Certificate of Title nomination process – further changes

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| Land VictoriaCustomer Information BulletinEdition 154 November 2015 |

Land Victoria is committed to aligning paper and electronic conveyancing processes.

To this end, further changes to the paper Certificate of Title (pCT) nomination process came into effect on 2 November 2015.

When a Certificate of Title is presented to Land Victoria for use in a dealing (paper or electronic) to be lodged by another party, the form *Application to nominate a paper Certificate of Title to a paper instrument or electronic lodgement case* needs to be completed and presented with the Certificate of Title. This is existing practice. The [form](http://www.delwp.vic.gov.au/property-and-land-titles/forms%2C-guides-and-fees/certificate-of-title-management-and-electronic-conveyancing) can be found at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au) >Property and land titles>Forms, guides and fees>Certificate of Title management and electronic conveyancing.

Land Victoria staff will capture the necessary detail from the form into the Victorian Online Title System (VOTS). Upon saving the data, a dealing number will be allocated for the nomination and an Electronic Instrument Report will be provided to the nominating party as a receipt.

Unlike the former ‘Made Available’ system, when a pCT is nominated no expiry date applies – the Certificate of Title will remain nominated indefinitely, pending lodgement of a dealing.

If a nominating party wishes to withdraw a Certificate of Title from nomination, the form *Application to withdraw a nomination of a paper Certificate of Title* will need to be presented. This new [form](http://www.delwp.vic.gov.au/property-and-land-titles/forms%2C-guides-and-fees/certificate-of-title-management-and-electronic-conveyancing) can be found at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au/)>Property and land titles>Forms, guides and fees>Certificate of Title management and electronic conveyancing.

Land Victoria staff will capture necessary details from the form into VOTS. Upon saving the data, a dealing number will be allocated for the Withdrawal of Nomination and an Electronic Instrument Report will be provided to the nominating party. A new pCT will be printed during an overnight batch print process and distributed to the nominating party the following working day.

When a pCT is nominated, a Register Search Statement will show the nomination in the Activity in the last 125 days panel (where it will appear for 125 days after lodgement) and in the Administrative Notices panel at the foot of the statement – see example below.

ACTIVITY IN THE LAST 125 DAYS
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NUMBER STATUS DATE

AM158584L NOMINATE PCT Completed 28/10/2015

-----------------------------------------END OF FOLIO REPORT--------------------------------

Additional information: (not part of this Folio Report)

Street Address: 10 SMITH STREET BROWNSVILLE VIC 3989

ADMINISTRATIVE NOTICES
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AM158584L NOMINATE PCT 28/10/2015

 pCT Nominated by ABC HOME LOANS to a paper instrument

Upon lodgement of a dealing against the affected folio, reference to the nomination will no longer appear in the Administrative notices panel.

When a nominated pCT is withdrawn, a Register Search Statement will show the Withdrawal of Nomination in the Activity in the last 125 days (where it will appear for 125 days after lodgement). Reference to the nomination of the pCT will no longer appear in the Administrative notices panel at the foot of the statement.

LANDATA® customers who subscribe to a Title Alert will now be advised when a pCT is nominated or withdrawn from nomination. The Made Available alert, which previously provided this information, is now obsolete and will shortly be deleted as an alert option. All current subscriptions to the Made Available alert will be automatically converted to a Title Alert.

Contact us

For [location and contact details](http://www.dtpli.vic.gov.au/property-and-land-titles/contact-us), go to [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au)>Property and land titles >Property information>Contact Land Victoria.

Subscribe

To receive the Customer Information Bulletin online, please send an email to lv.cib@delwp.vic.gov.au with SUBSCRIBE in the subject line – include your name and email address in the body of the email.

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