

How to prepare dealings and Old System instruments for registration

Documents registered with Land and Property Information (LPI) are preserved as scanned images, and are available in A4 printed copies that are generated from these images.

To produce a readable copy, the quality of the original document is critical. The following standards must be adhered to when producing or completing:

- Real Property Act dealings and instruments
- registration copies of Old System deeds and instruments
- originals of Old System deeds and instruments where LPI is to prepare the registration copy
- any annexure to the above.

Dealings or instruments which do not comply – particularly in relation to poor quality – may be refused registration. See section 39(1A) *Real Property Act 1900*, section 184E(4) *Conveyancing Act 1919*.

General guidelines

Paper

Size

A4

Colour

white

Weight

minimum 80 grams per square metre

Surface

matt, flat i.e. not textured. Free of watermarks, discolouration, and high-gloss shine or varnish

Absorbency

sufficiently non-absorbent to prevent ink spread

Note standard white A4 copy paper meets the above standards.

Margins

First page

25 mm at the top and 10 mm on the other sides

All other pages, including annexures

10 mm on all sides

Note the above are minimums. No information must appear within these margins.

Text

Copy

to be printed on one side of the paper only

Size

minimum 10 point, i.e. the smallest lower case character must not be less than 1.8 mm high; this includes the text in tables, graphs, charts, illustrations and footnotes; fractions - each numeral measured separately must be at least 10 point; decimal points - must be large enough to reproduce clearly

Typeface

any may be used, apart from elaborately seriffed typefaces or those containing hairlines or italic characters

Colour

dense black or dense dark blue

Quality

characters must be:

- complete
- clear
- of uniform density
- permanent
- produce a strong contrast with the paper

Note Print must be letter quality printed from a laser printer or copier.

Alterations

the following methods of alteration are NOT acceptable:

- eraser
- correction fluid
- over-typing
- over-printing

Handwriting

must be:

- in block letters
- dense black or dense dark blue
- clear
- legible
- permanent

Corporate seals

Inked seals

ink - dense black or dense dark blue

impression - must be dense and clear such that the text within the seal is legible and capable of being suitably reproduced from a scanned image at A4-size

Impressed seals

will be accepted, however inked seals are strongly preferred

Adhesive seals

will be accepted, however inked seals are strongly preferred

Signatures, identification of signatories, preamble

must be placed adjacent to the seal and not covering any part of it

Plans or diagrams annexed

Material

paper (one side only to be used)

Size

A4

Colour

white

Weight

minimum 80 grams per square metre

Margins

15 mm on all sides

Lines

black, clear, dense and capable of being suitably reproduced from a scanned image at A4 size

Hatching

style used must be capable of being suitably reproduced from a scanned image at A4 size

Colour

must not be used for any purpose

Measurements

must be metric, except in the case of plans annexed to Old System documents, where measurements may be imperial provided the last registered deed used imperial measurements and no deposited plan using metric measurements has been lodged since that deed; characters must be black, clear, dense, and sufficiently large to be suitably reproduced from a scanned image at A4 size

Notations, text

black, clear, dense, and sufficiently large to be suitably reproduced from a scanned image at A4 size

Binding

Dealings and registration copies of Old System instruments

- must not be permanently bound
- should be secured by a single staple or removable clip in the top left-hand corner ('NAL' clips are preferred).

Originals of Old System instruments may be permanently bound except where the registration copy is to be prepared by LPI, in which case they may be permanently bound only after registration.

Storage and transit

All original or registration copies of Old System instruments, including any annexure, plan or illustration, must be kept clean, dry and adequately protected against deterioration. They should be stored flat and unfolded.

Damage or defacement

Any dealing, or original or registration copy of an Old System instrument, which is creased, torn, mutilated, stained or otherwise damaged or defaced in such a way as to impair legibility or, where it is to be scanned, prevent the production of a suitable image, is not acceptable. It must be redrawn.

Faxed documents

Faxed documents will be accepted as originals provided they:

- are of sufficient quality to produce suitable scanned images
- bear original signatures
- comply with the preceding standards.

Photocopies

Must be:

- permanent i.e. not subject to fading or smudging
- clear
- without excessive background
- in the case of a document lodged as an Old System original, contain original signatures
- comply with the above standards.

Requirements for annexures to dealings

Annexures to dealings must be prepared in accordance with Schedule 2 of the **Lodgment Rules**.

When preparing annexures to a dealing **each page must be numbered sequentially in the centre of the footer of each page as 'Page ... of ... pages'** and the annexure:

- a) must be identified (on the annexure itself) as an annexure to the dealing
- b) must be signed, on the first and last pages, by the parties to the dealing
- c) must be referred to in the body of the dealing.

Any sheet that is part of the dealing but is not part of the prescribed form, must be treated as an annexure e.g. the sheets containing the covenants and provisions relating to a lease. Evidence or consents lodged to enable registration of dealings, including caveator's consents and statutory declarations relating to change of name are not regarded as annexures.

Any alteration to the contents of an annexure page must be initialled by the parties to the dealing in the left-hand margin.

Clients who regularly lodge documents containing standard conditions may instead lodge a memorandum in the office. Subsequent documents will only need to refer to the memorandum rather than contain excessive annexures. An alternative is to refer to the clauses and provisions contained in a previously registered dealing.

Further information

Inquiries regarding Old System instruments should be made by contacting the Customer Service Centre on T: 1300 052 637 or E: GeneralEnquiry@lpi.nsw.gov.au

Disclaimer

This fact sheet must not be relied on as legal advice. For more information about this topic, refer to the appropriate legislation.

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