

Circular

Division: Land and Property Information Division
No: 2004/14
Date: December 2004

Transaction-based conversion of manual Torrens Titles

From January 2005, the Land and Property Information Division (LPI) project to convert remaining manual Torrens titles to the Integrated Titling System (ITS), described in LPI Circular 2004/13, will incorporate a program of transaction-based conversion. When dealings affecting a manual folio of the Register are lodged for registration, an assessment of the folio's suitability for immediate conversion will be made. Manual folios that can be converted relatively quickly and easily will be targeted first. Folios not within this category, eg complex partly cancelled titles, will be identified for conversion at a later stage in the project.

Manual Torrens Titles folios considered suitable will be converted in conjunction with the registration of the dealing. The process for conversion will be dependent on the type of dealing. A case that does not affect the first schedule, and is therefore not accompanied by a Notice of Sale (NOS) form, will be examined and if in order for registration will be registered prior to conversion action. A case that affects the first schedule, where NOS data is to be collected, will be examined and if in order for registration will be converted to ITS prior to registration of the dealing. Also, where a dealing affecting a manual folio is subject to a requisition, conversion action will be initiated for completion prior to registration of the dealing.

In every case the Certificate of Title (CT) for the newly automated folio of the Register, together with the manual CT lodged with the case, will be returned to the lodging party or their agent. All efforts will be made to ensure that transaction-based conversions will delay neither registration of dealings nor delivery of documents.

For further information about the conversion project please contact Liz Brown, A/Manager, Manual Title Conversion email E.Brown@lands.nsw.gov.au, phone 9228 6022, or see LPI Circular 2004/13 at <http://www.lands.nsw.gov.au/Guidelines/MemosAndCirculars/lpicirculars.htm>.

Des Mooney
Deputy Director General, Department of Lands and
General Manager, Land and Property Information