

# Customer Information Bulletin

BULLETIN No. 143  
DECEMBER 2004

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## 1. URGENT REQUEST LETTERS AND FAXES

There has been an increasing number of “Urgent” request letters and faxes received by DLI on a variety of documents lodged for registration. Whilst the circumstances surrounding the need for urgent processing contained in each letter are looked at on a case by case basis, a letter simply requesting documents to be done urgently is not sufficient by itself. It will require some supporting evidence or reason for that need to be produced.

When urgent dealings have been processed every effort will be made to contact the lodging party to inform them that the documents have been completed. It is therefore important for the lodging party details to be correct with the name of the contact person and your office reference clearly visible. Confirmation of processing will be sent by return facsimile or email.

## 2. EXECUTION BY A COMPANY

The error rate for documents executed by a company has been increasing significantly. If you are in doubt about the requirements for all execution please refer to chapter 1 of the Land Titles Registration Manual which can be accessed via the DLI website. [Click here](#) for the latest edition of the Registration Practice Manual.

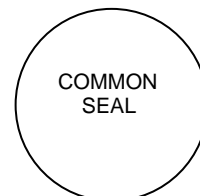
### Examples of Execution with a Common Seal

Where documents are executed with a Common Seal, the following form of execution is suggested as applicable to most corporations. The persons signing should show the position they hold in the company and print their name under their signature:

The Common Seal of XYZ Co )  
Pty Ltd was hereunto affixed )  
in the presence of )

(Signature of Director)  
Director (Full Name)

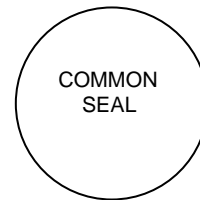
(Signature of Director or Secretary)  
Director/Secretary (Full Name)



The following form of execution is applicable to proprietary companies that have only one Director who is also the only Secretary of the company:

The Common Seal of XYZ Co )  
Pty Ltd was hereunto affixed )  
in the presence of )

(Signature)  
Sole Director & Sole Secretary  
(Full Name)



### Examples of Execution without a Common Seal

Where documents are executed without a Common Seal, the persons signing should show the position they hold in the company and print their name under their signature:

Executed by XYZ Co Pty Ltd ACN .....

Signature of Director  
(Full Name)  
Director

Signature of Director or Secretary  
(Full Name)  
Director/Secretary

The following form of execution is applicable to proprietary companies that have only one Director who is also the only Secretary of the company:

Executed by XYZ Co Pty Ltd ACN .....

Signature of Director  
(Full Name)  
Sole Director & Secretary

### 3. CHRISTMAS MESSAGE

This year has been another challenging one as the land industry has experienced continuing record levels of activity. Management and staff of DLI are appreciative of the cooperation and patience shown by all of our customers during the past year.

On behalf of all at DLI, I would like to wish you all a Merry Christmas and a Prosperous New Year.

**BRUCE ROBERTS  
REGISTRAR OF TITLES  
A/MANAGER  
REGISTRATION SERVICES BRANCH**

**23 December 2004**