

PRACTICE CIRCULAR 1 OF 2024

To All Law Firms / Law Organisations

(A) Electronic lodgment of more instruments without paper lodgment

1. As part of our ongoing effort to move progressively towards a fully electronic environment, I am pleased to announce that effective 1 February 2024, the Land Titles Registry (Registry) will dispense with the requirement to lodge the hard copies of the following instruments after they have been lodged electronically:

- a) Partial Discharge of Charge
- b) Total Discharge of Charge
- c) Application to Notify Statutory Obligation
- d) Transfer of Mortgage
- e) Transfer of Charge
- f) Management Corporation Charge
- g) Application for Certificate of Title for a Private Leasehold Estate Comprised in a Lease
- h) Application for Subsidiary Certificate of Title for a Private Leasehold Estate Comprised in a Lease
- i) Application for Replacement of Certificate of Title

The forms for the above 9 instruments are available at <https://app.sla.gov.sg/starsELS/jsp/common/index.jsp>.

2. The electronic instruments must be signed digitally by the solicitors on behalf of the parties to the instruments. The certified true copy of documentary evidence and other annexures like original Statutory Declarations are required to be uploaded as an attachment to the instrument lodged.

3. Lodgment of the hard copies of the above instruments executed prior to 1 February 2024 will continue to be accepted by the Registry. For such instruments, solicitors are required to state clearly in ink the date of execution e.g. "Executed on DD/MM/YYYY" or "Executed prior to 1 February 2024".

(B) Land Titles (Amendment) Rules 2024

4. Notwithstanding the Land Titles (Amendment) Rules 2024, the Registry will continue to accept for lodgment forms that are already paperless, including those that have been removed from Rule 15A of the Land Titles Rules. This is because digital instruments that do not purport to dispose of or create an interest in land and which must be electronically or digitally signed are already provided for under the Land Titles (Electronic Lodgment) Rules.

5. The new Rule 18A provides for the lodgment of forms by parties who are not represented by a solicitor. As there is no solicitor acting for such parties, the hard copies of the above instruments may be signed and lodged manually.

6. Please see Annex A for the list of digital and non-digital forms with effect from 1 February 2024.

(C) Uploading of Supporting Document(s)

7. With effect from 1 May 2024, the Registry will no longer accept hard copy documentary evidence or annexure(s) for instruments that are no longer required to be lodged in hard copy. Instead, they should be uploaded to the digital instrument for lodgment using the function in ELS at “eLodgment” → “Instrument/Form” → “Link/Delink Supporting Document”.

Date: 23 Jan 2024

BRYAN CHEW
REGISTRAR OF TITLES

Digital Forms (No Hardcopy Required)

S/N	Instrument Nature	Description
1	ACCS	Application to Cancel Notification of Collective Sale Application / Orders made by the Strata Titles Board
2	ACCV	Application to Cancel Vexatious Caveat
3	ACD	Application to Correct Data
4	AF	Authorisation Form
5	AFS	Authorisation Form - Suppressed Title
6	AOC	Application to Register Writ or Order of Court
7	AOCS	Application to Register Order for Collective Sale made by the Strata Titles Board / High Court
8	ARCS	Application to Notify Collective Sale Application made to Strata Titles Board
9	ARO	Application to Register Orders made by the Strata Titles Board / High Court Under Part VA of the Land Titles (Strata) Act
10	CS	Consent
11	CV	Caveat
12	DC	Application to Notify Total Discharge of CPF Charge
13	ECV	Extension of Caveat
14	EOC	Application to Create / Vary / Extinguish Easement (Pursuant to Order of Court) (4 Forms)
15	LCT	Application for Certificate of Title for a Private Leasehold Estate Comprised in a Lease
16	MCC	Management Corporation Charge
17	NC	Application to Notify CPF Charge (Chargors are the Registered Proprietors of the Land)
18	NC	Application to Notify CPF Charge (Chargors are not the Registered Proprietors of the Land)
19	NC	Application to Notify Charge (One or Some of the Registered Proprietors withdrew their CPF Funds) (Privatisation)
20	NC	Application to Notify Charge (All Registered Proprietors withdrew their CPF Funds) (Privatisation)
21	NCN	Application to Note Change of Name
22	ND	Notice of Death
23	NPDC	Application to Notify Partial Discharge of CPF Charge (as against Part of the Land)
24	NPDC	Application to Notify Partial Discharge of CPF Charge (as against a Chargor who has withdrawn from the Purchase)
25	PDC	Partial Discharge of Charge
26	PDM	Partial Discharge of Mortgage
27	PECV	Partial Extension of Caveat
28	PF	Production Form
29	PWCV	Partial Withdrawal of Caveat
30	RCT	Application for Replacement of Certificate of Title
31	SCRC	Registrar's Caveat forbidding Registration of Dealing with Estate or Interest
32	SCT	Application for Subsidiary Certificate of Title for a Private Leasehold Estate Comprised in a Lease
33	SCWR	Total Withdrawal of Registrar's Caveat
34	SI	Similar Interest Confirmation
35	SO	Application to Notify Statutory Obligation
36	TC	Transfer of Charge
37	TDC	Total Discharge of Charge
38	TDM	Total Discharge of Mortgage
39	TM	Transfer of Mortgage

Digital Forms (No Hardcopy Required) Continued

S/N	Instrument Nature	Description
40	VAOC	Application to Register Variation of Writ or Order of Court
41	VT	Request to Vest Land in the Republic of Singapore Pursuant to Determination of State Title
42	WCOC	Application to Withdraw / Cancel Writ or Order of Court (2 Forms)
43	WCV	Total Withdrawal of Caveat

Non-Digital Forms (Hardcopy Required)

S/N	Instrument Nature	Description
1	ACR	Application by HDB to Cancel Registration of instrument
2	ANSL	Application for Notional Shares in Land
3	C	Charge
4	CA	Compulsory Acquisition
5	CAHB	Compulsory Acquisition (HDB) Flat
6	CC	Application for Cancellation of Caution
7	CE	Application to Cancel Registration or Notification of Easement
8	CSMC	Application for Notification of Conversion from Single to 2-Tier Management Corporation
9	DL	Application for Determination of Lease
10	DPD	Application to Dispense with Production of Duplicate Instrument / Certificate of Title / Subsidiary Strata Certificate of Title / Subsidiary Certificate of Title
11	DSMC	Application for Notification of Dissolution of Subsidiary Management Corporation
12	DSO	Application to Notify Total Discharge of Statutory Obligation
13	ER	Extension of Restrictions
14	FOS	Application for Final Official Search
15	GE	Grant of Easement
16	L	Lease
17	L	Lease (with Easements)
18	M	Mortgage
19	ML	Memorandum of Lease
20	MM	Memorandum of Mortgage
21	MS	Transfer (by Mortgagee exercising Power of Sale)
22	NC	Application to Notify CPF Charge (Chargors are the Registered Proprietors of the Land) (Minimum Sum Scheme)
23	NC	Application to Notify CPF Charge (Chargors are not the Registered Proprietors of the Land) (Minimum Sum Scheme)
24	NCT	Application for New Certificates of Title
25	NCT	Application for New Certificates of Title (by Mortgagee / Chargee where Mortgagor / Chargor has defaulted)
26	NCT	Application for New Certificates of Title (by Mortgagee / Chargee)
27	NE	Statement by Personal Representative that He is Absolute Proprietor
28	OF	Application to Register Order for Foreclosure
29	OS	Application for Official Search
30	PDSO	Application to Notify Partial Discharge of Statutory Obligation
31	PLC	Application to Cancel Registrar's Caution Prohibiting Assurance of a Provisional Lot
32	PM	Postponement
33	PM	CPF Postponement
34	PRA	Primary Application

Non-Digital Forms (Hardcopy Required) Continued

S/N	Instrument Nature	Description
35	R	Restriction
36	RE	Release of Easements
37	RR	Release of Restrictions
38	RSA	Strata Title Application (Pursuant to Redevelopment)
39	RSTP	Strata Title Application for issue of SSCTs for ROD Flat Units
40	SAIC	Application for Vesting of Space Adding Item (Commercial)
41	SAIR	Application for Vesting of Space Adding Item (Residential)
42	SD	Statutory Declaration Form (General)
43	SD	Statutory Declaration Form (Lost / Destroyed / Wrongfully Withheld Documents)
44	SDMH	Statutory Declaration to Change Manner of Holding (by Tenants in Common in Equal Shares to hold as Joint Tenants)
45	SDMH	Statutory Declaration to Change Manner of Holding (by All Registered Proprietors to Sever a Joint Tenancy)
46	SDMH	Statutory Declaration to Change Manner of Holding (by One Joint Tenant to Sever a Joint Tenancy)
47	SDMH	Statutory Declaration to Change Manner of Holding (by Some Joint Tenants to Sever a Joint Tenancy)
48	SL	Surrender of Lease
49	SSCT	Strata Title Application
50	ST	Statement
51	STP	Strata Title Application Under Section 126 of the Land Titles (Strata) Act
52	STP	Strata Title Application Under Sections 126 and 126A of the Land Titles (Strata) Act
53	STP	Strata Title Application Under Section 125A of the Land Titles (Strata) Act
54	SUL	Sublease
55	SUM	Sub Mortgage
56	SV	Statutory Vesting of Mortgage
57	SV	Statutory Vesting of Land
58	T	Transfer
59	T	Transfer (together with and reserving a Right of Way)
60	T	Transfer (together with Easements - Applicable to Common Building Schemes)
61	TAB	Transmission Application on Bankruptcy of Proprietor
62	TAC	Transfer to Amalgamate Common Properties
63	TAD	Transmission Application on Death of Proprietor
64	TAP	Transfer to Add Common Property
65	TCP	Transfer of Common Property
66	TCS	Transfer (Pursuant to Collective Sale by Majority)
67	TCSL	Transfer (Pursuant to Collective Sale where Transferors do not own the Land)
68	TLS	Transfer of Land to Owners of LTR Flat Units
69	TSN	Transfer of Land to Owners of ROD Flat Units
70	TP	Transfer to the President of the Republic of Singapore (Re-issue)
71	TP	Transfer to the President of the Republic of Singapore
72	TSS	Application to Notify Termination of Strata Subdivision
73	V	Application to Register Declaration of Vesting
74	V	Application for Registration of Vesting (Street Works Act)
75	VE	Variation of Easement
76	VL	Variation of Lease
77	VLBS	Variation of Lease (Lease Buyback Scheme)
78	VM	Variation of Mortgage/Charge
79	VML	Variation of Memorandum of Lease

Non-Digital Forms (Hardcopy Required) Continued

S/N	Instrument Nature	Description
80	VMM	Variation of Memorandum of Mortgage
81	VOR	Variation of Restrictions
82	VR	Application for Variation of Restrictions
83	XR	Application to Extinguish Restrictions