



Circular

Division: Land and Property Information
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Checklist of procedures for bulk lodgment of dealings

Bulk lodgment of dealings is an efficient option for those customers of Land and Property Information (LPI) who lodge large volumes of documents for registration with Titling and Registry Services (T&RS). The effective operation of the bulk lodgment service is dependent on the observance of practical procedures by both customers and staff. Correct presentation of bundles of work and of the cases contained within each bundle are fundamental to the successful operation of the service.

In response to customer feedback, T&RS Document Registration Services has recently reviewed existing procedures and developed a checklist to assist customers. The checklist on the next page sets out minimum requirements for bulk lodgment of documents. Bundles of work presented for bulk lodgment that do not meet the criteria set out in the checklist will not be accepted by LPI.

The checklist is limited to requirements specific to the bulk lodgment of dealings. For detailed information on the preparation of dealings, refer to the Registrar General's Directions, accessible online at <http://rgdirections.lands.nsw.gov.au>. Various fact sheets, published on the Lands website at http://www.lands.nsw.gov.au/publications/fact_sheets are also available to assist customers. Fact sheets of particular relevance to bulk lodgment include:

- *Guide to Dealing Lodgment*
- *Changes to Lodgment Services for Listed Lodging Parties.*

Further inquiries can be directed to John Geniale, Team Leader Bulk Lodgments T 02 9228 6931 or email john.geniale@lands.nsw.gov.au.

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BULK LODGMENT CHECKLIST

- Use this checklist when preparing documents for bulk lodgment with LPI.
- Make sure your work meets all the criteria in the checklist.
- Bundles of work presented for bulk lodgment that do not meet these criteria will not be accepted by LPI.

<input type="checkbox"/>	Lodging party details are complete on each dealing included in the bundle of work
<input type="checkbox"/>	Lodging party details are the same on each dealing included in the bundle of work
<input type="checkbox"/>	Details of only one lodging party are shown on each dealing included in the bundle of work (If applicable, delete any references to any other lodging parties that appear in the lodging party panel on each dealing)
<input type="checkbox"/>	The delivery box number and listed lodging party number (LLPN) of the lodging party is shown on each dealing included in the bundle of work
<input type="checkbox"/>	The same delivery box number and LLPN are shown on each dealing included in the bundle of work.
<input type="checkbox"/>	All documents (eg dealing(s), Certificate of Title, Notice of Sale) presented in relation to a single case are fastened together (eg with a paper clip, or with the CT folded around the other documents) so that each case in the bundle of work is clearly identifiable.
<input type="checkbox"/>	All documents in a case are presented in the correct sequence eg DM, T, NOS, M, M, L, Certificate(s) of Title and, where necessary to establish priorities, the top of each dealing is marked as '1 of 5', '2 of 5' '3 of 5', '4 of 5', '5 of 5'.
<input type="checkbox"/>	All dealings in a case show the same reference number (if the lodging party has taken the option of including a reference number).
<input type="checkbox"/>	There are no more than 10 dealings in the bundle of work (unless the bundle of work comprises a single case involving more than 10 dealings).
<input type="checkbox"/>	The bundle of work is presented so that it can be clearly distinguished from other bundles of work ie it is fastened together by an elastic band or bull clip.