**Request to accept paper lodgment**

The Registrar’s Requirements stipulate all Instruments available in an ELN on 1 August 2019 are to be lodged electronically; some exceptions apply and are listed below.

To: Registrar of Titles

Please accept this paper lodgment because the transaction cannot be lodged using an Electronic Lodgment Network (ELN) for the reason(s) indicated below:

In a standalone or combination of Instruments1, an Instrument has been signed on paper prior to the date when electronic lodgment is required.

In a combination of Instruments1, a party in one or more Instruments does not have a Representative2 or is an Other Mortgagee3*.*

*‘Land Title Reference is ineligible for electronic lodgment’* - a message to this effect is returned to the ELN Subscriber if a folio cannot be transacted electronically.

A dealing is of a type that cannot be lodged using an ELN e.g. transfer of lease, *interest*, survivorship or transmission application by/relating to an *interest* holder.

Dealings including a transfer, mortgage, discharge of mortgage, caveat or withdrawal of caveat dealing with part land (includes a lot in a multi lot folio).4

A transfer where one or more registered proprietor is not participating e.g. a transfer by one tenants in common only.

An Instrument affects more than 20 folios of the Register.

The ELN being used has not been available for more than one business day.

Yours sincerely  
*[Insert Lodging Party]*

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*1* A combination of Instruments is limited to the following;

* Transfer (T)
* Caveat (C) / Withdrawal of caveat (WC)
* Mortgage (M) / Discharge of mortgage (DM)
* Application by legal personal representative
* Application by surviving proprietor

Lodging any Instrument other than those listed above cannot be considered a combination for the purposes of exemption to electronic lodgment. For example, if your combination of Instruments involves a DM, **plan of subdivision**, T, and M, the following must occur:

1. DM is standalone and must be lodged using an ELN (unless mortgagee is Other Mortgagee*3*)
2. Plan of subdivision must be lodged using the SPEAR ELN or in paper if the plan was first signed by the Licensed Surveyor before 1 January 202 - eCT output from subdivision is preferred
3. Once the plan of subdivision is registered the T and M are considered a combination, however that must be lodged using an ELN (unless mortgagee is Other Mortgagee*3* or a party in the transfer does not have a Representative2)

2 An Australian Legal Practitioner, a Law Practice or a Licensed Conveyancer who acts on behalf of a Client.

*3* A mortgagee who is not a Subscriber and does not have a Representative.