**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.