

## RE-LODGEMENT OF A DEALING

### GENERAL INFORMATION

A re-lodgement of a dealing can only occur prior to its registration and may be necessary when:

- a. A required dealing was not included with the series at the time of lodgement and an existing dealing needs to be temporarily withdrawn to allow the new dealing to be registered in the correct order.
- b. The dealings were lodged with incorrect series numbering or the numbering was unclear.

### RE-LODGEMENT PROCESS

- a. All dealing re-lodgements are to be returned through the “drop and go chute” at 101 Grenfell Street.
- b. For division dealing re-lodgements, the consent of the certifying party incorporating a statement that the applicant and all affected parties have consented to re-lodgement of the dealing must be included with the relogged dealings.
- c. Regional and interstate clients can request a re-lodgement via post to:
  - Land Services SA, GPO Box 543 Adelaide SA 5001
- d. At the time of re-lodgement, the correcting agent must provide the following:
  - A letter requesting the re-lodgement of the dealing. This letter is to include the intended order of the dealings after the re-lodgement process.
  - For Agents acting with a Client Authorisation:
    - the written consent of the Certifying Party only is required;
  - For Self-Represented Parties:
    - the written consents of the Certifying Party or a Representative of the Correcting Party
    - Written consents from all the applicable parties. A list of the necessary consents can be found at the end of these notes. If in doubt, please ask the Client Advice Officer for assistance.
  - The appropriate fees for a re-lodgement transaction
  - Any new dealings (if applicable) together with the appropriate registration fee.

**IMPORTANT NOTE:** If any of the above information is missing, the re-lodgement may not be able to proceed.

- e. Once all of the appropriate fees, consents and dealings have been produced, the series is data entered in the correct order and moved to the Senior Data Management Officer to finalise the re-lodgement process on SAILIS.

### ADDITIONAL INFORMATION FOR RE-LODGEMENT OF A DEALING

Notice to Lodging Parties 116

## FULL WITHDRAWAL OF A DEALING

### GENERAL INFORMATION

A full withdrawal of a dealing can only occur prior to its registration and may be necessary when:

- a. The Registration Officer advises that the dealing cannot be registered.
- b. The client has changed their intention and do not wish the dealing to be registered.
- c. The incorrect form has been used and there is the intention to lodge a replacement dealing.
- d. The dealing was referred for correction and the client has subsequently lost the original dealing.

### FULL WITHDRAWAL PROCESS

- a. The correcting agent is to provide a letter stating that they request the dealing to be Fully Withdrawn. This letter is to include the following information:
  - The reasons for the Full Withdrawal request;
  - Details of who the EFT refunds (if applicable) is to be paid to;
- b. For Agents acting with a Client Authorisation:
  - Written consent of the Certifying Party only is required.
- c. For Division dealings:
  - Written consent of the certifying part incorporating a statement that the applicant and all affected parties have consented to the full withdrawal of the dealing(s).
- d. For Self-Represented Parties:
  - Written consent from the Lodging Party or their representative;
  - Written consent of the Certifying Party or a Representative of the Correcting Party;
  - Written consent of all affected parties to the Dealing. A list of the necessary consents can be found at the end of these notes;
- e. The original dealing (if referred for correction); and
- f. If applicable, a replacement dealing together with the appropriate registration fee.
- g. The full withdrawal request, together with the above described items, can be sent to Land Services SA by:
  - Post to: Land Services SA, GPO Box 543 Adelaide SA 5001;
  - Delivered to Land Services SA through the Return Corrections chute, located on Level 9, 101 Grenfell Street; or
  - Handed to staff at the Enquiries counter on Level 9.
- h. The full withdrawal request, together with all relating documentation, is forwarded to the applicable Registration Officer to assess the request and ensure all appropriate consents have been produced.
- i. The Registration Officer will then forward the full withdrawal to the Senior Data Management Officer to process and arrange for the issue of the refund (if applicable).

Please note, due to processes beyond Land Services SA's control, the refund payment may take several weeks before it is received by the client.

### IMPORTANT NOTE:

- a. The applicable full withdrawal fee is deducted from the registration fees already paid on the dealing at the time of its lodgement. A refund for the balance of the fees will be forwarded to the party detailed in the letter, or if such information is not provided, then the refund will be returned to the correcting agent.
- b. Registration fees paid on the withdrawn dealing cannot be transferred to a new dealing.

## CONSENTS FROM SELF-REPRESENTED PARTIES REQUIRED TO RE-LODGE AND FULLY WITHDRAW DEALINGS

DEALING TYPE	FULL WITHDRAWAL Consenting Party	TEMPORARILY WITHDRAWN Consenting Party
Application for Substituted Certificate of Title	Applicant	Applicant
Application to Register Death	Applicant	Applicant
Caveat	Caveator	Caveator
Caveat, Removal of	Caveatee	Caveatee
Caveat, Withdrawal of	Caveator	Caveator
Change of Name	Applicant	Applicant
Lease	Lessee & Lessor	Lessee & Lessor
Underlease	Underlessee & Underlessor	Underlessee & Underlessor
Lease, Extension of	Lessee & Lessor	Lessee & Lessor
Lease, Surrender of	Lessee & Lessor	Lessee & Lessor
Lien	Lienor	Lienor
Lien, Cessation of	Lienee	Lienee
Lien, Withdrawal of	Lienor	Lienor
Mortgage	Mortgagee	Mortgagee
Mortgage, Discharge of	Mortgagee & Mortgagor	Mortgagee
Mortgage, Extension of	Mortgagee & Mortgagor	Mortgagee & Mortgagor
Power of Attorney	Grantor	Grantor
Power of Attorney, Revocation of	Grantor	Grantor
Power of Sale	Transferee & Transferor	Transferee
Transfer	Transferee & Transferor	Transferee
Transfer of Lease/Mortgage	Transferee & Transferor	Transferee
Transmission Application	Applicant	Applicant
RTU / RTC / ACT etc	Applicant, any affected parties & any consenting parties	Applicant & affected parties
Grant of Easement	Grantor & Grantee	Grantor & Grantee
Variation of Easement	Proprietors of servient & dominant tenements who have executed & any consenting parties	Proprietors of servient & dominant tenements who have executed.

\* PLEASE NOTE: If your dealing type does not appear on this list, or you are unsure about these instructions, please contact Land Services SA on 8423 5000.



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 VISIT Level 9, 101 Grenfell Street, Adelaide SA 5000 POST GPO Box 543, Adelaide SA 5001  
[landservices.com.au](http://landservices.com.au)