 1 or CA 2 page of Strata Plans was discontinued.

Customers requiring a search of a Certificate of Title for an individual strata lot should obtain the volume folio number from the information contained on the annexure sheet provided with the search of a strata plan.

CRS users can also obtain the current Volume and Folio number under the enquiry menu by typing in the mnemonic **CEN** and entering either the strata plan number, the name of scheme or address of the scheme. There is a nominal charge of \$1.00 for this information.

The CA1 and CA2 pages of a strata plan, showing the unit entitlement details for the strata lots may NOT record the current volume and folio number for the strata lot being searched.

**BRUCE ROBERTS**  
**A/MANAGER**  
**REGISTRATION SERVICES BRANCH**

29 May 2002

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