

Customer Information Bulletin

BULLETIN No. 165
23 JUNE 2006

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1. EBIS PAYMENT OF REQUISITION AND FAST TRACK FEES.

For a number of years customers have been asking DLI to allow them to pay Requisition (Stopped Document) fees using their CAS accounts. The introduction of Enterprise Business Information System (EBIS) has given Registration of Interests (ROI) the opportunity to review this option.

As a result from the 10th July, 2006 DLI will be able to process payment of Requisition and Fast Track fees directly from EBIS accounts.

Payment of Requisition and Fast Track fees using EBIS will mean a reduction in the handling of cash and cheques.

From the 10th of July a revised Payment Authority Form will be sent out with all new Requisition Notices. Customers wishing to make use of the new payment option need only complete the EBIS Payment section on the form and fax it to the number shown on the form.

Requests for Fast Track processing of documents should be faxed to the Fast Track Officer on facsimile (08) 9273 7593. A copy of the revised Fast Track Payment form is attached to this bulletin for your use.

Customer will receive a monthly EBIS statement detailing each transaction that they have authorised. Each transaction will be listed on the statement showing an order number, the customer's client reference and our document number for each authorised transaction. It is therefore important that customers include their own meaningful reference on the payment authority form.

If you require further information about the new payment option please contact Debra Pezzali, Manager Acceptance on (08) 9273 7299.



FAST TRACK
PAYMENT AUTHORITY

BY FAX: Fax: (08) 9273 7593

IN PERSON: Fast Track Officer (x7973), Land Registration Centre, Midland Square, Midland.
or
Perth Branch Office, Mt Newman House,
200 St Georges Terrace, Perth.
or
Bunbury Regional Office, 9th Floor, 61 Victoria Street, Bunbury

BY POST: PO Box 2222, Midland WA 6936 or DX 88
(Cheques or money orders to be made payable to the Registrar of Titles.)

ENQUIRIES: Please contact the Fast Track Officer (ph (08) 9273 0793) (ext 7973)

Cashier: Please inform Fast Track Officer (x7973) when payment is received

DEALING NO: _____ **YOUR REFERENCE:** _____

COMPLETE THIS SECTION IF PAYING BY EBIS ACCOUNT (BY FAX ONLY)
Use Only

DLI Office

DLI EBIS Account Number

Invoice

No: _____

EBIS Company Name:

Amount: Fast Track Fee **\$30.00**

I hereby authorise DLI to debit the above account:
(Signature of person authorising payment)

Name of person authorising payment:
(Please Print Name)

Contact Phone No:

COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Credit Card Number

Card Holder Name:

Contact Phone No

Postal Address:

Credit Card Type (Please tick):

Visa

Mastercard

Bankcard

Expiry Date:

Amount: Fast Track Fee **\$30.00**

Signature:



2. EXECUTION BY CORPORATIONS.

Where a corporation executes a document under Section 127 of the Corporations Act by a Sole Director and a Sole Secretary the phrase, "Sole Director and a Sole Secretary", should be used in full. The phrase "Sole Director / Sole Secretary" gives rise to doubt that the person signing is in fact both the sole director and also the sole secretary of the corporation. Additionally where the document shows "Sole Director / Sole Secretary", some company officers strike through either the words, sole director or sole secretary making the corporations attestation unacceptable.

3. AMENDMENT OF DOCUMENTS.

Where authorized persons such as solicitors or the principal of a settlement agency, etc. amend documents on behalf of the parties to a document, care should be taken to ensure that the statement setting out their authority is not placed in that part of the document set aside for the seal of the Registrar of Titles.

If a letter from an authorized person is sent to the Registrar of Titles requesting that an amendment be made to a document, it should be signed by that person and not in the name of the firm. The requirements for alteration of instruments are set out in paragraph 1.13.12 of the Land Titles Registration Practice Manual.

4. IMPROVED RE-ENQUIRE FUNCTION NOW AVAILABLE ON EAS2

We have upgraded EAS2 to allow both vendor and purchaser agents to quickly and easily 're-enquire' from the Water Corporation and the Office of State Revenue on submitted EAS2 requests.

The EAS2 *Re-enquiry* function can be used four times (twice each for vendor and purchaser agents) on a single request.

The *Re-enquiry* function will, at no cost to you, result in a new Certificate of Charge, Certificate of Liability, Sewer Plan and/or Special Meter Read Certificate – all containing up-to-date details on properties to be purchased and/or sold. When using *Re-enquiry*, you may also submit a new settlement date if applicable.

If you have submitted EAS2 requests for properties with settlements delayed until the next financial year, you can use the *Re-enquiry* function to receive details pertaining to the new financial period.

You can access the *Re-enquiry* function from the Quicklinks available for your convenience on Landgate's Conveyancing Channel.

**MAX VAN WEERT
A/MANAGER
REGISTRATION SERVICES BRANCH**

23 June 2006