

CUSTOMER INFORMATION

BULLETIN



DOLA

Department of LAND ADMINISTRATION

Bulletin No.74
15 December 1995

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A. Certified Copies of Evidence

Certified copies are obtained from the authority that has control of the original document.

eg Registrar General certifies death certificates etc



Copies of "Certified Copies" will not be accepted as evidence or otherwise unless the "Certified Copy" has been sighted by an authorised officer of the Land Titles Division.

A copy of a "Certified Copy" with a notation declaring it is a copy of a copy and signed is not acceptable.

If the certified copy is required for other purposes and cannot be left with a dealing to be lodged, then, as stated above, customers are required to produce it in either Midland or Perth with a copy. The copy, duly noted, will be retained and the "Certified Copy" returned.

B. Searching Blank Pages on Documents

It is frustrating for customers to order a document, have it faxed back, and discover that half of the transmission consists of blank pages. It is expensive and a waste of customers fax time and paper. DOLA recognised the inconvenience, but regrets the problem cannot be rectified in the near future.

DOLA asks its customers who are preparing documents to ensure that there are no blank pages, or they are kept to a minimum in order to seek to solve the problem.

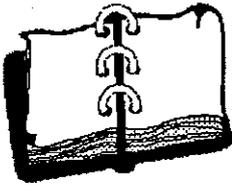
Your cooperation will benefit DOLA's scanning procedure and other customers in the future, who order copies of documents.



Merry Christmas



C. Binding of Original Documents



Due to DOLA's imaging process all original documents must be taken apart and scanned one page at a time. To enable the scanning process to be completed as quickly as possible, customers are urged to dispense with ornate binding on original documents. One or two staples is sufficient to ensure the document can be quickly taken apart and scanned. Your co-operation in this regard will be sincerely appreciated.

D. Letters to amend documents to be individually signed

Customers are reminded that letters addressed to the Registrar to amend documents must be signed by an authorised individual and not by companies.

Eg Mary Smith (signature)
Principal
Mary Smith and Associates



not

Mary Smith and Associates

E. Practice Manual Update.



The amendment to the third edition of the Land Titles Registration Practice Manual were released in August 1995. It is apparent from information received from The Document Company Pty Ltd that many of our customers who purchased the third edition of the Practice Manual have not as yet purchased the updates.

Updates to the Practice Manual are necessary from time to time because registration practice and procedures within the Land Titles Division of DOLA are under constant review due to changes in legislation and the implementation of new systems.

These updates to the Practice Manual are designed to provide our customers with the latest information that is relevant to the preparation of documents and many other matters. Adherence to the information contained therein will prevent many documents from being sent to Stopped Documents and thus avoid the associated requisition fees.

Updates are obtained from;- The Document Company Pty Ltd
Picton Warlow and Company
Herdsman Law Chambers
Suite 4, 88 Walters Road
OSBORNE PARK WA 6017



and customers are reminded that these updates are subject to copy-right provisions. A set of updates should be purchased for each copy of the Practice Manual that is in use.


GEOFF SACH
DIVISIONAL MANAGER
REGISTRAR OF TITLES

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