



Landonline *e-dealing*

Teaching Guide

Land Information New Zealand
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for Landonline version 3.1

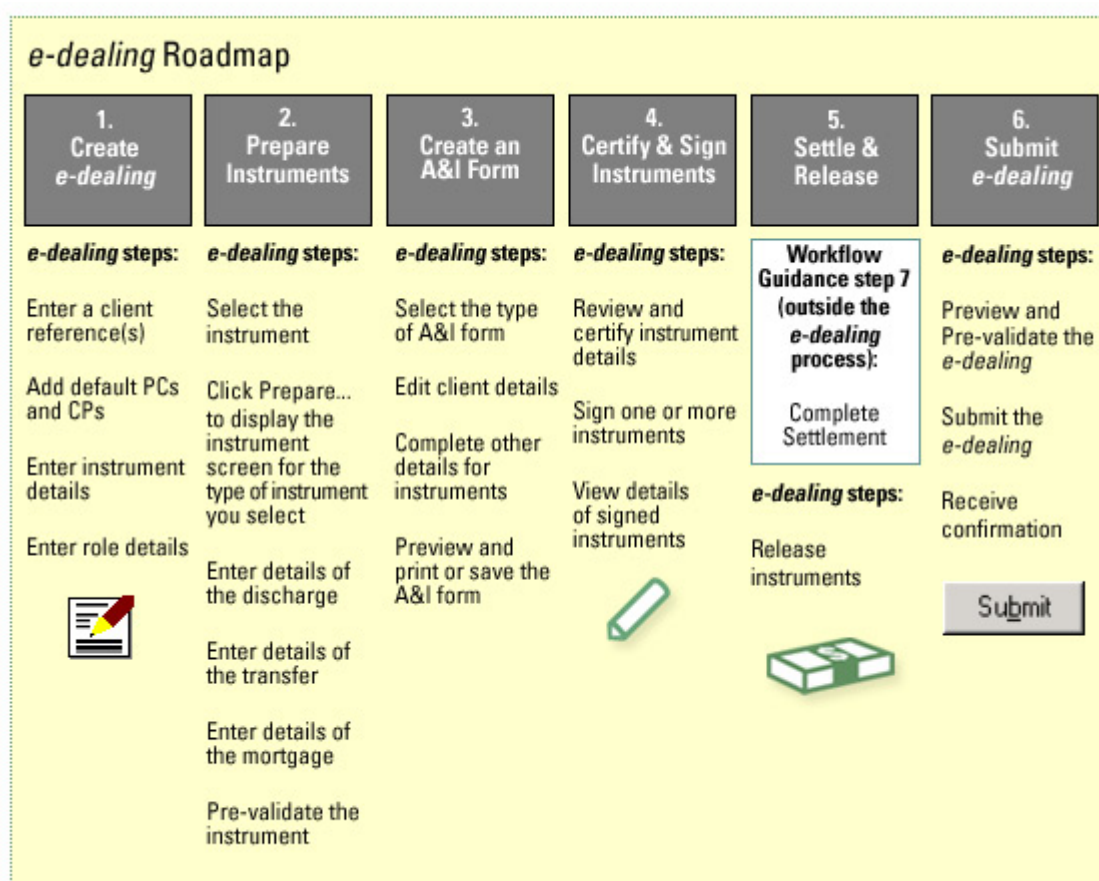
Introduction

This Landonline *e-dealing* Teaching Guide has been developed principally for law lecturers to use when teaching courses that include a conveyancing and land titles registration component e.g. the NZLS Legal Executive Course or the Professional Legal Studies Course. It can also be used for professional continuing education programmes.

The guide is designed in modules based on the *e-dealing* Roadmap steps.

Where possible and appropriate, Landonline screenshots and key user instructions have been provided to assist teaching. For more practical learning about how to prepare and register *e-dealing* transactions, LINZ recommends law lecturers and students visit the Landonline website and use the *e-dealing* Practice Tools provided.

e-dealing Roadmap



Disclaimer:

While every effort has been made to ensure accuracy in this publication, Land Information New Zealand does not guarantee or accept liability for the accuracy of any statement, opinion or advice contained herein. Readers should rely on their own enquiries or research before making any decisions or taking any action based upon information contained in this publication. The information contained in this Teaching Guide is current as at February 2009.

Teaching Modules

The modules for this Teaching Guide cross-reference to the Landonline *e-dealing* PowerPoint resource and the Landonline *e-dealing* Handbook for Students.

Module	Title	Details
1.0	Introduction & Background to Landonline & <i>e-dealing</i>	<ul style="list-style-type: none"> Brief history of Landonline Background and benefits of <i>e-dealing</i>
1.1	Landonline Workspace	<ul style="list-style-type: none"> All about the Landonline Workspace screen Why it is important
2.0	Creating an <i>e-dealing</i> Transaction	<ul style="list-style-type: none"> The process steps in a routine conveyancing transaction using Landonline <i>e-dealing</i>
2.1	Creating an <i>e-dealing</i> Transaction – Request to Act	<ul style="list-style-type: none"> Instruments that can be registered by <i>e-dealing</i>
2.2	Creating an <i>e-dealing</i> Transaction – Search Title and Survey Information	<ul style="list-style-type: none"> About Landonline <i>e-search</i> and its use for gathering current title and survey information
2.3	Creating an <i>e-dealing</i> Transaction – Creating an <i>e-dealing</i> – Purchaser	<ul style="list-style-type: none"> Preparing a lodgement form when <i>e-dealing</i> Adding instruments to the <i>e-dealing</i> Document types The adding of roles to the <i>e-dealing</i>
3.0	Completing an <i>e-dealing</i> Transaction – Prepare Instruments – Purchaser	<ul style="list-style-type: none"> Selecting an instrument Drafting an instrument (discharge, transfer or mortgage) Pre-validating an instrument
3.1	Completing an <i>e-dealing</i> Transaction – Prepare Instruments - Vendor	<ul style="list-style-type: none"> Finding a dealing Prepare an instrument
3.2	Creating an <i>e-dealing</i> Transaction – Create an A&I form	<ul style="list-style-type: none"> Creating an A&I form Preview and print or save an A&I form
3.3	Creating an <i>e-dealing</i> Transaction – Execute an A&I form	<ul style="list-style-type: none"> Executing an A&I form
3.4	Completing an <i>e-dealing</i> Transaction – Certify and Sign	<ul style="list-style-type: none"> What the Solicitor does to certify & sign
3.5	Completing an <i>e-dealing</i> Transaction – Settle and Release an <i>e-dealing</i> – Vendor	<ul style="list-style-type: none"> Releasing the instruments in Landonline Where this fits in the settlement process
3.6	Completing an <i>e-dealing</i> Transaction – Submit <i>e-dealing</i>	<ul style="list-style-type: none"> Previewing and pre-validating Submitting an <i>e-dealing</i> Receiving confirmation
3.7	Completing an <i>e-dealing</i> Transaction – Update Register & Receive Confirmation	<ul style="list-style-type: none"> What happens to the <i>e-dealing</i> after it is submitted How the <i>e-dealing</i> is registered
3.8	Completing an <i>e-dealing</i> Transaction – Close File & Advise Client	<ul style="list-style-type: none"> Manual processes conveyancers usually complete after an <i>e-dealing</i> has been registered
4.0	Other <i>e-dealing</i> transactions	<ul style="list-style-type: none"> Other transactions Lodge with template/Image only
5.0	<i>e-dealing</i> Compliance Review & Audit	<ul style="list-style-type: none"> How the <i>e-dealing</i> compliance review and audit process works
6.0	Landonline Help & Support Materials	<ul style="list-style-type: none"> Where to find help, support materials and publications for Landonline

Module 1

1.0 INTRODUCTION & BACKGROUND TO LANDONLINE *e-dealing*

Module information:		
<ul style="list-style-type: none"> Brief overview of Landonline Background and benefits of <i>e-dealing</i> 		
Steps	Slide No.	Notes
Landonline – brief overview	1 2 3	<ul style="list-style-type: none"> Land Information New Zealand has been operating an online registration system for land title transactions since 2003. Called the Landonline '<i>e-dealing</i>' system, this facility allows authorised lawyers and conveyancers to submit transactions for registration in electronic form over the internet. Its survey and title lodgement and registration functions can only be accessed by authenticated, registered users, ensuring the integrity of the titles register and digital cadastre is maintained at all times. The Landonline Workspace facility contains templates for entering or attaching key data describing the transaction to be registered, identifying affected land and registered proprietors, to allow Landonline, and in some cases LINZ staff, to correctly record the electronic instruments against the relevant computer registers. Statutory requirements and restrictions that impact on the registration process are built into the Landonline pre-programmed business rules. Virtually all land titles transactions that were previously lodged manually as paper instruments can now be lodged electronically. The only exceptions will be those that for some legal reason cannot be accepted in electronic form, such as Court-executed instruments. Registration using Landonline <i>e-dealing</i> will be mandatory for lawyers and conveyancers from 23 February 2009.
Categories of <i>e-dealings</i>	4	<p>There are two categories of <i>e-dealing</i> instruments:</p> <ul style="list-style-type: none"> AUTO REG (Automatically Registrable) - An "Auto Reg" instrument can be registered or rejected electronically without intervention by a LINZ employee. Provided they pass the necessary business rules, Auto Reg instruments are registered automatically and the corresponding computer register is immediately updated with details of the transaction. LODGE - A "Lodge" instrument is lodged electronically but requires to be processed and registered in Landonline by a LINZ employee. Lodge instruments allow for the inclusion of non-standard provisions and attachment of scanned images.

Steps	Slide No.	Notes
<i>e-dealing</i> benefits	5	<ul style="list-style-type: none"> • <i>e-dealing</i> enables conveyancing professionals to undertake electronic titles transactions from their personal computer • <i>e-dealing</i> benefits are: <ul style="list-style-type: none"> • Real-time registration of AUTO REG <i>e-dealings</i> • Multi-layered security • Time savings • Significantly fewer rejections • Efficient and user friendly • Automatic fee calculator • Simplified reconciliation of disbursements
Pre-requisites for a firm to start <i>e-dealing</i>	6	<ul style="list-style-type: none"> • Before a firm can start <i>e-dealing</i> they must have an <i>e-dealing</i> licence and each Landonline user must have their own Digital Certificate • Once the firm is licensed and digital certificates are issued, the firm then needs to download software from the Landonline website to be able to use the application • Guidelines for technology platforms are outlined on the Landonline website under System Support - <ul style="list-style-type: none"> ○ System support policies ○ IT and system requirements • Each user must download their digital certificate onto their PC before accessing <i>e-dealing</i>.
Landonline roles and profiles	7	<ul style="list-style-type: none"> • There are a number of roles within a firm for using Landonline. The 2 roles most relevant to day-to-day <i>e-dealing</i> are: <ul style="list-style-type: none"> • Primary contact (PC) – person responsible for day to day management of <i>e-dealing</i> – usually a Legal Executive • Conveyancing professional (CP) – the only person who can certify & sign. They must be legally authorised to perform conveyancing services and hold a current practising certificate. Normally, this would be the practitioner responsible for the dealing • When Landonline users sign up, their Landonline profiles are set by LINZ. Profiles limit access to certain parts of the Landonline database and revolve around particular tasks Legal Executives and Solicitors will need to complete when <i>e-dealing</i>.

Steps	Slide No.	Notes
Landonline operating environment	8	<ul style="list-style-type: none"> Landonline runs in the Microsoft Windows environment. The specific Windows operating systems compatible with Landonline are specified on the Landonline website
Signing up for <i>e-dealing</i>		<ul style="list-style-type: none"> Applications for access for <i>e-dealing</i> lodgement are made via the Landonline website www.landonline.govt.nz. This provides step by step instructions for the sign up process, including requirements for obtaining a digital certificate
Connecting to Landonline		<ul style="list-style-type: none"> Users connect to Landonline via the Landonline website. Once they have logged on to the internet, users pass through security to gain access to a LINZ server Users must download Landonline software on their computer.
Security and Digital Certificate		<ul style="list-style-type: none"> To access Landonline and maintain user's security, and that of their clients, every user must have a Landonline Digital Certificate. A Digital Certificate is an electronic identifier, unique to each user, created and stored on their personal computer. The Digital Certificate permits that user to log on to Landonline and perform <i>e-dealing</i> tasks. Digital Certificates are required to be renewed annually. Both new and renewing users are required to provide proof of identity. Practitioners are also required to provide a certified copy of their current practicing certificate in order to certify and sign
<i>e-dealing</i> access profiles	9	<ul style="list-style-type: none"> <i>e-dealing</i> access profiles are set by LINZ and limit access to certain parts of the Landonline database They revolve around particular tasks that legal executives and lawyers will need to complete in the <i>e-dealing</i> transaction
User Privileges in Landonline		<ul style="list-style-type: none"> User privileges are associated with a user and determine what actions a user can perform in Landonline The System Manager in a firm is responsible for allocating appropriate privileges to each user based on their role. For example, the privileges allocated to a legal executive would include Searches, and Create Dealing/Instrument; only a lawyer would be allocated Certify and Sign
How licences are issued		<ul style="list-style-type: none"> Licences are issued to firms by Land Information New Zealand (LINZ). These enable users in a firm to perform pre-determined tasks in Landonline.
Single firm and multi-firm transactions	10	<ul style="list-style-type: none"> The <i>e-dealing</i> system provides for single firm and multi-firm transactions Single firm transactions are where one firm is acting for both parties, such as the lending institution on a discharge of mortgage and the mortgagor on a new mortgage in a refinancing transaction By contrast, where one firm is acting for the vendor and one for the purchaser, this is a multi-firm transaction.

Steps	Slide No.	Notes
Context	11	<ul style="list-style-type: none"> • The <i>e-dealing</i> Roadmap provides an overview of the steps in Landonline to complete a routine conveyancing transaction • An authority and instruction (A&I) form must be signed by client before the practitioner certifies & signs • Settlement of the transaction takes place outside the <i>e-dealing</i> process. • With the phasing-in of 100% e-lodgement virtually all transactions that were previously lodged manually as paper instruments can now be lodged electronically.
	12	<ul style="list-style-type: none"> • <i>Refer to the e-dealing components highlighted on the e-dealing roadmap – describe the steps</i>
Reference: <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook • Landonline website: www.landonline.govt.nz 		

1.1 LANDONLINE WORKSPACE

Module information:		
<ul style="list-style-type: none"> All about the Landonline Workspace screen Why it is important 		
Steps	Slide No.	Notes
About Workspace	13	<ul style="list-style-type: none"> The Landonline Workspace has been approved by the Registrar-General of Land for completing electronic registration under the Land Transfer Act 1952 Workspace provides the vendor's and purchaser's representatives with shared access to the <i>e-dealing</i> online tools Workspace is where users enter Landonline and where they manage their details, password, preferences, access messages and any dealings they are working on
	14	<i>(Refer to 3 key areas on Workspace screen)</i>
	15	<ul style="list-style-type: none"> The Workspace Toolbar has icons – users double click on these to open another part of the Landonline application The Workspace Tree is where work is stored when an e-dealing has been created and saved It is also where system (Landonline) generated messages are sent – these arrive in the My Messages folder The Workspace Detail Panel shows summary information about work in the Workspace Tree so users can view information about a dealing being worked on; it is also where messages generated by Landonline can be viewed
	16	<ul style="list-style-type: none"> Landonline Workspace also has a comprehensive Help feature which is invaluable, especially when users first start using Landonline – it helps users understand how to use Landonline and improves understanding about the functions of the screen being viewed Help can be accessed three ways: <ul style="list-style-type: none"> By pressing F1 By clicking Help in Workspace By selecting Help/Landonline Topics
The Workspace Tree	17	The Workspace Tree is where the following functions are accessed: <i>(Describe Workspace areas and icons as shown on screenshot, focusing on the 3 main areas users see)</i>
	18	<ul style="list-style-type: none"> Workspace is where users search for an <i>e-dealing</i> The 'Find dealing work' screen is used for finding <i>e-dealings</i> sitting in the Workspace that are not yet completed My Work displays all work for which you are a Primary Contact. <ul style="list-style-type: none"> Expanding the 'My Work' tree will show any work being worked on The tree for an <i>e-dealing</i> can be expanded to see the instruments being working on Supervised work displays the work for which the conveyancing professional is responsible for certify & sign under the primary contacts name <ul style="list-style-type: none"> The primary contact won't see anything under supervised work 'All Work' displays the names of all people in the firm who have a digital certificate <ul style="list-style-type: none"> Clicking on a name will display the work in which a person is involved, in the Detail Panel
	19	<ul style="list-style-type: none"> The Messages received are Landonline system generated messages

Steps	Slide No.	Notes
	19 cont	<ul style="list-style-type: none"> • Primary contacts will receive all the messages relating to an <i>e-dealing</i> to which they are a party • Messages are created and sent by the system when a task in Landonline create dealing is completed • When the 'My Messages' folder in the Workspace Tree is clicked, Landonline displays the Messages Received tab in the Workspace Detail panel <p>This lists system generated messages if the user is identified as a specific recipient. These messages may have attachments (eg. notifications)</p>
Re-cap	20	<p><i>(Suggested questions to ask or base a discussion around)</i></p> <ol style="list-style-type: none"> 1. There are 6 steps in the <i>e-dealing</i> Roadmap. One of these contains an element that is outside the <i>e-dealing</i> application but is part of the conveyancing transaction, which one is it? <i>Step 7</i> 2. What are the three areas that make up Workspace? <i>Workspace Toolbar, Workspace Tree, Workspace Detail Panel</i> 3. Which Workspace folder in the Navigation Tree is particularly important to Legal Executives? <i>My Work</i>
<p>Reference:</p> <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook • Landonline website: www.landonline.govt.nz 		

Module 2

2.0 CREATING AN *e-dealing* TRANSACTION

- **Module information:** The process steps in a routine conveyancing transaction using Landonline *e-dealing*

Steps	Slide No.	Notes
Process Steps	21	The following Table illustrates the steps in a routine conveyancing transaction which relate to an <i>e-dealing</i> . Actions completed in the <i>e-dealing</i> Workspace are highlighted in the bold shaded sections below.

Step	Action	Process
1	Request to Act	A request is received to represent a client for a conveyancing transaction.
2	Search Title and Survey information	Search the Title (Computer Register) to the property. The title records changes of ownership, mortgages, easements, covenants and other dealings that have been registered against it.
3	Create <i>e-dealing</i>	The legal executive for the purchaser completes all required details to set up the <i>e-dealing</i>.
4	Prepare Instruments	Each instrument in the <i>e-dealing</i> is prepared by the relevant party.
5	Create an A&I form	Select the type of A & I Form. Edit, add details, preview and print or save the A&I Form.
6	Execute A&I form	The form is executed by the client(s), and forms the authority for the solicitor to certify and sign the <i>e-dealing</i> .
7	Certify and Sign Instruments	This is the only step in the process that the Legal Executive cannot complete. It must be completed by the authorised solicitor.
8	Arrange settlement	The lawyers acting for vendor and purchaser arrange the transfer of settlement funds outside Landonline.
9	Release instruments	At this point in the process, each instrument is released to indicate that settlement has been completed. It is important to check that settlement funds have been transferred correctly before completing this step.
10	Submit dealing	The <i>e-dealing</i> is submitted electronically to LINZ for registration.
11	Update register	The submitting party Primary Contact will receive notification immediately once the <i>e-dealing</i> has been registered.
12	Close file and advise client	This step involves the manual processes that conveyancers normally complete to close the client file.

Allocation of <i>e-dealing</i> work	21 cont	<ul style="list-style-type: none"> • <i>e-dealing</i> has been designed in components, so that each step of the process can be allocated to the most appropriate staff within the firm • There is only one stage in the process that must be completed by a Conveyancing Professional with a current practising certificate – certifying and signing <i>e-dealings</i>. All other components can be undertaken by a Legal Executive
<p>Reference:</p> <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook 		

2.1 CREATING AN *e-dealing* TRANSACTION

Request to Act

Module information:		
<ul style="list-style-type: none"> Identifying which instruments will be registered by <i>e-dealing</i> 		
Steps	Slide No.	Notes
Request to act	22	<p>When a request is received to represent a client for a conveyancing transaction you will be able to identify which instruments you will prepare and register online.</p> <p>All instruments can now be registered electronically in Landonline, with a few exceptions such as Court-executed instruments.</p>
Instrument Types		<p>The electronic instruments you would usually register in a routine sale and purchase of residential property e.g. Discharge, Transfer and Mortgage, are capable of being processed electronically from preparation and lodgement through to registration; these are called “Auto-Reg” instruments. Pre-programmed business rules that mirror statutory requirements and restrictions are built into the Landonline lodgement and registration system.</p> <p>Other electronic instruments e.g. easements, are lodged electronically but are checked by LINZ staff prior to registration; these are called “Lodge” instruments.</p>
Discharges	23	<p>All Discharge/withdrawal instruments are e-capable – you can:</p> <ul style="list-style-type: none"> discharge part of land add images add text to clarify intent
Transfer	24	<p>Most Transfers are e-capable - you can:</p> <ul style="list-style-type: none"> have multiple transfers in one <i>e-dealing</i> deal with a share or interest in a property or title record add text and images
Limitations on Transfers		<ul style="list-style-type: none"> Transfers required to be executed by a Court registrar are not e-capable.
Mortgage	25	<p>All Mortgages are e-capable; you can:</p> <ul style="list-style-type: none"> have multiple mortgages in one <i>e-dealing</i> deal with a share or interest in a property or title record add text and images
Reference:		
<ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook <p>Landonline <i>e-dealing</i> User Guide</p>		

2.2 CREATING AN *e-dealing* TRANSACTION

Search Title and Survey Information

Module information:		
<ul style="list-style-type: none"> About Landonline <i>e-search</i> for gathering current title and survey information 		
Steps	Slide No.	Notes
Agreement for sale & purchase	26	<ul style="list-style-type: none"> You will usually start with the Agreement for Sale and Purchase This document will include details of the description of the property and names of the parties
Landonline Search		<ul style="list-style-type: none"> You will need to access Landonline to obtain a title search of the property, including a copy of the relevant survey plan Your other learning resources will explain in detail the types of searches, including copies of encumbrances, restrictions, easements or survey plans which you will need to obtain for a particular conveyancing transaction For information about Landonline <i>e-search</i> and step by step instructions see the Landonline <i>e-dealing</i> Handbook for Students
Reference:		
<ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook Landonline e-search Quick Reference Cards Landonline e-search User Guide 		

2.3 CREATING AN *e-dealing* TRANSACTION

Creating an *e-dealing* - Purchaser

Module information:		
<ul style="list-style-type: none"> • Preparing a lodgement form in the <i>e-dealing</i> environment • Adding instruments to the <i>e-dealing</i> • Document types • The adding of primary contact & conveyancing professional roles to the <i>e-dealing</i> 		
Steps	Slide No.	Notes
<i>e-dealing</i> Roadmap	27	<ul style="list-style-type: none"> • Create <i>e-dealing</i> is Step 1 on the <i>e-dealing</i> roadmap <p><i>Reference Step 1 on the e-dealing Roadmap</i></p>
Create <i>e-dealing</i>		<ul style="list-style-type: none"> • The steps covered in Create <i>e-dealing</i> are: <ul style="list-style-type: none"> • Instruments • Affected titles • Search title by instrument • Pending dealings • Role details
Dealing Number	28	<ul style="list-style-type: none"> • A Dealing number is automatically created by Landonline
Last modified		<ul style="list-style-type: none"> • The name of the person who last modified the <i>e-dealing</i> field appears in the create dealing screen
Date & Time		<ul style="list-style-type: none"> • The date and time are entered by Landonline automatically
Submitting Party Client Reference		<ul style="list-style-type: none"> • Client references are recorded in the create dealing screen
Adding Instruments		<ul style="list-style-type: none"> • Instrument details are added in the Create Dealing screen
Affected titles		<ul style="list-style-type: none"> • Affected titles are added to the Enter Title screen
Pending dealings		<ul style="list-style-type: none"> • A pending dealing is a manual/paper dealing currently recorded in Landonline that has yet to be registered • When a Title Reference is added to an <i>e-dealing</i> which is affected by a prior pending dealing, Landonline advises the primary contact on the create dealing screen
Enter Role details		<ul style="list-style-type: none"> • When creating an <i>e-dealing</i> role details must be entered, checking and recording the Primary Contact and Conveyancing Professional for each instrument • Primary contacts must also check who is responsible for releasing each instrument and submitting the <i>e-dealing</i>. The system automatically populates certain field information for roles to mirror the manual system. These can be manually changed • The Primary Contact and Conveyancing Professional do not have to be from the same firm
Save an <i>e-dealing</i>		<ul style="list-style-type: none"> • To save an <i>e-dealing</i> the OK button must be clicked
Screenshots	29, 30	Screenshot and step-by-step instructions to create an <i>e-dealing</i>

Reference:

- *e-dealing* Student Handbook
- Landonline Quick Reference Cards – *e-dealing* – A (If a hard-copy is unavailable, these can be printed off the Landonline website:
<http://www.landonline.govt.nz/about-landonline/training-support/quick-reference/edealings/index.asp>)

Module 3

3.0 COMPLETING AN *e-dealing* TRANSACTION

Prepare Instruments – Purchaser

<p>Module information:</p> <ul style="list-style-type: none"> • Selecting an instrument • Drafting an instrument (discharge, transfer or mortgage) • Pre-validating an instrument 		
Steps	Slide No.	Notes
<i>e-dealing Roadmap</i>	31	<ul style="list-style-type: none"> • Preparing Instruments is Step 2 on the <i>e-dealing</i> Roadmap <p><i>Reference Step 2 on the e-dealing Roadmap</i></p>
Prepare instruments - Purchaser	32	<ul style="list-style-type: none"> • The steps involved in preparing instruments cover: <ul style="list-style-type: none"> • Select Instruments • Draft transfer <ul style="list-style-type: none"> ▪ Prepare sole or joint tenancy transfer ▪ Tenants in common ▪ Combination proprietorship ▪ Add Alias/Other • Draft Mortgage • Pre-Validate • Failed Pre-validation • Each step above relates to a specific screen in Landonline in which the primary contact needs to enter, review, select and/or check specific information and fields
<p>Reference:</p> <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook 		

3.1 COMPLETING AN *e-dealing* TRANSACTION

Prepare Instruments – Vendor

Module information:		
<ul style="list-style-type: none"> Finding details of a dealing to which you have been added as a Primary Contact by the purchaser’s representative Prepare an instrument 		
Steps	Slide No.	Notes
Prepare instruments – Vendor	33	<ul style="list-style-type: none"> When preparing instruments for a vendor, the steps to be followed are: Open discharge instrument Complete Discharge instrument Review transfer details
Getting started		<ul style="list-style-type: none"> Landonline will send a message to the primary contact for a dealing advising the dealing number or the other party may telephone to advise the dealing number Primary contacts see the dealing number in Workspace Select My Work
Open discharge instrument		<ul style="list-style-type: none"> The discharge instrument needs to be opened to show the Prepare Discharge screen
Complete discharge instrument		<ul style="list-style-type: none"> Discharging the instrument is completed by using the Prepare Discharge screen to prepare a full or partial discharge <ul style="list-style-type: none"> A complete list of full and partial discharge instruments is available in Landonline Help and the Landonline <i>e-dealing</i> Quick Reference Cards
Screenshots	34	Screenshot and step-by-step instructions to prepare a discharge
Screenshots	35	Screenshot and step-by-step instructions to prepare a transfer – sole & joint tenancy
Screenshots	36	Screenshot and step-by-step instructions to prepare a transfer – tenants in common
Screenshots	37	Screenshot and step-by-step instructions to prepare a transfer – combination proprietorship
Examples	38	Examples – combination proprietorship
Screenshots	39	Screenshot and step-by-step instructions to prepare a mortgage
Screenshots	40, 41	Screenshot and step-by-step instructions to pre-validate or edit an instrument or <i>e-dealing</i>
Re-cap	42	<p>(Suggested questions to ask or base a discussion around)</p> <ol style="list-style-type: none"> What is the first thing the Landonline system will do for you after you double click on ‘create dealing’ icon Generally, who is responsible for creating a dealing in a multi party transaction What do you do to make sure you have entered all compulsory information? When preparing a mortgage, where can you find bank quick codes?
Reference:		
<ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook Landonline Quick Reference Cards – <i>e-dealing</i> – C1 (If a hard-copy is unavailable, these can be printed off the Landonline website: http://www.landonline.govt.nz/about-landonline/training-support/quick-reference/edealings/index.asp) 		

3.2 COMPLETING AN *e-dealing* TRANSACTION

Create an A&I Form

Steps	Slide No.	Notes
Evidence in support of <i>e-dealing</i> certifications	43	<ul style="list-style-type: none"> • Certification by an authorised practitioner, which replaces traditional paper-based execution requirements, is a key feature of the <i>e-dealing</i> system. • The Land Transfer Act 1952 (section 164C) requires practitioners to retain supporting documentation to confirm the validity of their <i>e-dealing</i> certifications • To assist practitioners in documenting client authority and the steps taken to verify identity and capacity, the NZLS has developed a set of “Authority and Instruction” (A&I) forms
Authority & Instruction Form (A&I)	44	<p><i>Create an A&I is Step 3 on the e-dealing roadmap</i></p> <ul style="list-style-type: none"> • This form is a client authorisation & instruction form for clients to instruct the firm’s solicitor to act on their behalf <ul style="list-style-type: none"> • It provides the basis for the preparation of electronic dealings and instruments • The Create A&I Form screen only contains the necessary information needed for inclusion in the A&I form. All standard (or static) text on the printed form is not shown on the screen. By using the preview button the full A&I form can be viewed including the static information. • Three options are provided – <i>private individual, private corporate and public corporate</i>. The private individual form will display by default. • Although the A&I form can be created at any stage after the dealing has been successfully saved, it is advisable to create the A&I form at the end of preparing all instruments in the dealing. This enables all information saved in Landonline to pre-populate the form by default. • The A&I form must be signed by the client before the solicitor is able to Certify and Sign.
NZLS Guidelines		<ul style="list-style-type: none"> • For a full commentary and copies of approved A&I forms, refer to <i>Guidelines for the use of Landonline for an Electronic Transaction (e-dealing)</i> published by the New Zealand Law Society
<p>Reference:</p> <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook • Landonline Quick Reference Cards – <i>e-dealing</i> 		

3.3 CREATING an *e-dealing* TRANSACTION

Execute an A&I Form

Module information:		
<ul style="list-style-type: none"> Executing an A&I form 		
Steps	Slide No.	Notes
Signed & Witnessed	45	<ul style="list-style-type: none"> When all the details have been entered on the A&I form, it must be signed by the person(s) named in the form and witnessed by the legal executive or another person nominated by the firm
Photographic evidence of ID		<ul style="list-style-type: none"> The person signing the private individual and private corporate A&I form must provide photographic evidence of identity to the witness on every occasion
Out of office execution		<ul style="list-style-type: none"> If the client authority documents need to be sent out of the office for execution, a package of documents is usually compiled This package may include: <ul style="list-style-type: none"> the A&I form(s) a set of witnessing instructions and a list of acceptable witnesses The client matter number would ideally be the common reference on each item in the package
Transmitting overseas		<ul style="list-style-type: none"> Best practice suggests that a person who can witness documents outside the jurisdiction should be the witness to A&I documents transmitted overseas Regulation 16 of the Land Transfer Regulations 2002 provides a list of the acceptable witnesses for manual transactions under the Land Transfer Act 1952 and could be used as a guideline for <i>e-dealing</i> transactions as well
Reference:		
<ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook 		

3.4 COMPLETING AN *e-dealing* TRANSACTION

Certify & Sign

Module information: <ul style="list-style-type: none"> What the Practitioner does to certify & sign 		
Steps	Slide No.	Notes
<i>e-dealing Roadmap</i>	46	<ul style="list-style-type: none"> Certify & Sign is Step 4 on the <i>e-dealing</i> Roadmap <p><i>Reference Step4 on the e-dealing Roadmap</i></p>
Certify & sign learning	47	<ul style="list-style-type: none"> The steps the Conveyancing Professional needs to follow to Certify and Sign an <i>e-dealing</i> are: <ul style="list-style-type: none"> Open the Dealing Display & View Complete Certification Signing
Certify & sign process	48	<ul style="list-style-type: none"> Before this step commences, the Legal Executive should complete a checklist to confirm that all required details at this point have been completed. The A&I, consents and other supporting documentation should be attached to the checklist so that the practitioner can check each aspect required to complete certification. The Conveyancing Professional responsible for signing an instrument is recorded in the Conveyancing Professional field in the Create Dealing screen by the Primary Contact A multi party instrument (e.g. a transfer) must be certified and signed by a Conveyancing Professional representing each party. <ul style="list-style-type: none"> When the first certifications have been made, signed and saved Landonline sends an online message to the Primary Contact for the other party to advise the instrument has been signed It is then available in Workspace for the second representative to certify and sign Once both representatives have signed, Landonline sends an online message to all Primary Contacts for the <i>e-dealing</i> to inform them the instrument has been signed When an instrument has been certified and signed the status changes to <i>Signed</i> You can sign any time LINZ business days and anytime before settlement date.
Reference: <ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook 		

3.5 COMPLETING AN *e-dealing* TRANSACTION

Settle and release an *e-dealing* – Vendor

Module information:		
<ul style="list-style-type: none"> Releasing the instruments in Landonline Where this fits in the settlement process 		
Steps	Slide No.	Notes
<i>e-dealing Roadmap</i>	49	<ul style="list-style-type: none"> Settle & Release is Step 5 on the <i>e-dealing</i> Roadmap <p><i>Reference Step 5 on the e-dealing Roadmap</i></p>
Settle & Release - learning	50	<p>On transfer of settlement funds and based on practitioner undertakings, the Release process is performed within Landonline.</p> <p>The steps in the settle and release part of <i>e-dealing</i> cover:</p> <ul style="list-style-type: none"> Responsibilities of the parties acting for vendor and purchaser Release Completion
Responsibilities		<p>The Party for the Vendor is responsible for:</p> <ul style="list-style-type: none"> Release (Discharge and Transfer) <p>The Party for the Purchaser is responsible for:</p> <ul style="list-style-type: none"> Release (Mortgage)
Release	51	<ul style="list-style-type: none"> Any Release user in a firm with the appropriate privileges can release an instrument Before an instrument can be released, it must first be certified and signed. Once released the status of the instrument is changed to Released An instrument can be released from Workspace or the Create Dealing screen For all types of release a Landonline message will appear after release is clicked. This message will ask “Are you sure you wish to release instrument ‘xyz nx”. Users must click Yes or No. If No is clicked, it won’t release For a transfer or multi party mortgage, Landonline sends an online message to all other Primary Contacts involved with the instrument <p>Note: If anyone edits an instrument once it is released, Landonline clears all certifications and signatures and returns the status to draft</p>
Screenshot	52	<ul style="list-style-type: none"> Screenshot and step-by-step instructions to release an instrument
Completion		<ul style="list-style-type: none"> This is the end of the vendor’s role The Primary Contact or Conveyancing professional acting for the purchaser will submit the <i>e-dealing</i> to LINZ for registration.
Reference:		
<ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook Landonline Quick Reference Cards – <i>e-dealing</i> – C6 (If a hard-copy is unavailable, these can be printed off the Landonline website: http://www.landonline.govt.nz/about-landonline/training-support/quick-reference/edealings/index.asp) 		

3.6 COMPLETING AN *e-dealing* TRANSACTION

Submit *e-dealing*

Module information: <ul style="list-style-type: none"> • Previewing & Pre-validating • Submitting an <i>e-dealing</i> • Checking fees & confirm post registration search • Receiving confirmation 		
Steps	Slide No.	Notes
<i>e-dealing Roadmap</i>	53	<ul style="list-style-type: none"> • We are now in Step 6 on the <i>e-dealing</i> Roadmap <p><i>Reference Step 6 on the e-dealing Roadmap</i></p>
Submit <i>e-dealing</i>	54	<ul style="list-style-type: none"> • The steps to follow to submit an <i>e-dealing</i> are: <ul style="list-style-type: none"> • Preview <i>e-dealing</i> • Pre-validate • Submit • Confirm Fees • Request search • Confirmation
Background to submitting	55	<ul style="list-style-type: none"> • When all instruments within an <i>e-dealing</i> are released, the <i>e-dealing</i> can be submitted to LINZ for registration. • Any user from the same firm with the appropriate privileges can submit an <i>e-dealing</i> during standard lodgement hours (e.g. between 9:00am and 4:00pm on LINZ business days) • At submission, Landonline displays a list of fees charged, displays a list of search products available to request for titles and new mortgage in the <i>e-dealing</i>, prioritises the <i>e-dealing</i>, and removes it from Workspace. Any search products you requested are processed and emailed to you on registration • If there is a pending dealing (that affects titles in the <i>e-dealing</i>), Primary Contacts can elect to queue the <i>e-dealing</i>. Once the pending dealing has cleared, Landonline automatically registers the <i>e-dealing</i>, subject to it successfully passing automated checks • Landonline sends an online message to the submitting Primary Contact and a formal notification to confirm registration or to advise the <i>e-dealing</i> was rejected. Any search products requested at submission are deleted and fees will not be recorded for them

Steps	Slide No.	Notes
Previewing an <i>e-dealing</i>	56	<ul style="list-style-type: none"> • <i>e-dealings</i> should be previewed and pre-validated before being submitted to LINZ for registration • Previewing all details of an <i>e-dealing</i> is done in Workspace • Refer to slides 44/45 in this Powerpoint resource
Pre validating an <i>e-dealing</i>		<ul style="list-style-type: none"> • Only the Primary Contact or Conveyancing Professional responsible for submitting the <i>e-dealing</i>, or a user from the same firm with appropriate privileges, can pre-validate an <i>e-dealing</i> • During pre-validation, Landonline reviews the content of the <i>e-dealing</i> to determine if it is correct. Landonline also pre-validates all instruments in the <i>e-dealing</i> • Pre-validation of an <i>e-dealing</i> can be done at any time and as often as you want before it is submitted. Only the results of the most recent failed pre-validation display in the Pre-validation Report. An individual instrument can also be pre-validated • If pre-validation failed, Landonline displays the Pre-validation Report screen with details of the reason for the failure and the business rule(s) it failed <p>Note:</p> <ul style="list-style-type: none"> • Certifications and signing are not checked or cleared as part of pre-validation • Pre-validation does not incur a fee
Submit an <i>e-dealing</i>	57	<ul style="list-style-type: none"> • To submit an <i>e-dealing</i>, the Primary Contact or Conveyancing Professional displays the <i>e-dealing</i> in the Create Dealing screen then reviews the instruments to ensure they all have a status of Released • Fees are then checked and searches conducted if required • Landonline submits the <i>e-dealing</i>, allocates a priority date and time and removes the <i>e-dealing</i> from Workspace, and records any search products requested
Screenshot		<ul style="list-style-type: none"> • Screenshot and step-by-step instructions to submit an <i>e-dealing</i>
<p>Reference:</p> <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook • Landonline Quick Reference Cards – <i>e-dealing</i> – C7 (If a hard-copy is unavailable, these can be printed off the Landonline website: http://www.landonline.govt.nz/e dealing /training-resources/index.asp) 		

3.7 COMPLETING AN *e-dealing* TRANSACTION

Update Register & Receive Confirmation

<p>Module information:</p> <ul style="list-style-type: none"> • What happens to the <i>e-dealing</i> after it is submitted • How the <i>e-dealing</i> is registered 		
Steps	Slide No.	Notes
Register Update	58	<ul style="list-style-type: none"> • When the <i>e-dealing</i> is submitted, Landonline prioritises the <i>e-dealing</i> • An Auto Registration transaction is removed from Workspace when it has been submitted because registration is instantaneous. • Any Lodge transaction will move to the Lodged folder until registration is completed
Receive Confirmation		<ul style="list-style-type: none"> • When an <i>e-dealing</i> is registered, the Primary Contact who submitted the <i>e-dealing</i> receives notification through their My Messages folder. • Any search products requested are sent to the primary Contact by email after the <i>e-dealing</i> is registered
<p>Reference:</p> <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook 		

3.8 COMPLETING AN *e-dealing* TRANSACTION

Close File & Advise Client

Module Information: <ul style="list-style-type: none"> Manual processes conveyancers usually complete after an <i>e-dealing</i> has been registered 		
Steps	Slide No.	Notes
Manual processes for closure	59	<ul style="list-style-type: none"> The manual processes that conveyancing professionals normally complete after registration include: <ul style="list-style-type: none"> Report to the client Report to the mortgagee (if applicable) Supplying copies of title and instruments as appropriate Closing the file These steps take place outside Landonline
Evidence for RGL compliance		<ul style="list-style-type: none"> Conveyancing firms will need to set up a process for retaining the documents, for example, A&I forms, bank authorities, which support the solicitor's certifications This information is used for RGL compliance review and <i>e-dealing</i> audit For more information about <i>e-dealing</i> compliance review and audit, refer to the Landonline <i>e-dealing</i> Handbook for Students
Reference: <ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook Other learning resources provided on conveyancing practices 		

Module 4 Other e-dealing Transactions

<p>Module Information: Overview of other Landonline transactions.</p>	
<p>Instrument format</p>	<p>There are two methods for preparing and lodging instruments in Landonline, <i>Lodge with Template</i> and <i>Lodge with Image Only</i>.</p>
<p><i>Lodge with Template</i> instruments</p>	<p>‘Lodge with Template’ means your instruments can be lodged using the interactive fields in <i>e-dealing</i> Workspace as a template. Examples are:</p> <ul style="list-style-type: none"> • Variation of Mortgage • Memorandum of Priority • Transmission • Caveat • Notice of Claim • Change/Correction of Name (Mortgagee) • Change/Correction of Name (Proprietor)
<p><i>Lodge with Image Only</i> instruments</p>	<p><i>Lodge with Image Only</i> means you can simply attach the documents you need to your <i>e-dealing</i> instrument and submit for registration.</p> <p>There are 177 types of <i>Lodge with Image Only</i> instruments. Common examples are easements, land covenants and leases.</p> <p>Most firms will already hold the forms for completing an Image Only instrument electronically, such as an Easement Instrument form. If you don't have these forms electronically you can still use the paper form, which you can scan and attach to your <i>e-dealing</i>, in which case the attestation/signature panels should be ruled through and deleted.</p>
<p>Subdivision and issue of new Titles</p>	<p>All subdivisions can be completed by <i>e-dealing</i>. The <i>Create Dealing</i> screen allows for automatic selection of the most common instruments for the three most common subdivision types...</p> <ul style="list-style-type: none"> ▪ Fee Simple ▪ Unit Title ▪ Cross Lease
<p>Non - Land Transfer Act instruments</p>	<p>There are a number of <i>e-dealing</i> instruments that are authorised by legislation other than the Land Transfer Act . Examples are an application to register a change of body corporate rules under the Unit Titles Act or a Certificate under the Public Works Act.</p> <p>These instruments are signed by the client, scanned and attached as part of the <i>e-dealing</i> instrument.</p> <p>No A&I form is required for these instruments as they are signed personally by the parties.</p> <p>The Land Transfer Act certifications as to client identity etc. are not required.</p>

Module 5 e-dealing Compliance Review & Audit

Module Information:		
<ul style="list-style-type: none"> • How the <i>e-dealing</i> compliance review and audit process works • Details of evidence which should be retained for discharge, transfer and mortgage transactions. 		
Steps	Slide No.	Notes
Compliance Review Process	60	<ul style="list-style-type: none"> • An initial compliance review is undertaken after a conveyancer has commenced using the <i>e-dealing system</i>. The process is: <ul style="list-style-type: none"> • A small sample of <i>e-dealings</i> is selected for review • The conveyancer is requested to complete a questionnaire and supply supporting evidence for the certifications given in the <i>e-dealings</i> selected for review • The supporting evidence must be supplied to the RGL within ten working days of the request being received • The RGL will issue a compliance certificate at the end of the review.
Supporting Evidence for Discharge/Withdrawal	61	<p>For a Bank or Institutional Chargeholder:</p> <ul style="list-style-type: none"> • A copy of the completed Discharge/Withdrawal, or • All pages of the signed letter from the chargeholder. <p>For a Crown Agency: (<i>Such as a Govt Department, Court Registrars, Crown Owned Entities (Incl. Legal Services Board or Agency), SOE's</i>)</p> <ul style="list-style-type: none"> • A copy of the completed Discharge/Withdrawal. <p>For a Private Chargeholder:</p> <ul style="list-style-type: none"> • Authority & Instruction form(s) <p>Including a copy of a Power of Attorney and certificate of non-revocation, photo ID and consents etc as appropriate.</p>
Supporting Evidence for Transfer	62	<ul style="list-style-type: none"> • The supporting evidence to be retained should include the following: <ul style="list-style-type: none"> • Authority & Instruction form(s) – transferor(s) (if acting for) • Authority & Instruction form(s) – transferee(s) (if acting for) • Including a copy of a Power of Attorney and certificate of non-revocation, photo ID and consents etc as appropriate.
Supporting Evidence for Mortgage	63	<ul style="list-style-type: none"> • The evidence to be retained should include the following: <ul style="list-style-type: none"> • Authority & Instruction form(s) – registered proprietor(s)/mortgagor(s), and • For a Bank or Institutional Mortgagee: All pages of the signed letter of instruction [if the mortgagor, property identifier (i.e. CT or street address) and priority amount is not mentioned in the letter, other relevant documentation should be supplied (e.g. a copy of the loan agreement)]. • For a Private Individual or Company Mortgagee: Authority & Instruction form(s) completed by the private mortgagee(s) Including a copy of the Power of Attorney and certificate of non-revocation, photo ID and consents etc, as appropriate.

Steps	Slide No.	Notes
Risk, system and controls-based audit	64	<p>The audit includes a visit to the law firm and will report on the adequacy of the systems and controls the firm has in place to manage the following risks:</p> <ul style="list-style-type: none"> • Requisite client authority not obtained • Identity and capacity of client not adequately verified • Specified statutory requirements not complied with • Supporting evidence not held for the requisite period • Digital Certificates or passwords compromised.
<p>Reference:</p> <ul style="list-style-type: none"> • <i>e-dealing</i> Student Handbook • The New Zealand Law Society www.lawyers.org.nz has prepared a set of guidelines for lawyers to follow to ensure compliance with the review process. • Landonline website: www.landonline.govt.nz 		

Module 6

5.0 LANDONLINE CUSTOMER SUPPORT & RESOURCES

Module Information:		
<ul style="list-style-type: none"> Where to find help, support materials and publications for Landonline 		
Steps	Slide No.	Notes
0800 Customer Support	65	<ul style="list-style-type: none"> The LINZ 0800 support service provides a range of support to <i>e-dealing</i> customers through its Customer Support service – call 0800 ONLINE (665 463) and select option 1 Customer Support agents are available between 7am to 9pm Monday to Thursday, 7am to 7pm Friday, and 9am to 5pm Saturday. Enquiries can also be emailed to info@linz.govt.nz
Landonline website – online resources		<ul style="list-style-type: none"> Go to the Landonline website - www.landonline.govt.nz . Select Information on: <ul style="list-style-type: none"> e-dealing - for Conveyancing professionals e-survey - for Survey professionals TA e-certification - for Territorial Authorities e-search - for those searching the Land Titles Register and Cadastre About Landonline- Information & forms for organisations wanting to sign-up to Landonline
Useful publications & Documents		<ul style="list-style-type: none"> The following publications and documents are available. Some of the links take you to the NZLS website - www.lawyers.org.nz <ul style="list-style-type: none"> e-dealing workflow guidance and checklists – can be downloaded A&I forms Compliance review fact sheet Retention of Documents, post registration under Landonline
Learning resources		<ul style="list-style-type: none"> Learning & support <ul style="list-style-type: none"> <i>e-dealing</i> practice tool – available on the Landonline website <i>e-dealing</i> Quick Reference Cards – a self-help tool available on the Landonline website Landonline <i>e-dealing</i> User guide – a very detailed guide. This document changes with each Landonline upgrade – available on the Landonline website Education Material <ul style="list-style-type: none"> Education material – available on the Landonline website
Reference:		
<ul style="list-style-type: none"> <i>e-dealing</i> Student Handbook Landonline website: www.landonline.govt.nz 		