

## Circular

Division: Land and Property Information  
No: 2008/11  
Date: December 2008

### **Document Registration Services: practice changes**

The Department of Lands is officially registered in the Australian Business Register and also registered for GST. Its ABN is 21 804 973 362

Several practice changes are currently being implemented by LPI's Document Registration Services.

#### **New RP forms**

A new RP form 01DT has been designed to cater for transfers by way of discharge of mortgage. This dealing type is not subject to stamp duty.

A new RP form 01TY has also been created for the Transfer of an Easement in Gross. This dealing type should be marked by the Office of State Revenue, Stamp Duties Division prior to lodgment.

Both forms are available on our website at [www.lands.nsw.gov.au/about-us/publications/lands\\_forms](http://www.lands.nsw.gov.au/about-us/publications/lands_forms).

#### **Notice of Death (RP form 02ND)**

From 1 January 2009, this form will no longer contain a statutory declaration component: standard execution requirements will apply. In addition, a copy of the Death Certificate rather than an original certificate will be accepted. However, where the name of the deceased on the Death Certificate differs from that on the affected title, a statutory declaration will be required to explain the discrepancy. These changes should make it easier to prepare and lodge a Notice of Death.

#### **Notice to non severing joint tenant (RP form 01TJ)**

Notice is now being sent by registered mail, adding a greater element of certainty to the process.

#### **Further Inquiries**

Inquiries and comments may be directed to John Fitzgerald, Off-line Team Leader, Document Registration Services on (02) 9228 6986. Alternatively, your comments can be submitted via our email inquiry facility at [www.lands.nsw.gov.au/lpi\\_enquiry](http://www.lands.nsw.gov.au/lpi_enquiry).

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