

Circular

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e-RPforms

Introduction

It is a policy of the New South Wales Government to provide all appropriate government services electronically by December 2001. In line with this policy, Land and Property Information New South Wales (LPI) has introduced *e-RPforms*. This is an electronic forms package, available via the internet, to which all Real Property Act dealing forms and the notice of sale form will be added over the first six months of 2001.

e-RPforms now available at LPI's web site (www.lpi.nsw.gov.au) are:

- Transfer
- Discharge of Mortgage
- Mortgage

The next group of forms to be released will include:

- Lease
- Caveat
- Withdrawal of Caveat
- Transmission Application
- Notice of Death
- Change of Name
- Request.

Accessing e-RPforms

In order to access *e-RPforms*, Adobe *Acrobat* must be installed on your system. *Acrobat* comes in two versions: *Reader* only and the full version of *Adobe Acrobat* (V4.0).

You may download the *Reader* only version using the link provided on LPI's web site. This is a free service.

The full version may be purchased from LPI for \$187, plus \$11 postage and handling where appropriate. These prices include GST. Purchase may be made in person at LPI or via the facility provided on LPI's web site.

Functionality

Using the Reader only

If you access *e-RPforms* by using the Acrobat *Reader* only you will be able to print a paper version of the form or complete it online and print it out, but you will not be able to save the completed form as a computer file. This means you will not be able to partially or completely fill out the form, save what you have done and return to it later, or electronically access a completed form for viewing, amendment, etc. You will be able to save forms as templates in your local drive and retrieve them for further use.

Also you will not be able to use the annexure facility attached to each form – you will need to use the stand-alone annexure facility.

Using the full version of Acrobat

If you use the full version of *Acrobat* you will have full *e-RPforms* functionality. You will be able to save each form you prepare as a separate computer file. Thus the limitations inherent in using the *Reader* only will not apply: you will be able to partially fill out a form, save it and return to it later, or electronically access a previously completed form in order to view or amend it as well as use the related annexure.

Registration

If you download *e-RPforms* it is in your interest to provide full contact details including your e-mail address. In this way LPI can notify you of updates. *Out-of-date forms may not be accepted for lodgment.*

If your contact details change, it is vital that you advise LPI, which you may do using the facility included on LPI's web site.

Further information can be obtained from LPI's web site www.lpi.nsw.gov.au or by contacting the Licensed Forms Administration Officer on 9228 6048.

Des Mooney
General Manager

Land and Property Information New South Wales
1 Prince Albert Road, Queens Square
Sydney NSW 2000 Australia
telephone 61 2 9228 6666 ♦ facsimile 61 2 9233 4357