APPENDICES

Appendix A: Instrument types for *e-dealings*

The types of instrument you can create in an *e-dealing* are:

- Discharge/Withdrawal
- Transfer
- Mortgage
- Variation of Mortgage
- Transmission
- Image Only instruments (eg Easement)
- Caveat
- Change of name
- Notice of Claim
- Memorandum of Priority.

Discharge/Withdrawal

You can prepare the following discharges in an *e-dealing*:

- one or more full discharges for one or more whole titles, and/or
- one or more partial discharges for one or more whole titles (ie where a charge applies to a group of titles the discharge does not affect all the titles for the mortgage).

Most discharges require all encumbrancees and proprietors to discharge their interests. There are two exceptions:

- Partial Discharge of Mortgage (PDM)
- Partial Discharge of Encumbrance (PENC)

Where there are multiple parties, each can be separately represented by a Conveyancing Professional.

Type of Discharge	**Full Discharge Code**	**Partial Discharge Code**
Discharge of Mortgage	DM	PDM
Withdrawal of Caveat	WX	PWX
Building Act 2004 - Notification of Redundant Entry - s74(3) & (4)	RC74	RC74
Cancellation Building Line Restriction under Local Government Act 1974	CBLR	PBLR
Cancellation of Condition (in consent notice)	CCON	PCON
Discharge of Bond under Local Government Act 1974 and Resource Management Act 1991	DBON	PBON
Discharge of Certificate under s115 Public Works Act 1981	D115	D115
Discharge of Charging Order	DCHO	PCHO
Discharge of Compensation Certificate	DCC	PDCC
Discharge of Encumbrance	DENC	PENC
Discharge of Family Benefit Charge	DFBC	PFBC
Discharge of Irrigation Charge	D221	D221
Discharge of Lien	DLN	PDLN
Discharge of s28(1) Certificate under Earthquake Commission Act 1993	D28	D28

Type of Discharge	Full Discharge Code	Partial Discharge Code
Discharge of Statutory Land Charge	DSLC	PSLC
Discharge of Tax Charge	DTC	PDTC
Revocation of c5a under Earthquake and War Damage Regulations 1984	RC5A	RC5A
Withdrawal of Irrigation Notice under s220(5) Public Works Act 1981	W220	W220
Withdrawal of Notice	WC18	WC18
Withdrawal of Notice of Claim	WNC	PWNC

Table A-1 Discharge instruments

Transfer

You can prepare almost all types of transfers in an *e-dealing*, including multiple transfers and transfers for a lease or mortgage.

The transferor and transferee parties can be separately represented. Where there are multiple transferors or multiple transferees each can be represented by a separate Conveyancing Professional.

Other rules for transfers are:

- You can specify to transfer some or all of the proprietor's shares on one or multiple titles.
- For a multiple title transfer, transferors and transferees must be the same across all titles, but the registered proprietors can be different. For example:
  - Title 1 – Andrew and Brenda own 1/2 share, Harold owns 1/2 share.
  - Title 2 – Andrew, Brenda and Charles own 1/3 share, David owns 2/3 share. · Andrew and/or Brenda can transfer their shares, but Harold, Charles and David cannot as they are not proprietors on both titles.
- Transferees can be created in shares (eg Alice transfers title in half shares, one half to Bob and one half to Catherine).
- Transfers can create a Fencing Covenant.
- You can transfer part of the land or estate (eg access lots, life estate) to new proprietors, create other types of conditions or covenants and transfer for a purpose (eg Local Purpose Reserve).
- Transfers can have additional text added and/or images attached.

Transfer instrument types are:

Transfer Instrument Type	Transfer Code
Transfer	T
Transfer of lease	TL
Transfer of Mortgage	TM

Table A-2 Transfer instruments

Mortgage

You can prepare all types of mortgages in an *e-dealing*.

The mortgagor and mortgagee parties can be separately represented. Where there are multiple mortgagors or mortgagees each can be represented by a separate Conveyancing Professional.

Other rules for mortgages are:

- One or multiple mortgages can be created against one or more proprietors across one or more titles.
- Mortgagors and mortgagees must be the same in a mortgage, but the affected share or interest can differ across affected titles.
- Where there is more than one proprietor currently on the title(s), all or some of the proprietors and their interests can be mortgaged.
- You can prepare existing interests of a mortgage or lease.
- Where there are multiple estates (eg life estates), you can specify the affected estate to be mortgaged.
- Additional clauses to those in a standard memorandum can be added to a mortgage using text and images.

Variation of Mortgage

- A variation of mortgage will default to AUTO REG.
- The fields are the same as those that display in the Prepare Mortgage screen and details such as the Priority Amount can be changed.
- Additional variations to clauses and conditions of the mortgage can be added by entering details in the Vary Clauses/Conditions field.
- A new memorandum number (if applicable) can be specified, but it must be a valid number for the mortgagee.
- When a pending dealing affects the mortgage being varied, you can manually enter details of the affected instrument, mortgagor and mortgagee.
- If you attach an image to the variation of mortgage or enter details in the Vary Clauses/Conditions field it will step down to LODGE.

Transmission

The common transmission types of Survivorship and Executor/Administrator default to AUTO REG. You can prepare the following types of transmission in Landonline:

- Survivorship
- Executor/Administrator
- Official Assignee – Insolvency Act 1967
- Official Assignee – Insolvency Act 2006
- Joint Family Homes Act 1964 (simultaneous deaths only)
- Company Sec 324 Companies Act 1993
- Company – Part 13 Companies Act 1993
- Simultaneous Deaths Act 1958
- Bona Vacantia

You can prepare a transmission for any interest capable of being dealt with by transmission:

- The Affected proprietor for a transmission can be the deceased person, bankrupt person or company being merged. Where affected titles are in different proprietorship you must select the affected proprietor on all titles.
- The Applicant is the surviving tenant(s) in the tenancy, the executor or administrator of the deceased tenant's estate, or the party to whom the interest will vest.
- You cannot change the registered proprietor details for a transmission by Survivorship.
- The Applicant for a transmission by Official Assignee will always default to Official Assignee and cannot be changed.
- A transmission by Survivorship, Simultaneous Deaths or Joint Family Home (simultaneous deaths) cannot be prepared where there is a pending dealing changing the ownership or where the affected titles are new titles that are not yet live.
- You can attach an image and add text to a transmission, but this should rarely be required.

When the Prepare Transmission screen displays for the first time, the number of registered proprietors on affected titles determines the default type of transmission available. An affected title with:

- one proprietor or tenants in common will default to a transmission by Executive/Administrator. The transmission type list will not display Survivorship, Simultaneous Deaths and Joint Family Home.
- joint tenants will default to a transmission by Survivorship.

The type of transmission and the type of affected title(s) can also determine the modes available in the Prepare Transmission screen:

- A transmission by Survivorship will default to Share/Interest mode.
- A life estate title will default to Complex/Exception mode.
- A title affected by a current non-disclosure direction (eg Domestic Violence Order) will default to Complex/Exception mode.
- A transmission by Executor/Administrator with multiple proprietors will default to Share/Interest mode.
- A transmission by Official Assignee, Company or Bona Vacantia will always default to Complex/Exception mode, but you can prepare any type of transmission in this mode.
- A transmission in Complex/Exception mode, Lessee sub-mode and Other sub-mode will always step down to LODGE.

Image Only instruments

Image only instruments are instruments for which there is no template in Landonline. You can use the existing forms and attach them as images to the instrument. When the image only instrument requires certification there is no need to print paper forms as these can be created electronically and attached to the instrument.

- You can attach a scanned image of a document in a .tif or .pdf format.
- You can attach up to three (3) images to an image only instrument.
- An Image only instrument consists of header details (eg instrument type) and the attached image(s) plus any certifications and signing details.
- Examples of image only instruments are:
  - OCT - Order for New Certificate of Title
  - EI - Easement Instrument

- Some image only instruments may require an advertising fee and/or be exempt from fees.
- There will be no electronic certifications for some image only instruments and these will be signed by the client on an image of the paper instrument and attached to the instrument. These instruments are infrequently used and usually create secondary interests in land (eg applications, notices, consents and certificates). When these instruments are prepared, a message displays to advise that signatures by witnessing parties must be included in the image attached to the instrument.
- You will need to create an A&I Form for all image only instruments that require certification. These instruments are not signed by the client. They are:

Code	Instrument Description
A27	Application under s27 Incorporated Societies Act 1908
A99A	Application under s99a Land Transfer Act 1952
C232	Esplanade Strip under Resource Management Act 1991
C240	Covenant Against Transfer of Allotments under s240 Resource Management Act 1991
C241	Cancellation of Certificate under s241 Resource Management Act 1991
C243	Revocation of Conditional Easement under s243 Resource Management Act 1991
CJFH	Cancellation of Joint Family Home Application
DED	Dedication
E	Grant of Easement Without Transfer
EC	Easement Certificate
EI	Easement Instrument
ENC	Encumbrance
JFH	Joint Family Home Application
L	Lease (L)
MEL	Merger of Lease
OL	Licence to Occupy
P241	Partial Cancellation Certificate under s241 Resource Management Act 1991
PJFH	Partial Cancellation of Joint Family Home Application
PP	Profit a Prendre
PSE	Partial Surrender of Easement
PSL	Partial Surrender of Lease
SE	Surrender of Easement without Transfer
SL	Surrender of Lease/Licence
SOL	Surrender of Licence to Occupy
SPP	Surrender of Profit a Prendre
T417	Transfer of Certificate of Mining Rights under s417 Resource Management Act 1991
TAG	Transfer of Forestry Rights Registration Agreement
TBON	Transfer of Bond
TE	Transfer and Grant of Easement
TFL	Transfer of Licence under Crown Forest Assets Act 1989
TMEL	Transfer and Merger of Lease
TPS	Transfer in Exercise of Power of Sale
TSE	Transfer and Surrender of Easement
UAPP	Application for Deposit of Unit Title Plan
VE	Variation of Easement
VENC	Variation of Encumbrance
VL	Variation of Lease
VPP	Variation of Profit a Prendre

Table A-3 Image only instruments with certifications

Caveat

- The Prepare Caveat screen is almost identical to the paper form.
- You can prepare two types of caveat in Landonline:
    - Caveat Against dealings with land under s137 Land Transfer Act 1952. (This is the standard caveat.)
    - Caveat Forbidding issue of title removing limitation under s205(4) Land Transfer Act 1952.
- You can attach an image to the caveat (if required) except when in All mode.
- You can specify the caveat over all of the affected titles or only part of the land.
- You must state the interest claimed and the reason why it is being claimed.
- All caveats prepared in Landonline will default to LODGE as they must be checked by LINZ staff.
- A caveat under Section 136 and Section 205(1) of the Land Transfer Act 1952 and a caveat under the Joint Family Homes Act 1964 must be lodged manually.

Change of name

- A change of name will default to AUTO REG.
- You must indicate whether the instrument is to change a name or to correct a name.
- You can prepare a change or correction of name for a registered proprietor, mortgagee, encumbrancee, lessee or other name type (eg a grantee on an easement).
- You can select to change or correct multiple names across more than one title (eg where a husband and wife are changing their name and own one or multiple titles).
- You can select to change the name of an individual or corporate where that entity has different versions of their name on different titles (eg Ann Smith on one title and Anne Smith on another title).
- When a change or correction of name for a registered proprietor involves one or more affected titles that are subject to a current non-disclosure (eg Domestic Violence Order) you must manually lodge the instrument.
- Change of name instruments cannot be created against new titles that are not yet live.

The types of Change of name instrument are:

Change of Name instrument type	Instrument Code
Change of Name	CN
Change of Name of Mortgage	CNMG

Table A-4 Change of Name instruments

Notice of Claim

- The Prepare Notice of Claim screen is almost identical to the paper form.
- You can prepare a notice of claim over one or more titles, leases, mortgages, encumbrances or other interests (eg a Forestry Agreement).
- A corporate cannot be named as a claimant in a notice of claim, but a notice of claim can be prepared where the registered proprietor is a corporate owner.
- If there is a link between the claimant and the corporate entity, you can prepare a notice of claim (eg the claimant is the spouse, civil union or de facto partner of the company director). Landonline allows you to enter the name of the person connected to the company and the claimant.

- The notice of claim provides for marriage, de facto and civil union relationships.
- A notice of claim will always default to LODGE as the information must be checked by LINZ staff and notice issued to the registered proprietor.
- You cannot specify multiple Conveyancing Professionals for a notice of claim.

Memorandum of Priority

- A memorandum of priority will default to AUTO REG.
- You must reference every affected title against at least two affected instruments.
- You must ensure that rankings of affected instruments are unique for each title.
- You must select rankings that reconcile with the ranking order on the title. All instruments that will have their priority changed must be ranked.
- You must select a title reference for each row in the memorandum of priority.
- For more information on ranking mortgages, see **5.3.11 Prepare the Memorandum of Priority**.

A Memorandum of Priority will step down to LODGE when:

- You check (or Landonline automatically checks) the Change due to Pending Dealing checkbox.
- There is any affected title with a status of Pending, Pre-allocated (ie new title), Not Yet Converted or Cancelled.
- You manually enter the Affected Instrument Number or the name of a Mortgagee/Encumbrancee.
- You check the Exceptions to implied terms checkbox and enter text and/or attach an image.
- There is an existing Memorandum of Priority for an affected title (as Landonline cannot then automatically determine instrument priority).
- There is a current Statutory Land Charge (SLC) or Tax Charge (TC) on the affected title(s) as these instruments may have their priority set by legislation.
- It affects a mort gage prepared in Mortgage/Encumbrance sub-mode within the same *e-dealing*.

The instruments that can be affected by a memorandum of priority are:

Code	Instrument Description
C221	Certificate of Charge under Public Works Act
ENC	Encumbrance
FBC	Family Benefit Charge
LN	Lien
M	Mortgage
MFL	Mortgage of Licence under Crown Forest Assets Act 1989
MM	Mortgage of Mortgage
MVM	Mortgage varying Mortgage
SLC	Statutory Land Charge
TC	Tax Charge

Table A-5 Instruments affected by a Memorandum of Priority

Appendix B: Instruments without a Charge Holder

There are certain instruments you can discharge or partially discharge for which there is no record of the Charge Holder (encumbrancee) recorded in the memorial. For these instruments there is nothing for Landonline to display and Name field will be blank. You must enter name of the Charge Holder so Landonline can process it.

When you prepare a full or partial discharge for this type of instrument, the Add and Delete buttons will automatically display and the Change due to Pending Dealing checkbox will be disabled allowing you to enter the name of the Charge Holder. The affected discharge instruments are listed in Table B-1 Instruments without a Charge Holder.

Code	Type of instrument
CBLR	Cancellation Building Line Restriction under Local Government Act 1974
CCON	Cancellation of Condition (in consent notice)
DCC	Discharge of Compensation Certificate
DCHO	Discharge of Charging Order / Rating Order
D115	Discharge of Certificate under s115 Public Works Act 1981
D221	Discharge of Irrigation Charge
D28	Discharge of s28(1) Certificate under Earthquake Commission Act 1993
DBON	Discharge of Bond under Local Government Act 1974 and Resource Management Act 1991
DSLC	Discharge of Statutory Land Charge
DTC	Discharge of Tax Charge
PBLR	Partial Cancellation of Building Line Restriction
PBON	Partial Discharge of Bond
PCC	Partial Discharge of Compensation Certificate
PCHO	Partial Discharge of Charging Order / Rating Order
PCON	Partial Cancellation of Condition in CONO under Resource Management Act 1991
PDTC	Partial Discharge of Tax Charge
PSLC	Partial Discharge of Statutory Land Charge
RC5A	Revocation of c5a under Earthquake and War Damage Regulations 1984
RC74	Building Act 2004 - Notification of Redundant Entry - s74(3) & (4)
W220	Withdrawal of Irrigation Notice under s220(5) Public Works Act 1981
WC18	Withdrawal of Notice

Table B-1 Instruments without a Charge Holder

Note: CC, CHO and BON instruments may display details in the Name field, depending on the type of instrument that has been registered. If a Name does display, do not edit this name unless there is a pending dealing affecting the instrument.

Appendix C: Restrictions for *e-dealings*

There are some limitations against the type of titles which *e-dealing*s are created against (eg Computer Interest Register for a Gazette Notice).

LINZ control these restrictions based on regulatory requirements and the restrictions are based on both the title type and the estate type of the title.

If you attempt to register against a restricted title Landonline will change the status of an AUTO REG *e-dealing* to LODGE so that it will be checked by LINZ staff.

If you create the *e-dealing* against a restricted title the affected instrument will step down to LODGE when you enter the title in the Enter Titles screen.

Note: If you pre-validate the *e-dealing* at an early stage you will be alerted to restrictions that exist against titles.

Restricted title types for *e-dealings* are:

- Gazette Notice
- Life Estate

Registrar's Caveats

Caveats lodged by the Registrar General of Land (RGL) cause *e-dealings* to step down to LODGE when they contain:

- Instruments for which caveat certifications would normally be made (eg Transfer, Mortgage, etc). You cannot make a certification for an RGL caveat and information supporting registration may need to be added to the instrument.
- A Withdrawal or Partial Withdrawal of an RGL caveat

All other types of discharge, including withdrawals of non RGL caveats, will not be prevented from automatically registering by the RGL caveat.

Memorials flagged as stops

Memorials flagged as stops by LINZ also prevent you from automatically registering an *e-dealing* unless a certification can be given for the stop instrument (eg a caveat). Where a certification cannot be given for a 'stop' instrument, information supporting registration may need to be added to the instrument. Text added or images attached will cause the instrument to step down to LODGE. If there are any issues, contact LINZ Customer Support.

Stepping down from AUTO REG to LODGE

Most instruments in an *e-dealing* begin as AUTO REG instruments. AUTO REG instruments automatically register or reject when you submit (subject to any pending dealings).

Some instruments that will always be LODGE (eg Notice of Claim, Caveat). When you submit a LODGE instrument it is sent to LINZ to be checked, validated, create new memorials, and any additional processing, before being registered.

LODGE 🔗 (ie lodge with image) instruments are Image Only instrument types (eg OCT, Easement instrument). These are treated in the same was as LODGE instruments.

When you change the mode of an AUTO REG instrument it can step down to LODGE because of additional complexity or for other reasons. For example:

- you attach an image or add text to the instrument.
- you enter information in certain fields in the Prepare instrument screen (eg Description of Part, Clauses and Conditions, etc).
- the instrument affects a lease and no Computer Interest Register has been issued.
- an affected title has a current non-disclosure direction (eg Domestic Violence Order) against it.

Instruments can also step up between LODGE and AUTO REG (eg if you remove text from the instrument and/or you select a less complex mode).

In certain circumstances you will need to lodge a paper dealing for an instrument. For example:

- a Change of Name for a Registered Proprietor when the affected title is subject to non-disclosure direction.
- Where legislation prevents the instrument from being included in an *e-dealing* (eg a Court Order).

Appendix D: Default submitting firm for *e-dealings*

The default submitting firm is based on instruments in the *e-dealing*. The default firm automatically displays when you enter the Conveyancing Professional (CP) for a particular instrument. You can change the firm responsible for submitting the *e-dealing*, if required.

Table D-1 Default submitting firm for *e-dealings* lists the default roles for the CP in the firm.

Instrument	**CP Role for Default Submitting Firm**
Discharge, Transfer and single party Mortgage	Transferee's representative.
Discharge, Transfer and multi- party Mortgage	Mortgagee's representative.
Discharge only	Mortgagee's representative.
Transfer only	Transferee's representative.
Single party Mortgage only	Mortgagor's representative.
Multi-party Mortgage only	Mortgagee's representative.
Discharge and Transfer	Transferee's representative.
Transfer and single party Mortgage	Transferee's representative.
Transfer and multi-party Mortgage	Mortgagee's representative.
Discharge and single party Mortgage	Mortgagor's representative.
Discharge and multi-party Mortgage	Mortgagee's representative.
Multiple Discharges	Last Mortgagee's representative entered.

Table D-1 Default submitting firm for *e-dealings*

Note: Where the instrument with the highest submitting priority has multiple parties linked to different firms, the Default Submitting Firm is determined from the firm for the first role in the instrument.

Appendix E: Impact of edits

Table E-1 Impact of edits on *e-dealings* and instruments outlines how an *e-dealing* or instrument is affected when you make edits.

Action	Impact
Change the Primary Contact for an instrument	The former Primary Contact and all current Primary Contacts are notified.
Change the Conveyancing Professional or person Responsible for Release of an instrument	All Primary Contacts and any Conveyancing Professionals who have certified and signed an instrument in the *e-dealing* are notified.
Add an instrument to an *e-dealing*	All Primary Contacts and any Conveyancing Professionals who have certified and signed an instrument in the *e-dealing* are notified.
Delete an instrument within an *e-dealing*	All Primary Contacts are notified. All Conveyancing Professionals who have certified and signed the instrument in the *e-dealing* are notified.
Delete an entire *e-dealing*	All Primary Contacts are notified. All Conveyancing Professionals who have certified and signed instruments in the *e-dealing* are notified
Change the firm responsible for submitting an *e-dealing*	The prior submitting firm and the new submitting firm are notified.
Add, delete or change a title reference for an instrument	If you edit an affected title (ie the Title Ref) for an instrument, the prepare instrument details are deleted as the details that display by default for that instrument may no longer be correct. A message displays advising all details will be lost. If you select Yes, Landonline deletes the default details and replaces them. If the status of the instrument was Released, it changes to Draft. Landonline notifies all Primary Contacts, clears all certifications and signatures and notifies all Conveyancing Professionals who have signed instruments in the *e-dealing*. You will need to review the instrument details to ensure they are correct. For a: • Discharge - check the Affected Instrument No is correct for the changed title reference. • Transfer - check the Transferors are correct as these will have been refreshed. • Mortgage - check the Mortgagors are correct as these will have been refreshed. You will need to re-enter instrument details. You will also need to pre-validate the instrument again.
Change the type of instrument	A warning message displays to advise the instrument will be deleted. If you select Yes, Landonline deletes the instrument and inserts new instrument details in its place. All Primary Contacts are notified. All certifications and signatures are cleared and all Conveyancing Professionals who have signed instruments are notified.
Change a mortgage to single or multi-party	A warning message displays to advise the mortgage will be deleted. If you select Yes, Landonline deletes the mortgage and inserts new details in its place. All Primary Contacts are notified. All certifications and signatures are cleared and all Conveyancing Professionals who have signed instruments are notified.
Increase the number of CPs for an instrument role in the No of CPs field	Landonline adds a new row to the selected instrument. The number of rows added depends on the number you entered in the No of CPs field. There is a limit of 200 CPs for each instrument. You must enter the name of the Conveyancing Professional and Primary Contact for each new row added before you can save the *e-dealing*. You cannot add another CP to a role if the role is already fully certified and signed.
Decrease the number of CPs for an instrument role	If you attempt to change the number in the No of CPs field, a message displays to advise you to use the Remove Role button for the selected row to delete. When you use the Remove Role button to delete an instrument role, Landonline will always display a message to allow you to confirm or cancel deletion. If you remove an instrument role that has already signed for the instrument, a message displays to advise whether you can continue to delete the instrument. If the instrument is fully signed, you cannot delete it, but you can delete it if it is part signed. You cannot delete the first CP name for a role where there are multiple CPs.

Table E-1 Impact of edits on *e-dealings* and instruments

Rejected *e-dealing*

When you re-submit a rejected AUTO REG *e-dealing* within the Dealing Resubmission Period and the *e-dealing* is substantially the same, no fees will be charged. Substantially the same means none of the instruments have changed.

The current Dealing Resubmission Period (or grace period) in which new fees will not be incurred when you re-submit a rejected *e-dealing* is 60 days.

Requisitioned *e-dealing*

When you re-submit a requisitioned LODGE *e-dealing* there can be a fee incurred for each instrument that was subject to a requisition item. You receive a Requisition Notice outlining the information and/or changes required and the date by which the *e-dealing* should be re-submitted.

When fees are incurred

A re-submitted *e-dealing* will incur additional fees if you:

- Change the type of instrument (eg DM to a PDM).
- Delete an instrument and add it back again.
  Landonline perceives it to be a new instrument even though it is the same instrument type.
- Add additional instruments to the *e-dealing*.
  You are only charged for new instruments added, not the instruments created in the original *e-dealing*.
- Change all the titles for an instrument.
- Submit a rejected *e-dealing* after the fees expiry date has passed.

Appendix F: Dealing with multiple estates

Table F-1 Dealing with multiple estates outlines how registered proprietor details are populated for titles with multiple estates.

Multiple Estate Scenario	**Prepare Mode**	**How Registered Proprietor details display**
Names and shares are the same for each estate.	• All • All of Title • Titles	Names display once.
	• Share/Interest • Share/Interest/Complex • Part of Land/Complex • Complex/Exception	Names and shares display only once (ie they will not display for each estate). For example: A & B as to ½ a share and A & C as to a ½ share for two estates will display as; A & B as to ½ a share and A & C as to ½ a share.
	• Lease/Mortgage/Other	Not affected by multiple estates on the title.
Names are the same for each estate. Shares are different.	• All • All of Title • Titles • Share/Interest *(for a Partial Discharge)*	Names display once.
	• Share/Interest (*for a Transfer*)	A message displays asking you to change to part of Land/Complex mode and define the proprietor details using the Add Text button.
	• Share/Interest (*for a Transmission*)	A message displays asking you to change to Complex/Exception mode and define the proprietor details using the Add Text button.
	• Share/Interest/Complex (*for a Mortgage*) • Part of Land/Complex • Complex/Exception	Names and shares for each estate display grouped together in their estates. A message displays asking you to define the proprietor details using the Add Text button.
	• Lease/Mortgage/Other	Not affected by multiple estates on the title.
Names are different (irrespective of the shares) for different estates.	• All • All of Title • Titles • Share/Interest	This mode is not available and will be greyed out (ie disabled). For a PDM (Partial Discharge of Mortgage) Share/Interest mode lists each name separately.
	• Share/Interest/Complex (*for a Mortgage*) • Part of Land/Complex • Complex/Exception	Automatically defaults to this mode. Names and shares for each estate display grouped together in their estates. A message displays asking you to define the proprietor details using the Add Text button.
	• Lease/Mortgage/Other	Not affected by different estates on the title.

Table F-1 Dealing with multiple estates

Appendix G: About transferring joint tenants

When transferring joint tenants in Share/Interest mode and Part of Land/Complex mode in the Prepare Transfer screen, you need to take care when indicating which registered proprietors are transferring their share or interest and the value they are transferring. When there are joint tenants involved, this can break the joint tenancy.

Where multiple proprietors in a joint tenancy are transferring some or all of their interest, the transferred share of whole title value can either be entered against the last listed transferor or against all of them.

The share value must be the same for all transferors in a joint tenancy.

When some or all joint tenants transfer all their interest it is also optional to specify the share. If you choose to enter the share, this can be entered against all of them or just the last listed joint tenant in the tenancy.

If one or more proprietors are transferring less than all their interest, you must specify the share being transferred in the Transfer Share of Whole Title field.

To confirm the result of your actions, use the Display Transferor, Display Transferee and Display Resulting Ownership buttons in the Prepare Transfer screen to display the outcome for a transfer.

Example 1:
Brian Tweedie, Rosalind Tweedie and Michael Hanson jointly own a ½ share in the affected title and TH Holdings Limited owns the other ½ share. Rosalind is transferring her share equally to Brian and Michael. You indicate this in the Transferors area of the Prepare Transfer screen as follows:

Given Name(s)	**Family Name**	**Corporate Name**	**Transferor** (checkbox)	**Existing Share of Whole Title**	**Transferred Share of Whole Title**
Brian Timothy	Tweedie				
Rosalind Joan	Tweedie		✓		
Michael John	Hanson			½	
		TH Holdings Limited		½	

There is no need to enter the Transferred Share of Whole Title value as Rosalind is transferring all her share. This transfer will break the existing joint tenancy between Brian, Rosalind and Michael. However, a new joint tenancy will still exist between Brian and Michael (ie they keep the residue ⅓ share of their joint tenancy) but the nature of the interest has changed.

After you complete the transferee names and save the transfer, a message displays. You have the option to combine shares in the title for Brian and Michael (if required) as they own a ⅓ and 1/6 share). You do this by adding text to the instrument, see **5.3.12.3 Add text to the instrument**.

Example 2:
John and Jenny Davies jointly own a ½ share in the affected title and Davies Limited owns the other ½ share. John Davies is transferring his ¼ share to Davies Limited. You indicate this in the Transferors area of the Prepare Transfer screen as follows:

Given Name(s)	**Family Name**	**Corporate Name**	**Transferor** (checkbox)	**Existing Share of Whole Title**	**Transferred Share of Whole Title**
John	Davies		✓		¼
Jenny	Davies			½	
		Davies Limited		½	

It is optional to enter a value in the Transferred Share of Whole title field.

This transfer will completely break the joint tenancy (as there is only one of the original joint tenants remaining) and will result in a Tenants in Common proprietorship. Jenny Davies will own a ¼ share and Davies Limited will now own a ¾ share.

Example 3:
Andrew, Barry, Charles and David as joint tenants own a ⅓ share in the title and Gary owns a ⅔ share. Charles and David are transferring half of their interest in the joint tenancy (which is equivalent to a 1/12 share of the whole title) to Simon and Teresa. You indicate this in the Transferors area of the Prepare Transfer screen as follows:

Given Name(s)	**Family Name**	**Corporate Name**	**Transferor** (checkbox)	**Existing Share of Whole Title**	**Transferred Share of Whole Title**
Andrew	Black				
Barry	Black				
Charles	Green		✓		
David	Gray		✓	⅓	1/12
Gary	White			⅔	

Alternatively, you could enter 1/12 next to Charles Green and David Gray in the Transferred Share of Whole Title field instead of entering 1/12 against the last joint tenant.

The result of this transfer is that Andrew and Barry as joint tenants will own 1/6 share, Charles and David will own 1/12 share as joint tenants, Gary White will own a ⅔ share and Simon and Teresa will own a 1/12 share.

Example 4:
Dean owns a ½ share and Amy, Barry, Catherine are joint tenants in the other ½ share of the title. Amy and Catherine are transferring all of their interest in the joint tenancy to Dean which will break the joint tenancy. The shares being transferred are equivalent to ⅓ of the whole title share. You indicate this in the Transferors area of the Prepare Transfer screen as follows:

Given Name(s)	**Family Name**	**Corporate Name**	**Transferor** (checkbox)	**Existing Share of Whole Title**	**Transferred Share of Whole Title**
Amy	Cox		✓		⅓
Barry	Cox				
Catherine	Martin		✓	½	⅓
Dean	Martin			½	

Alternatively, you could enter ⅓ against the last joint tenant (ie Catherine) in the Transferred Share of Whole Title field, instead of entering ⅓ next to Amy and Catherine.

The result of this transfer is that Barry will own a 1/6 share and Dean will own the remaining share (ie a ½ share and a ⅓ share) in the title. You have the option to combine Dean's shares in the title, if required by adding text to the instrument, see **5.3.12.3 Add text to the instrument**.

Appendix H: Menu options

Workspace right mouse options

Table H-1 lists the options available when you use the right mouse menu in Workspace.

Menu Option	Action
Open	Displays a screen for the selected *e-dealing*, instrument or request to view or edit. • Select an *e-dealing* to display the Create Dealing screen. • Select an instrument to display a Prepare instrument screen. (The name of the screen depends on the type of instrument you select.) • Select a request to display the Create Request screen.
Print	For an *e-dealing* or instrument, prints summary details and associated messages for the selected *e-dealing* or instrument. For a request, prints summary details of the selected request. Note: The Print option is not available when there is an image attached to an instrument or request. To print click (Print) ion the viewing area.
Print Messages	Prints the messages for the selected *e-dealing*. If you select an instrument, Landonline prints the same information.
Save As...	Saves the detail information and all associated messages for the selected *e-dealing* or instrument to a location on your computer.
Delete	Deletes the selected *e-dealing*.
New Request	Displays the Create Request screen to create a new request for the selected *e-dealing* or instrument. The dealing number will default to the selected *e-dealing*, but can be changed. Note: This option is only available when you select an *e-dealing* or instrument in the Workspace tree.
Pre-validate	Pre-validates the selected *e-dealing* or instrument against a set of Titles business rules.
Pre-validation Report	Displays the Validation Report screen with pre-validation details for the selected *e-dealing* or instrument. This report only displays if a pre-validation failed.
Certify & Sign…	Displays the Certify and Sign screen to certify and sign one or more instruments in the *e-dealing*.
Release	Releases the selected instrument.
Revert to Signed	Changes the selected instrument status from Released or Requisitioned to Signed.
Submit	Submits the selected *e-dealing* to LINZ.
Send	Sends the selected request for processing.
Step Down Reasons	Displays the Step Down Reason screen to view why the selected *e-dealing* has stepped down to LODGE.

Table H-1 Workspace Right mouse options

Create Dealing menu options

Table H-2 lists the options available from within the Create Dealing screen.

Menu Option	Menu Sub-option	Action
File		Contains standard Windows functions.
Edit		Contains standard Windows functions.
Dealing	Fees	Displays the Indicative Fee Charges screen containing information on relevant fees in the *e-dealing*.
	Certify & Sign	Displays the Certify and Sign screen to certify and sign one or more instruments in the *e-dealing*.
Window		Contains standard Windows functions.
Help	Landonline Help Topics	Displays help for using Landonline.

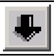
Menu Option	Menu Sub-option	Action
	About Landonline	Displays information about this version of Landonline.

Table H-2 Create Dealing menu options

Appendix I: *e-dealing* screen information

Create Dealing screen

Field or Button	Action
Dealing Number	Displays the number of the *e-dealing*. This number is automatically created when you first open the screen.
Last Modified	Displays the name of the person who last updated the *e-dealing*, the date and time.
Client Reference (1)	Type a client file reference for your own records for the *e-dealing*, (eg the matter number, client's surname). This reference is optional. If entered Landonline records it against fees incurred for the *e-dealing* for identification when billing your clients.
Client Reference (2)	As above. This second client reference field can be used when your firm has more than one client for the same *e-dealing*.
Add Plan	Click to add a row to enter a survey plan.
Delete Plan	Click to delete the selected plan number.
<Plan No prefix>	Select the prefix for the plan from the drop down list. This will default to LT.
Survey Plan No	Type the number of the survey plan.
Rejected Dealing Number Refused Dealing Number Withdrawn Dealing Number	Displays the original number of the rejected, refused or withdrawn *e-dealing*. This field only displays if the *e-dealing* has been previously rejected, refused or withdrawn. When Landonline rejects, refuses or withdraws an *e-dealing*, it allocates a new Dealing Id and returns it to Workspace.
Fees Exempt Date	Displays the date and time until fees for a rejected or refused *e-dealing* are exempt. This field only displays if applicable when the *e-dealing* has been previously rejected.
Dealing Type	Landonline displays the type of *e-dealing*: • AUTO REG – Automatically registers or rejects when you submit (subject to any pending dealings). • LODGE – When you submit it is sent to LINZ to be checked before being registered.
Add Default PCs and CPs	This defaults to unchecked. When checked, your name as Primary Contact and the name of your associated Conveyancing Professional are added into the Roles area. You can edit any of these names if required.
Type	Type the code for the instrument type in the dealing. The Description automatically displays. This is a mandatory field. An example of instrument types are: • DM – Discharge of Mortgage • PWX – Partial Withdrawal of Caveat • T – Transfer • M – Mortgage
Description	Select the description for the instrument type from the drop down list. The Type code automatically displays. This is a mandatory field.
e-certifications	Landonline indicates whether the instrument type requires e-certification. • A ✓ (tick) in this field indicates the instrument requires e-certification and an A&I Form created. • When this field is blank, the instrument does not require e-certification or an A&I From, but the paper instrument must be signed by the relevant parties before being attached to the instrument.
Title Ref	Click (in this field) to display the Enter Titles screen to search or enter title(s) affected. This is a mandatory field.
Parties	For a discharge this field defaults to single. For a transfer this field defaults to multi. For a mortgage this field defaults to single. Only select multi-party if the mortgagee and mortgagor are separately represented.
Status	Displays the status of the instrument, ie Draft, Signed and Released. For an explanation of each status.
Auto/Lodge	Landonline indicates whether the instrument is AUTO REG, LODGE or LODGE 🔗 (ie Lodge with image).

Field or Button	Action
Attached	Landonline displays Yes in this field, or leaves it blank. • Blank – indicates no image is required or it is optional. • No – indicates an image is mandatory and has not yet been attached to the instrument. • Yes – indicates an image has been attached to the instrument.
Add Inst	Click to add a row to enter an instrument for the *e-dealing*. If you already have instruments listed, Landonline adds the row to the bottom of the list.
Remove Inst	Click to delete the selected instrument from the *e-dealing*. You can only delete one instrument at a time.
Select Inst…	Click to display the Search Instrument Type screen to search for and select instruments to add to the *e-dealing*.
	Click to move the selected instrument up one position.
	Click to move the selected instrument down one position.
Prepare...	Click to display a Prepare instrument screen. The screen that displays depends on the type of instrument you select to view or edit.
Instrument	Displays the instruments in the *e-dealing*.
Roles	Displays the representatives for each instrument. If this is a multi-party instrument, it will display two representatives.
Primary Contact	Type the name, user Id, or select the name from the drop down list of the Primary Contact for the selected instrument in the *e-dealing*. This is usually the person who will work with the *e-dealing* and who will receive messages about the *e-dealing*. This is a mandatory field. The drop down list contains names of PCs and CPs in your firm as well as any other names you previously added into the Primary Contact field for the *e-dealing*. If you don't know the name, click to display the External Search screen and select the name.
Conveyancing Professional	Landonline displays the name of the Conveyancing Professional associated with the Primary Contact. This is the Conveyancing Professional responsible for certifying and signing this instrument. If these names have not been associated, see **3.9.1.4 Change your preferences**. This is a mandatory field. You can change this name if required by either typing the name, user Id, or selecting a name from the drop down list. (The drop down list contains names of people in your firm as well as any other names you previously added into the Conveyancing Professional field for the *e-dealing*.) The Conveyancing Professional and Primary Contact can be the same person. If you don't know the name, click to display the External Search screen and select the name.
Resp For Release	Landonline checks the checkbox and displays next to the default role responsible for release. Check a different role responsible for releasing the instrument if required. This will uncheck the default role checkbox, but remains next to the default role for releasing.
Resp For Fees	Landonline checks the checkbox and displays next to the default role responsible for fees. Check a different role responsible for fees for the instrument if required. This will uncheck the default role checkbox, but remains next to the default role for fees.
No. of CPs	Landonline displays the number of Conveyancing Professionals (CPs) for each instrument role. When there is one or more additional CPs for an instrument role, type over the existing number with a higher number and press Tab. Landonline inserts the appropriate number of additional rows immediately below the selected instrument role. Should you need to change this value to a lower number, you must use the Remove Role button. You cannot change it to a lower number.
Remove Role	Click to delete the selected multiple instrument role for the instrument. This button only becomes active when you select a second or subsequent row for an instrument role with multiple CPs.
Default Submitting Firm	Landonline displays the name of the default submitting firm for the *e-dealing*.

Field or Button	Action
Submitting Firm	If the submitting firm is incorrect, select the firm responsible for submitting the *e-dealing* from the drop down list.
A and I…	Click to display the Create A&I Form screen to create an Authority and Instruction (A&I) to deal with property on behalf of a client and for confirmation of the identity of the client.
Pre-validate	Click to pre-validate the *e-dealing* before submitting it for registration. Landonline checks the content of the *e-dealing* and its instruments are correct. Landonline displays the pre-validation date, time and result (ie Passed or Failed) above the Pre-validate button. You can pre-validate an *e-dealing* as often as required before submitting it for registration.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign one or more instruments in the *e-dealing*.
Submit	Click to submit the *e-dealing*. The Indicative Fee Charges screen displays. Once confirmed, Landonline sends the *e-dealing* to LINZ for registration and removes it from Workspace.
Help	Click to display the help topic for creating an *e-dealing.*
Save	Click to save details entered for the *e-dealing*. The Create Dealing screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-1 Create Dealing screen information

Select Instrument Type screen

Field or Button	Action
Affected Titles	Landonline displays any titles affected by existing instruments entered in the *e-dealing*.
Modify Titles…	Click to display the Enter Titles screen to select affected titles for all selected instruments in the Search Results area.
Enter Keyword	Enter the keyword (or words) for the instrument type. This field is not case sensitive.
Select Transaction	Select the type of transaction from the drop down list. These are for types of new title transactions.
Search Now	Click to search for instruments based on your search criteria.
Type	Landonline displays the description of the type of instrument based on your search criteria.
Description	Landonline displays the description of the type of instrument based on your search criteria.
Select <(checkbox)>	Check to select the instrument type you want to add. Uncheck to deselect the instrument type. Note: When you search using a Transaction, the results all display as selected in a pre-determined order. Results of a Keyword search display in A-Z order unchecked.
Quantity	This field defaults to 1 (one) when the Select checkbox for an instrument is checked. To add more than one instrument of this type, enter the number you require.
Select (<button>)	Click to close the screen and add all selected instrument(s) to the Instruments area of the Create Dealing screen.
Help	Click to display the help topic for selecting and instrument type.
Cancel	Click to cancel any search or selection and return to the Create Dealing screen.

Table I-2 Select Instrument Type screen information

Enter Titles screen

Field or Button	Action
Title Ref.	If known, type the reference for the title (eg WN1A/1, 1722), and press Tab or click elsewhere in the screen.
Title Status	Landonline displays the current status of the title (eg Live, Part-Cancelled, Pre-allocated, Pending).
Affected	Check to indicate the selected title is affected by the instrument. Uncheck if the title does not affect the instrument.
Add	Click to add a blank row to enter another reference for title.
Search for Title…	Click to display the Search Title screen to search for a title.
Search by Inst	Click to display the Search Title by Instrument screen to search for a title by an instrument number.
Create New Title…	Click to display the Enter Number of New Titles screen. This button is only enabled for a new title instrument (eg OCT - Order for New Certificate of Title, T – Transfer, L – Lease creating a new leasehold Computer Interest Register).
	Click to display the help topic for entering affected titles.
Affect All	Click to indicate all titles in the list are affected. Landonline checks the Affected field next to each title.
Unaffect All	Click to indicate none of the titles in the list are affected. Landonline removes the check in the Affected field next to each title.

Table I-3 Enter Titles screen information

Enter Number of Titles screen

Field or Button	Action
Enter number of new titles required	Enter the number of new titles you require for the instrument. This field defaults to 1 (one). You can enter up to 99 in this field.
OK	Click to close the screen and return the entered number of new titles to the Enter Titles screen.
Cancel	Click to cancel creating new titles and return to the Enter Titles screen.

Table I-4 Enter Number of Titles screen information

Search Title by Instrument screen

Field or Button	Action
Instrument No	Type the instrument number.
Search Now	Click to display all titles currently affected by the instrument. A title is deemed to be currently affected by an instrument if there is a memorial displayed on the current title view that was created by that instrument. If there is another instrument with the same instrument number in Landonline, the Select Instrument screen displays with the instrument and land district. Select the required land district.
CT	Landonline displays affected titles.
OK	Click to enter the returned titles in the previous screen (ie the Enter Title screen).

Table I-5 Search Title by Instrument screen information

Prepare Discharge screen – Titles mode

Field or Button	Action
Instrument No.	Displays the type and number of the instrument.
Status	Displays the status of the instrument.
Last Modified	Displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Displays titles affected by the instrument.
Titles	Select to indicate that the discharge is for the whole title or titles. This is the default for a full discharge.
Share/Interest	Select to indicate that the discharge is for part of the share of the title or titles.
Part of Land/Complex	Select to indicate that the discharge is for part of the land (for a partial discharge of a mortgage or encumbrance) or other type of complex discharge instrument (eg Caveat).
Change due to Pending Dealing	This checkbox defaults to unchecked. Check to enter an Affected Instrument No and/or change pre-populated names in the Mortgagee area. Caution: Only change the name if you know there is a pending dealing modifying a name.
Affected Instrument No	Affected number of the instrument being discharged or withdrawn. This is a mandatory field. If there is more than one instrument affected, select the instrument from the drop down list. To manually enter an affected instrument number, check Change due to Pending Dealing then type the number.
Discharge of	This area only displays when you select to discharge as to Share/Interest (ie for PDM and PENC instruments). Select one of the following options: • Proprietor/Mortgagor to allow you to discharge one or some of the proprietors or mortgagors on the title or titles. This is the default for a partial discharge. • Mortgagee to allow you to discharge one or some mortgagees on the title or titles. You can only use this option when there is more than one Mortgagee.
Mortgagee	This label changes depending on the type of full or partial discharge instrument you created (eg Caveator, Encumbrancee, etc). The fields in this area are mandatory. Landonline displays the mortgagee name(s). You can change these details (eg if you know there is a pending dealing modifying a name). For some discharges (eg Statutory Land Charge) a name will not automatically display, so you must manually add the name. You may also need to manually add the name to other discharges. (See **Appendix B: Instruments without a Charge Holder**.)
Name	Landonline displays the names of each existing mortgagee or encumbrancee. Check the Change due to Pending Dealing checkbox to change these details (eg if you know there is a pending dealing modifying a name).
Add	Click to add a row to enter the name of a mortgagee, encumbrancee, proprietor or mortgagor on the instrument. This button displays when you check the Change due to Pending Dealing checkbox, or when the instrument type is a DCC, DHCO or DSLC.
Delete	Click to delete the selected mortgagee, encumbrancee, proprietor or mortgagor from the instrument. You can only delete one name at a time. This button displays when you check the Change due to Pending Dealing checkbox, or when the instrument type is a DCC, DHCO or DSLC.
Restore	Click to display the existing mortgagees, encumbrancees, proprietors or mortgagors for the instrument. This deletes all modified mortgagee, encumbrancee, proprietors or mortgagors details.
Reserve personal covenants	Uncheck if you do not require to protect the rights and remedies of the mortgagee. For discharges, this option is automatically checked. For encumbrances, this option is not checked by default. Caution: All trading banks require a reservation of personal covenants.
This instrument is exempt from fees	If this option displays, check to indicate the instrument is exempt from fees pursuant to statute, eg Discharge of Mortgage under the Disabled Persons Community Welfare Act 1975.
Preview…	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.

Field or Button	Action
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed.
	Click to display the help topic for preparing a discharge.
Save	Click to save details entered for the instrument. The Prepare Discharge screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-6 Prepare Discharge screen information – Titles mode

Prepare Discharge screen – Share/Interest mode

The following table lists additional fields that display when you select Share/Interest mode in the Prepare Discharge screen.

Field or Button	Action
Discharge of	This area only displays when you select to discharge as to Share/Interest (ie for PDM and PENC instrument types). Select one of the following sub-mode options: • Proprietor/Mortgagor - to discharge one or some of the proprietors or mortgagors on the title or titles. This is the default for a partial discharge. • Mortgagee - to discharge one or some mortgagees on the title or titles. You can only use this option when there is more than one Mortgagee. Note: These sub-mode options can also be Proprietor/Encumbrancer and Encumbrancee.
Proprietor/Mortgagor	This area label changes, depending on whether a PDM or PENC type of instrument is being prepared. The fields in this area are mandatory. Landonline displays the proprietor or mortgagor name(s). You can change these details (eg if you know there is a pending dealing modifying a name). For some discharges (eg DSLC – Discharge Statutory Land Charge) a name will not automatically display, so you must manually add the name. You may also need to manually add the name to a discharge of Charging/Rating Order and a Compensation Certificate.
Given Name(s)	Landonline displays the given name(s) of the existing proprietor or mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the given name(s) for the proprietor or mortgagor.
Family Name	Landonline displays the family name of the existing proprietor or mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the family name for the proprietor or mortgagor.
Alias/Other	Landonline displays a tick in this field if the registered proprietor has any aliases, a name suffix or minor (date of birth) information.
Corporate Name	Landonline displays the corporate name of the existing proprietor or mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the Corporate name for the proprietor or mortgagor.
Discharge	Check to indicate the selected proprietor, mortgagor or mortgagee will discharge their share or interest in the title.
Executor/Administrator	Landonline only displays this field when a role exists for an individual registered proprietor. If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the registered proprietor from the drop down list, if applicable.

Field or Button	Action
Alias/Other...	Click to display the Maintain Aliases/Other screen to view alias, name suffix or minor (date of birth) information for the selected registered proprietor. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.

Table I-7 Prepare Discharge screen information – Share/Interest mode

Prepare Discharge screen – Part of Land/Complex mode

The following table lists additional fields and buttons that display when you select Part of Land/Complex mode in the Prepare Discharge screen.

Field or Button	Action
Description of Part (if applicable)	Type the description for the part of land to be discharged, if applicable. To begin a new line in this field, press the Enter key. The instrument will step down to LODGE when you enter text in this field.
Clarify intent (if required)	Check if you want to add text to clarify the intent of the discharge. Enter details of the clarification in the field below. To begin a new line in this field, press the Enter key. The instrument will step down to LODGE when you enter text in this field.
Add Image...	Click to display the Attach Image screen. You can attach up to three images to an instrument. When you save the instrument with an image attached, it will step down to LODGE.

Table I-8 Prepare Discharge screen information – Part of Land/Complex mode

Prepare Transfer screen – All of Title mode

Field or Button	Action
Instrument No.	Displays the type and number of the instrument.
Status	Displays the status of the instrument.
Last Modified	Displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Displays the titles affected by the instrument.
All of Title	The transfer defaults to this option and indicates that all interests on the title are being transferred.
Share/Interest	Select to indicate that the transfer is for a share or interest in the title(s). The shares can be different for each affected title.
Part of Land/Complex	Select to indicate that the transfer is for a share or interest in the title(s) with additional information included (eg Part of an Estate, No Survivorship). The shares can be different for each affected title.
Lease/Mortgage/Other	Select to indicate that the transfer is for a lease, mortgage or other interest. There are three sub-modes: • Mortgagee/Encumbrancee • Lessee • Other
Transferors	Landonline displays the name of each registered proprietor on titles affected by the instrument. You can change these details (eg if you know there is a pending dealing modifying a name). The fields in this area are mandatory. Landonline will not display the name of a registered proprietor restricted by law (eg a name protected by a Domestic Violence Order).
Change due to Pending Dealing	This checkbox defaults to unchecked. Check to activate the Transferors area to allow pre-populated names to be changed. Caution: Only change the name if you know there is a pending dealing modifying a name.
Given Name(s)	Landonline displays the given name(s) of the transferor. If you check the Change due to Pending Dealing checkbox, enter or edit the given names of an individual transferor.

Field or Button	Action
Family Name	Landonline displays the family name of the transferor. If you check the Change due to Pending Dealing checkbox, enter or edit the family name of an individual transferor.
Alias/Other	Landonline displays a tick in this field if the Transferor has any aliases, a name suffix or minor (date of birth) information.
Corporate Name	Landonline displays the given name(s) of the transferor. If you check the Change due to Pending Dealing checkbox, enter or edit the name of the corporate transferor.
Executor/Administrator	Landonline displays the executor or administrator role for the Transferor (if applicable). If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the transferor from the drop down list (if applicable).
Add	Click to add a row to enter the name of a transferor on the instrument. This button only displays when you check the Change due to Pending Dealing checkbox.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected transferor up one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected transferor down one position. This button only displays when you check the Change due to Pending Dealing checkbox.
Restore	Click to display the registered proprietors. This deletes all modified transferor details.
Alias/Other...	Click to display the Maintain Aliases/Other screen to view any existing aliases, name suffix or minor information recorded for the selected Transferor. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.
Transferees	Landonline displays details of the transferees you enter for the transfer. The fields in this area are mandatory.
Sole or Joint Tenants	Click to indicate the transferee is a sole proprietor or joint tenants.
Tenants in Common	Click to indicate the transferees are to be Tenants in Common. The share values must add up to one (1) share.
Combination	Click to indicate the transferees are to be a combination of Joint Tenants and Tenants in Common. The share values must add up to one (1) share.
Given Name(s)	Type the given names of an individual transferee, as it should display on the instrument. There is a limit of 100 characters in this field. You cannot type Given Names if you complete the Corporate Name.
Family Name	Type the family name of an individual transferee, as it should display on the instrument. There is a limit of 100 characters in this field. You cannot type a Family Name if you complete the Corporate Name. If a transferee has only one name, enter it as the Family Name.
Alias/Other	Landonline displays a tick in this field if the transferee has any aliases, a name suffix or minor (date of birth) information. To record an alias, click Alias/Other...
Corporate Name	Type the name of a corporate transferee, as it should display on the instrument. There is a limit of 250 characters in this field. You cannot type a Corporate Name if you complete the Given Names and Family Name.
Joint	This checkbox only displays when you select Combination tenancy. Check to indicate the tenant is a joint tenant. Do not check this checkbox for a sole tenant or tenant in common.
Share of Whole title	This field only displays when you select Tenants in Common and Combination. Type as a fraction, the share the transferee will be granted (eg 1/2, 1/3, 1/4, 2/543, etc). Share values must add up to one (1). For Joint Tenants, enter the share next to the last tenant in the Joint Tenancy.
Add	Click to add a row to the end of the list to enter the name of a transferee.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time.
	Click to move the selected transferee up one position. You cannot use this button to change the order of transferees of a Combination proprietorship. You must delete them and re-enter them in the correct order.

Field or Button	Action
	Click to move the selected transferee down one position. You cannot use this button to change the order of transferees of a Combination proprietorship. You must delete them and re-enter them in the correct order.
Alias/Other...	Click to display the Maintain Aliases/Other screen to enter an alias, name suffix or minor (date of birth) information for the selected transferee.
The transferee shall be bound by a fencing covenant as defined in Section 2 of the Fencing Act 1978 in favour of the transferor	Check if a fencing covenant is being created by the transfer.
Display Resulting Ownership	Click to generate the resulting proprietors and display the ownership details in the text field below. This indicates how the ownership details will display on the current title view when registered. Landonline does not save this information when you save the transfer and it does not display it in the detailed structured text view (DTSV) in Workspace.
Preview …	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. When a vendor releases an instrument it is then in the control of the purchaser. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration.
Help	Click to display the help topic for preparing a transfer.
Save	Click to save details entered for the instrument. The Prepare Transfer screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-9 Prepare Transfer screen information – All of Title mode

Prepare Transfer screen – Share/Interest mode

The following table lists additional fields and buttons that display when you select Share/Interest mode in the Prepare Transfer screen.

Field or Button	Action
Deal with Titles Separately	Check to select each affected title reference and display the registered proprietors for that title only. In certain situations Landonline can default this option to checked (eg when the existing ownership and/or shares on affected titles are different).
Title Ref	Landonline displays the list of titles affected by the transfer. This field is only active when Deal with Titles Separately has been checked. Select a title reference to display the ownership and shares for that title.
Transferor	Check to indicate the registered proprietor is transferring their share.
Existing Share of Whole Title	Landonline displays the existing shareholding of the registered proprietor.
Transferred Share of Whole Title	Type the share of the whole title being transferred if it differs from the existing share of the whole title.

Field or Button	Action
Display Transferor	Click to generate and display the transferors as they will display on the structured text view.
Transferee shares on all titles	This defaults to Yes. Click No to enter different tenancy details for each affected title.
Title Ref	Landonline displays the list of titles affected by the transfer when there is more than one affected title. If you select No for Transferee shares same on all titles, select the title to deal with.
Display Transferee	Click to generate and display the transferees as they will display on the structured text view.

Table I-10 Prepare Transfer screen information – Share/Interest mode

Prepare Transfer screen – Part of Land/Complex mode

The following table lists additional fields and buttons that display when you select Part of Land/Complex mode in the Prepare Transfer screen.

Field or Button	Action
Description of Part or New Estate to be Transferred	Type the description of the part of land or new estate to be transferred, if applicable. To begin a new line in this field, press the Enter key.
Third Party Transferor	Type the name of the third party transferor (eg Wellington City Council) if applicable. If you enter a name in this field, you must select a reason in the Justification field.
Justification	Select the legal reason for the third party transferor in the drop down list. You must select a reason if you enter the name of a Third Party Transferor.
Additional Wording	Select the additional wording for the transferee from the drop down list, if applicable. This wording will display in the memorial on the title.
Add Text…	Click to display the Add Text screen to attach additional text to the instrument.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.

Table I-11 Prepare Transfer screen information – Part of Land/Complex mode

Prepare Transfer screen – Lease/Mortgage/Other mode

The following table list additional fields and buttons that display when you select Lease/Mortgage/Other mode in the Prepare Transfer screen. There are three sub-modes in this mode (ie Mortgagee/Encumbrancee, Lessee and Other). The fields that display depend on the sub-mode you select.

Mortgagee/Encumbrancee and Lessee sub-modes

Field or Button	Action
Affected instrument No	Landonline displays the affected instrument number.
Type	Landonline displays the type of affected instrument.
Name (of Transferor)	Landonline displays the name of the registered proprietor(s). If you check the Change due to Pending Dealing checkbox, enter or edit the name of the transferor.
Affected	Check to indicate the selected registered proprietor who is affected by the transfer.
Name (of Transferee)	Click in the field and select the name of the Transferee from the drop down list. If the name does not display in this list, type the name of the transferee in the field. This field only displays when in Mortgagee/Encumbrancee sub-mode.

Field or Button	Action
Joint	Check to indicate two or more transferees are joint tenants.This field only displays in Lease/Mortgage/Other mode when you select Mortgagee/Encumbrancee sub-mode. You only use this field in those cases where the transferees hold the mortgage in different shares or amounts.
Share	Type the proportion for the transfer as a number, fraction or a dollar value. Enter this value only once for each tenancy, next to the last name in each tenancy. You only use this field in those cases where the transferees hold the mortgage in different shares or amounts. This field only displays in Lease/Mortgage/Other mode when you select Mortgagee/Encumbrancee sub-mode.
Display Resulting Encumbrancee	Click to generate and display the resulting encumbrancee(s) and their ownership details in the text field below. This indicates how the ownership details will display on the current title view when registered. Landonline does not save this information when you save the transfer and it does not display it in the detailed structured text view (DTSV) in Workspace.
Add Text…	Click to display the Add Text screen to add additional text to the instrument.

Table I-12 Prepare Transfer screen information – Lease/Mortgage/Other mode, Mortgagee/Encumbrancee and Lessee sub-modes

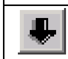
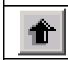
Other sub-mode

Field or Button	Action
Affected Instrument No	Type the number of the affected instrument. This is a mandatory field.
Transferor Name	Type the name of the transferor. This is a mandatory field.
Transferee Name	Type the name of the transferee. This is a mandatory field.
Add Text…	Click to display the Add Text screen to add additional text to the instrument.
Insert Names…	Click to display the Insert Names screen to add names of parties to the instrument. This button only displays in Other sub-mode when there are multiple Conveyancing Professionals for the instrument role.

Table I-13 Prepare Transfer screen information – Lease/Mortgage/Other mode, Other sub-mode

Prepare Mortgage screen – All mode

Field or Button	Action
Instrument No	Displays the type and number of the instrument.
Status	Displays the status of the instrument.
Last Modified	Displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Displays the titles affected by the instrument.
All	Select to indicate the mortgage is for all interests in the affected title(s). This is the default mode.
Share/Interest/Complex	Select to indicate the mortgage is for a share or interest in the affected title(s) or other complex mortgage (eg additional text, part of land, etc). For additional fields that display in this mode, refer to Prepare Mortgage screen – Share/Interest/Complex mode in this Appendix.
Lease/Mortgage/Other	Select to indicate the mortgage is for a lease, a mortgage, or other type of interest. This mode has three sub-modes: • Lease – select this option for a lease without a title. • Mortgage/Encumbrance – select this option for a mortgage or encumbrance. • Other – select this option for any other type of interest (eg part of land). For the additional fields that display in this mode, refer to Prepare Mortgage screen – Lease/Mortgage/other mode in this Appendix.
Change due to Pending Dealing	This checkbox defaults to unchecked. Check to activate the Mortgagor area to allow pre-populated names to be changed. Caution: Only change the name if you know there is a pending dealing modifying a name.

Field or Button	Action
Given Name(s)	Landonline displays the given name(s) of the mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the given names of an individual mortgagor.
Family Name	Landonline displays the family name of the mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the family name of an individual mortgagor.
Alias/Other	Landonline displays a tick in this field if the mortgagor has any aliases, a name suffix or minor (date of birth) information.
Corporate Name	Landonline displays the given name(s) of the mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the name of the corporate mortgagor.
Executor/Administrator	Landonline displays the executor or administrator role for the mortgagor (if applicable). If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the mortgagor from the drop down list (if applicable).
Add	Click to add a row to enter a name on the instrument. This button only displays when you check the Change due to Pending Dealing checkbox.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected mortgagor up one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected mortgagor down one position. This button only displays when you check the Change due to Pending Dealing checkbox.
Restore	Click to display the existing registered proprietors. This deletes all modified mortgagor details.
	Click to display the Maintain Aliases/Other screen to view any existing aliases, name suffix or minor (date of birth) information recorded for the selected mortgagor. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.
Quick Code	Select the quick code for the mortgagee from the drop down list. Landonline displays the complete name in the Name field. If your firm has customised mortgagee quick codes, these display at the top of the list.
Name	Click in the field then click  to select the mortgagee name from the drop down list. If your firm has customised quick codes for mortgagees, these names will display at the top of the list. This is a mandatory field. Alternatively: • If the mortgagee name does not display in the drop down list, type the complete name of the mortgagee in the blank field. • If you select a Quick Code, the mortgagee name automatically displays in this field.
Joint	Check to indicate two or more mortgagees have jointly lent monies. You only use this field in those cases where the mortgagees hold the mortgage in different shares or amounts.
Share of Mortgage	Type the proportion for the mortgagee as a number, fraction or a dollar value. Enter this value only once for each tenancy. You only use this field in those cases where the mortgagees hold the mortgage in different shares or amounts.
Add	Click to add a row to enter a name on the instrument.
Delete	Click to delete the selected name from the instrument. You can only delete one name at a time.
	Click to move the selected mortgagee up one position.
	Click to move the selected mortgagee down one position.
Memorandum No	Type the number of the memorandum that contains the clauses and conditions of the mortgage. The Mortgagee provides this information. This is a mandatory field. When there is no memorandum number for the Mortgagee you need to change to another mode (eg Share/Interest/Complex mode) and add text to clarify details.
All Obligations	Select to indicate the mortgage is for all obligations. This is the default option for the Mortgage Details area and the only active field is the Priority Amount $.

Field or Button	Action
Fixed Sum	Select to indicate the mortgage is for a fixed sum. When selected, this activates all fields in the Mortgage Details area except the Priority Amount $ field. You must enter an amount in the Principal Sum $ field when using this mode.
Priority Amount $	Type the dollar amount of the mortgage that ranks as a priority under Section 80A Property Law Act 1952.
Principal Sum	Type the principal sum that the mortgage secures. This is a mandatory field when you select the Fixed Sum option.
Ordinary Int. (%pa)	Type the annual rate of interest payable by the mortgagor (eg 6.90%).
Penalty Int (%pa)	Type the penalty interest rate payable by the mortgagor (eg 10.00%).
Payment Dates	Type the dates on which the payments will be made (eg 15th of each month).
Term	Type the term of the mortgage (eg 10 years).
Advance Date	Type the date on which the funds are advanced to the mortgagor.
Repayment Date	Type the date on which the principal sum is due to be repaid.
This instrument is exempt from fees	If this options displays, check to indicate that the instrument is exempt from fees, pursuant to statute.
Preview…	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed.
	Click to display the help topic for preparing a mortgage.
Save	Click to save details entered for the instrument. The Prepare Mortgage screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-14 Prepare Mortgage screen information – All mode

Prepare Mortgage screen – Share/Interest/Complex mode

The following table list additional fields and buttons that display when you select Share/Interest/Complex mode in the Prepare Mortgage screen.

Field or Button	Action
Description of Part to be Mortgaged (if required)	Type the description for the part of land to be mortgaged, if applicable. To begin a new line in this field, press the Enter key. The instrument will step down to LODGE when you enter text in this field.
Deal with Titles Separately	Check to enable selection of each affected title reference and display the registered proprietors for that title only. Landonline can default this option to checked (eg when the existing ownership and/or shares on affected titles are different).
Title Ref	Landonline displays the list of titles affected by the mortgage. This field is only active when Deal with Titles Separately has been checked. Select a title reference to display the ownership and shares for that title.
Existing Share	Landonline displays the existing share of the whole title for the registered proprietor. Note: If it is necessary to add share details for joint tenants, then enter the share against the last name on the joint tenancy.
Affected	Check to indicate the mortgagor is affected by the mortgage.

Field or Button	Action
Display Mortgagor	Click to generate and display the mortgagors as they will display on the structured text view.
Display	Click to generate and display the overall effect of the mortgage in the field below
Add Text…	Click to display the Add Text screen to add additional text to the instrument.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.

Table I-15 Prepare Mortgage screen information – Share/Interest/Complex mode

Prepare Mortgage screen – Lease/Mortgage/Other mode

The following table list additional fields and buttons that display when you select Lease/Mortgage/Other mode in the Prepare Mortgage screen. There are three sub-modes in this mode, Lease, Mortgagee/Encumbrancee and Other. The fields that display depend on the sub-mode you select.

Lease and Mortgage/Encumbrance sub-modes

Field or Button	Action
Description of Part to be Mortgaged (if required)	Type the description for the part of land to be mortgaged, if applicable. To begin a new line in this field, press the Enter key. The instrument will step down to LODGE when you enter text in this field.
Affected instrument No	Landonline displays the affected instrument number.
Type	Landonline displays the type of affected instrument (eg Lease, Mortgage, Encumbrance).
Name (of Mortgagor)	Landonline displays the name of the mortgagor.
Add Text…	Click to display the Add Text screen to add additional text to the instrument.
Display Mortgagor	Click to generate and display the mortgagors as they will display on the structured text view.
Add Text…	Click to display the Add Text screen to add additional text to the instrument.

Table I-16 Prepare Mortgage screen information – Lease/Mortgage/Other mode, Lease and Mortgage/Encumbrance sub-modes

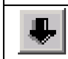
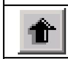
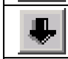
Other sub-mode

Field or Button	Action
Affected Inst No	Type the number of the affected instrument. This is a mandatory field.
Mortgagor	Type the name of the mortgagor. This is a mandatory field.
Mortgagee	Type the name of the mortgagee. This is a mandatory field.
Clarify intent (if required)	Check if you want to add text to clarify the intent of the mortgage. Enter details of the clarification in the field below. To begin a new line in this field, press the Enter key.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.
Insert Names…	Click to display the Insert Names screen to add names of parties to the instrument. This button only displays in Other sub-mode when there are multiple Conveyancing Professionals for the instrument role.

Table I-17 Prepare Mortgage screen information – Lease/Mortgage/Other mode, Other sub-mode

Prepare Variation of Mortgage screen

Field or Button	Action
Instrument No	Landonline displays the type and number of the instrument.
Status	Landonline displays the status of the instrument.

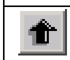
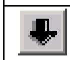
Field or Button	Action
Last Modified	Landonline displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Landonline displays the titles affected by the instrument.
Change due to Pending Dealing	Check to activate the Affected Instrument No field and Mortgagor/Registered Proprietors area to allow you to enter an affected instrument number and/or enter pre-populated names to be changed. Caution: Only change the name if you know there is a pending dealing modifying a name.
Affected Instrument No	Number of the instrument affected by the variation of mortgage. This is a mandatory field. If there is more than one instrument affected, select the instrument from the drop down list. To manually enter an affected instrument number, check the Change due to Pending Dealing checkbox. Then enter the number.
Given Name(s)	Landonline displays the given name(s) of the mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the given names of an individual mortgagor.
Family Name	Landonline displays the family name of the mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the family name of an individual mortgagor.
Alias/Other	Landonline displays a tick in this field if the mortgagor or registered proprietor has any aliases, a name suffix or minor (date of birth) information.
Corporate Name	Landonline displays the given name(s) of the mortgagor. If you check the Change due to Pending Dealing checkbox, enter or edit the name of the corporate mortgagor.
Executor/Administrator	Landonline only displays this field when a role exists for an individual registered proprietor. If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the registered proprietor from the drop down list, if applicable.
Add	Click to add a row to enter a name on the instrument. This button only displays when you check the Change due to Pending Dealing checkbox.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name up one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name down one position. This button only displays when you check the Change due to Pending Dealing checkbox.
Restore	Click to display the existing mortgagors or registered proprietors. This deletes all modified mortgagor or registered proprietor details.
Alias/Other...	Click to display the Maintain Aliases/Other screen to view alias, name suffix or minor (date of birth) information for the selected mortgagor or registered proprietor. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.
Name	Landonline displays the name of each existing mortgagee. Check the Change due to Pending Dealing checkbox to change these details (eg if you know there is a pending dealing modifying a name) and enter the name.
Add	Click to add a row to enter a mortgagee name.
Delete	Click to delete the selected mortgagee name. You can only delete one name at a time.
	Click to move the selected mortgagee up one position.
	Click to move the selected mortgagee down one position.
All Obligations	Select to indicate the mortgage is for all obligations. This is the default option for the Mortgage Details varied as below area. You must enter an amount in at least one of the active fields or enter details in the Vary Clauses/Conditions field when using this option.
Fixed Sum	Select to indicate the mortgage is for a fixed sum. When selected, this activates all fields in the Mortgage Details varied as below area except the Priority Amount $ field. You must enter an amount in at least one of these fields or enter details in the Vary Clauses/Conditions field when using this option.
New Priority Amount $	Type the new dollar amount of the mortgage that ranks as a priority under Section 80A Property Law Act 1952. You must enter an amount in this field for a trading bank.

Field or Button	Action
New Principal Sum	Type the new principal sum that the mortgage secures. This is a mandatory field when you select the Fixed Sum option.
New Ordinary Int. (%pa)	Type the new annual rate of interest payable by the mortgagor (eg 6.90%).
New Penalty Int (%pa)	Type the new penalty interest rate payable by the mortgagor (eg 10.00%).
New Payment Dates	Type the new dates on which the payments will be made (eg 15th of each month).
New Term	Type the new term of the mortgage (eg 10 years).
New Repayment Date	Type the new date on which the principal sum is due to be repaid.
New Memorandum No	Type the new number of the memorandum that contains the clauses and conditions of the mortgage. The Mortgagee provides this information.
Vary Clauses/Conditions	Check to activate the field below and activate the Add Image... button. Enter text to explain changes to clauses and/or conditions in the mortgage. You can attach an image instead of or as well as entering text in this field. To begin a new line in this field, press the Enter key. The instrument will step down to LODGE when you enter text or attach an image.
Preview…	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument. This button becomes active when you check the Vary Clauses/Conditions checkbox. When you save the instrument with an images attached it will step down to LODGE.
	Click to display the help topic for preparing a variation of mortgage.
Save	Click to save details entered for the instrument. The Prepare Variation of Mortgage screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-18 Prepare Variation of Mortgage screen information

Prepare Transmission screen – All of Title mode

Field or Button	Action
Instrument No.	Landonline displays the type and number of the instrument.
Status	Landonline displays the status of the instrument.
Last Modified	Landonline displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Landonline displays the titles affected by the instrument.
Transmission Type	Select the type of transmission to prepare from the drop down list.
Date Acquired	Enter the date on which the legal interest was acquired (eg the date of death, probate granted, owner adjudged as bankrupt). This is a mandatory field.
All of Title	Select to indicate that all interests on the title are affected by the transmission.
Share/Interest	Select to indicate that the transmission is for a share or interest in the title(s). The shares can be different for each affected title.
Complex/Exception	Select to indicate that the transmission is for a share or interest in the title(s) with additional information included (eg image attached, clarification of intent). The shares can be different for each affected title.

Field or Button	Action
Lease/Mortgage/Other	Select to indicate that the transmission is for a lease, mortgage or other interest. There are three sub-modes: • Mortgagee/Encumbrancee. • Lessee. • Other.
Registered Proprietors	Landonline displays the name of each registered proprietor on titles affected by the instrument. You can change these details (eg if you know there is a pending dealing modifying a name). The fields in this area are mandatory. Landonline will not display the name of a registered proprietor restricted by law (eg a name protected by a Domestic Violence Order).
Change due to Pending Dealing	Check to activate the Registered Proprietors area to allow pre-populated names to be changed. This is not available for a transmission by Survivorship. Caution: Only change the name if you know there is a pending dealing modifying a name.
Given Name(s)	Landonline displays the given name(s) of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the given names of an individual registered proprietor.
Family Name	Landonline displays the family name of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the family name of an individual registered proprietor.
Alias/Other	Landonline displays a tick in this field if the registered proprietor has any aliases, a name suffix or minor (date of birth) information.
Corporate Name	Landonline displays the given name(s) of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the name of the corporate registered proprietor.
Executor/Administrator	Landonline only displays this field when a role exists for an individual registered proprietor. If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the registered proprietor from the drop down list, if applicable.
Deceased	Select the name of the deceased registered proprietor for which the applicant is executor or administrator from the drop down list.
Add	Click to add a row to enter the name of a registered proprietor on the instrument. This button only displays when you check the Change due to Pending Dealing checkbox.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected registered proprietor up one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected registered proprietor down one position. This button only displays when you check the Change due to Pending Dealing checkbox.
Restore	Click to display the existing registered proprietors. This deletes all modified Registered Proprietor details.
	Click to display the Maintain Aliases/Other screen to view any existing aliases, name suffix or minor (date of birth) information recorded for the selected registered proprietor. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.
Applicant	Landonline displays details of the applicant(s) you enter for the transmission. The fields in this area are mandatory.
Given Name(s)	Enter the given names of an individual applicant as it should display on the instrument. There is a limit of 100 characters in this field. You cannot enter Given Names if you complete the Corporate Name.
Family Name	Enter the family name of an individual applicant as it should display on the instrument. There is a limit of 100 characters in this field. You cannot enter a Family Name if you complete the Corporate Name. If an applicant has only one name, enter it as the Family Name.
Alias/Other	Landonline displays a tick in this field if the applicant has any aliases, a name suffix or minor (date of birth) information. To add, edit or remove an alias or other name suffix information, click Alias/Other...

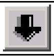
Field or Button	Action
Corporate Name	Select the name of the corporate applicant from the drop down list. This lists of the most common trustee executor companies. If the name does not display in this list, click in the field and enter the name of a corporate applicant as it should display on the instrument. There is a limit of 250 characters in this field. You cannot enter a Corporate Name if you complete the Given Names and Family Name.
Executor/Administrator	Select the executor or administrator role for the selected applicant from the drop down list. This field will not display for a transmission by Official Assignee, Company, or Bona Vacantia.
Deceased	Select the name of the deceased registered proprietor for which the applicant is executor or administrator from the drop down list. This field only displays for a transmission by Joint Family Home and by Simultaneous Deaths.
Add	Click to add a row to the end of the list to enter the name of an applicant.
Delete	Click to delete the selected applicant name. You can only delete one name at a time.
	Click to move the selected applicant up one position.
	Click to move the selected applicant down one position.
	Click to display the Maintain Aliases/Other screen to add or edit an alias, name suffix or minor (date of birth) information for the selected applicant.
Display Resulting Ownership	Click to generate the resulting proprietors and display the ownership details in the text field below. This indicates how the ownership details will display on the current title view when registered. This button is enabled when you add a name to the Applicant area. Landonline does not save this information when you save the transmission and it does not display it in the detailed structured text view (DTSV) in Workspace.
Preview …	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. When a vendor releases an instrument it is then in the control of the purchaser. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration.
	Click to display the help topic for preparing a transmission.
Save	Click to save details entered for the instrument. The Prepare Transmission screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-19 Prepare Transmission screen information

Prepare Transmission screen – Share/Interest mode

The following table lists additional fields and buttons that display when you select Share/Interest mode in the Prepare Transmission screen. The fields and buttons that display also depend on the type to transmission you select to prepare.

Field or Button	Action
Deal with Titles Separately	Check to select each affected title reference and display the registered proprietors for that title only. Landonline can default this option to checked (eg when the existing ownership and/or shares on affected titles are different).
Title Ref	Landonline displays the list of titles affected by the transmission. This field is only active when Deal with Titles Separately has been checked. Select a title reference to display the ownership and shares for that title.
Name Suffix	Landonline only displays this field when a name suffix exists for an existing individual registered proprietor. If you check the Change due to Pending Dealing checkbox, select the name suffix for the registered proprietor from the drop down list, if applicable.
Existing Share of Whole Title	Landonline displays the existing shareholding of the registered proprietor.
Affected Proprietor	Check to indicate the registered proprietor affected by the transmission. You can select more than one proprietor for a Simultaneous Death and a Joint Family Homes Act 1964 transmission type.
Display Applicant	Click to copy the surviving registered proprietors in the affected joint tenancy to the Applicants area. You cannot edit these names. This button only displays for a transmission by Survivorship.

Table I-20 Prepare Transmission screen information – Share/Interest mode

Prepare Transfer screen – Complex/Exception mode

The following table lists additional fields and buttons that display when you select Complex/Exception mode in the Prepare Transmission screen. The fields and buttons that display also depend on the type to transmission you select to prepare.

Field or Button	Action
Clarify Intent (if required)	Enter details to clarify the intent of the transmission, if required. To begin a new line in this field, press the Enter key.
Applicant	For a transmission by Official Assignee you cannot edit details in the applicant area. The Corporate Name field defaults to Official Assignee.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.

Table I-21 Prepare Transmission screen information – Complex/Exception mode

Prepare Transmission screen – Lease/Mortgage/Other mode

The following table list additional fields and buttons that display when you select Lease/Mortgage/Other mode in the Prepare Transmission screen. There are three sub-modes in this mode (ie Mortgagee/Encumbrancee, Lessee and Other). The fields that display depend on the sub-mode you select.

Lessee and Mortgagee/Encumbrancee sub-modes

Field or Button	Action
Affected instrument No	Landonline displays the affected instrument number.
Type	Landonline displays the type of affected instrument.
Name	Landonline displays the name of the interest holder.
Display Resulting Encumbrancee	Click to generate and display the encumbrancee(s) as they will display on the structured text view.
Clarify Intent (if required)	Enter details to clarify the intent of the transmission, if required. To begin a new line in this field, press the Enter key.

Table I-22 Prepare Transmission screen information – Lease/Mortgage/Other mode, Lessee and Mortgagee/Encumbrancee sub-modes

Other sub-mode

Field or Button	Action
Affected Instrument No	Type the number of the affected instrument. This is a mandatory field.
Interest Holder	Type the name of the interest holder. If there is more than one, either press the Enter key and enter the next name on another line or separate each name with a comma. This is a mandatory field.
Applicant	Type the name of the applicant. If there is more than one, either press the Enter key and enter the next name on another line or separate each name with a comma. This is a mandatory field.
Add Text…	Click to display the Add Text screen to attach additional text to the instrument.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.
Insert Names…	Click to display the Insert Names screen to add names of parties to the instrument. This button only displays in Other sub-mode when there are multiple Conveyancing Professionals for the instrument role.

Table I-23 Prepare Transmission screen information – Lease/Mortgage/Other mode, Other sub-mode

Prepare Image screen

Field or Button	Action
Instrument No.	Landonline displays the type and number of the instrument.
Status	Landonline displays the status of the instrument.
Last Modified	Landonline displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Landonline displays the titles affected by the instrument.
Attach Image…	Click to select an image file to attach to the instrument.
Remove Image	Click to remove the selected image from the instrument.
Replace Image…	Click to select an image file to replace the selected image attached to the instrument.
Filename	Landonline displays the filename and path of the image attached to the instrument.
Advertising Fee	Check to indicate the instrument requires an advertising fee. This checkbox only displays for certain instruments. Leave unchecked if no fee is required.
This instrument is exempt from fees	Check to indicate the instrument is exempt from fees. This checkbox only displays for certain instruments. Leave unchecked if you need to charge a fee.
Preview …	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.

Field or Button	Action
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. When a vendor releases an instrument it is then in the control of the purchaser. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration.
Insert Names…	Click to display the Insert Names screen to add names of parties to the instrument. This button only displays when there are multiple Conveyancing Professionals for the instrument role.
	Click to display the help topic for preparing an image only instrument.
Save	Click to save details entered for the instrument. The Prepare Image screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-24 Prepare Image screen information

Prepare Caveat screen – All mode

Field or Button	Action
Instrument No.	Landonline displays the type and number of the instrument.
Status	Landonline displays the status of the instrument.
Last Modified	Landonline displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Landonline displays the titles affected by the instrument.
Caveat Type	Select the type of caveat to prepare: • Against dealings with land under s137 Land Transfer Act 1952. This is the default mode. • Forbidding issue if title removing limitation under s205(4) Land Transfer Act 1952.
All	Select to indicate the caveat is for all interests in the affected title(s). This is the default mode.
Part of Land/Complex	Select to indicate the caveat is for a share or interest in the affected title(s) or other complex caveat (eg additional text). See Part of Land/Complex mode for the additional fields that display in this mode.
Lease/Mortgage Other	Select to indicate the caveat is for a lease, a mortgage, or other type of interest. This mode has three sub-modes: • Lease. • Mortgage/Encumbrance. • Other (eg an Agreement).
Change due to Pending Dealing	Check to activate the Registered Proprietor area to allow pre-populated names to be changed. Caution: Only change the name if you know there is a pending dealing modifying a name.
Given Name(s)	Landonline displays the given name(s) of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the given names of an individual registered proprietor.
Family Name	Landonline displays the family name of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the family name of an individual registered proprietor.
Alias/Other	Landonline displays a tick in this field if the registered proprietor has any aliases, a name suffix or minor (date of birth) information.
Corporate Name	Landonline displays the corporate name of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the name of the corporate registered proprietor.

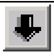
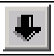
Field or Button	Action
Executor/Administrator	Landonline only displays this field when a role exists for an individual registered proprietor. If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the registered proprietor from the drop down list, if applicable.
Add	Click to add a row to enter a name on the instrument. This button only displays when you check the Change due to Pending Dealing checkbox.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name up one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name down one position. This button only displays when you check the Change due to Pending Dealing checkbox.
Restore	Click to display the existing registered proprietors. This deletes all modified name details.
Alias/Other...	Click to display the Maintain Aliases/Other screen to view any alias, name suffix or minor (date of birth) information for the registered proprietor. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.
Name	Enter the name of the caveator. This is a mandatory field.
Add	Click to add a row to enter a name on the instrument.
Delete	Click to delete the selected name from the instrument. You can only delete one name at a time.
	Click to move the selected caveator up one position.
	Click to move the selected caveator down one position.
Estate or Interest Claimed, Grounds and Derivation from Registered Proprietor	Type details of the estate or interest claimed and the reason why it is being claimed. To begin a new line in this field, press the Enter key. This is a mandatory field.
Notice	Landonline displays standard wording for the caveat and a text field below. Enter details of any exceptions to this statement in the field (if required). To begin a new line in this field, press the Enter key. The text field does not display for a caveat forbidding issue of title removing limitation.
Enter Address...	Click to display Enter/Update Address screen to enter the address details for Service of Caveator, or Registered Proprietor. Note: If address does not exist, New Zealand is displayed.
Preview …	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. When a vendor releases an instrument it is then in the control of the purchaser. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration.
Help	Click to display the help topic for preparing a caveat.
Save	Click to save details entered for the instrument. The Prepare Caveat screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-25 Prepare Caveat screen information – All mode

Prepare Caveat screen – Part of Land/Complex mode

The following table lists additional fields and buttons that display when you select Part of Land/Complex mode in the Prepare Caveat screen.

Caveat – Against dealings with land under s137 Land Transfer Act 1952

Field or Button	Action
Description of Part Affected (if required)	Enter the description of the part of land or estate affected by the caveat, if applicable. To begin a new line in this field, press the Enter key.
Affected	This field defaults to checked indicating all registered proprietors are affected by the caveat. Uncheck any registered proprietor not affected by the caveat, if required.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.

Table I-26 Prepare Caveat screen information – Part of Land/Complex mode (caveat against dealing with land)

Caveat – Forbidding issue of title removing limitation under s205(4) Land Transfer Act 1952

Field or Button	Action
Description of Land Affected	Enter the description of the land affected by the caveat. To begin a new line in this field, press the Enter key. This is a mandatory field.
Estate or Interest Claimed and Grounds for Claim	Enter details of the estate or interest claimed by this caveat and the reason why it is being claimed. To begin a new line in this field, press the Enter key. This is a mandatory field.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.

Table I-27 Prepare Caveat screen information – Part of Land/Complex mode (caveat forbidding issue of title)

Prepare Caveat screen – Lease/Mortgage/Other mode

The following table lists additional fields and buttons that display when you select Lease/Mortgage/Other mode in the Prepare Caveat screen. There are three sub-modes in this mode (ie Lease, Mortgagee/Encumbrancee and Other). The fields that display depend on the sub-mode you select.

Lease and Mortgage/Encumbrance sub-modes

Field or Button	Action
Affected instrument No	Landonline displays the affected instrument number.
Type	Landonline displays the type of affected instrument.
Name (of Interest Holder)	Landonline displays the name of the registered interest holder(s). If you check the Change due to Pending Dealing checkbox, enter or edit the name of the interest holder.
Affected	Check to indicate the selected interest holder is affected by the caveat. Uncheck any interest holder no affected by the caveat, if required.
Estate or Interest Claimed, Grounds and Derivation from Interest Holder	Enter details of the estate or interest claimed and the reason why it is being claimed. To begin a new line in this field, press the Enter key. This is a mandatory field.

Field or Button	Action
Enter Address...	Click to display Enter/Update Address screen to enter the address details for Interest Holder. • Note: If address does not exist, New Zealand is displayed.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.

Table I-28 Prepare Caveat screen information – Lease/Mortgage/Other mode, Lease and Mortgage/Encumbrance sub-modes

Other sub-mode

Field or Button	Action
Description of Part Affected (if required)	Enter the description of the part of land or estate affected by the caveat, if applicable. To begin a new line in this field, press the Enter key.
Affected instrument No	Enter the number of the affected instrument. This is a mandatory field.
Interest Holder	Enter the name of the interest holder. This is a mandatory field.
Caveator	Enter the name of the caveator. This is a mandatory field.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.
Insert Names…	Click to display the Insert Names screen to add names of parties to the instrument. This button only displays in Other sub-mode when there are multiple Conveyancing Professionals for the instrument role.

Table I-29 Prepare Caveat screen information – Lease/Mortgage/Other mode, Other sub-mode

Enter/update address details

Field or Button	Action
Postal/PO Box	Select to enter postal/physical address. Landonline displays following fields: Name/Care of Street/PO Box Suburb/Town Country (defaults to New Zealand) Postcode
Other	Select to enter email or fax. Landonline displays following fields: Name/Care of Email Fax You can enter an Email address or a Fax number. You cannot enter data in both fields.
Help	Click to display the help topic for entering or updating an address
OK	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-30 Enter/update address details screen information – All/Lease/Mortgage/Other mode

Prepare Change of Name screen – Registered Proprietor name type

The following table lists the fields and buttons that display when you select Registered Proprietor name type in the Prepare Change of Name screen.

Field or Button	Action
Instrument No.	Landonline displays the type and number of the instrument.
Status	Landonline displays the status of the instrument.
Last Modified	Landonline displays the name of the person who last updated the instrument, the date and time.

Field or Button	Action
Affected Titles	Landonline displays the titles affected by the instrument.
Change of Name	Select the type of change you are preparing: • Change of Name • Correction of Name
Type of Name Change	Select the type of name to change or correct: • Registered Proprietor • Mortgagee/Encumbrancee • Lessee • Other (eg grantee)
Registered Proprietors	Landonline displays the name of the each registered proprietor on the affected title(s) as well as any name suffix and share details for proprietors, if appropriate.
Deal with Titles Separately	Check to enable selection of each affected title reference and display the registered proprietors for the selected title only. Landonline can default this option to checked (eg when the existing ownership and/or shares on affected titles are different).
Title Ref	Landonline displays the list of titles affected by the change or correction of name. This field is only active when Deal with Titles Separately has been checked. Select a title reference to display the ownership and shares for the selected title only.
Given Name(s)	Landonline displays the given name(s) of the registered proprietor.
Family Name	Landonline displays the family name of the registered proprietor.
Alias/Other	Landonline displays a tick in this field if the registered proprietor has any aliases, a name suffix or minor (date of birth) information.
Corporate Name	Landonline displays the corporate name of the registered proprietor.
Executor/Administrator	Landonline only displays this field when an executor or administrator role exists for an individual registered proprietor.
Existing Share of Whole Title	Landonline displays the existing shareholding of the registered proprietor.
Affected Proprietor	Check to indicate the registered proprietor is affected by the change or correction of name. Landonline copies this name to the Applicants area.
Alias/Other...	Click to display the Maintain Aliases/Other screen to view any alias, name suffix or minor (date of birth) information for the registered proprietor.
Given Name(s)	Landonline displays the given name(s) of the registered proprietor affected by the change or correction of name. Edit the given name(s) or enter the new name(s) for the registered proprietor.
Family Name	Landonline displays the family name of the registered proprietor affected by the change or correction of name. Edit the family name or enter the new name for the registered proprietor.
Alias/Other	Landonline displays a tick in this field if the registered proprietor has any aliases, a name suffix or minor information.
Corporate Name	Landonline displays the corporate name of the registered proprietor affected by the change or correction of name. Edit the corporate name or enter the new name for the corporate registered proprietor.
Alias/Other...	Click to display the Maintain Aliases/Other screen to enter or edit an alias, name suffix or minor (date of birth) information for the selected applicant.
Display Resulting Ownership	Click to generate and display the resulting change to the name of registered proprietor name(s) and the ownership details in the text field below. This indicates how the ownership details will display on the current title view when registered. Landonline does not save this information when you save the transfer and it does not display it in the detailed structured text view (DTSV) in Workspace.
Preview …	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.

Field or Button	Action
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. When a vendor releases an instrument it is then in the control of the purchaser. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration.
Add Text…	Click to display the Add Text screen to add additional text to the instrument.
Help	Click to display the help topic for preparing a change of name.
Save	Click to save details entered for the instrument. The Prepare Change of Name screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-31 Prepare Change of Name screen information – Registered Proprietor name type

Prepare Change of Name screen – Mortgage/Encumbrance and Lease name types

The following table lists the changes fields and buttons that display when you select Mortgage/Encumbrance and Lease name types in the Prepare Change of Name screen. Refer to Prepare Change of Name screen – Registered Proprietor name type for details of other fields and buttons.

Field or Button	Action
Affected instrument No	Landonline displays the affected instrument number.
Type	Landonline displays the type of instrument.
Existing Name	Landonline displays the existing name as recorded.
Affected	Check to indicate the instrument is affected by the name change. Landonline copies this name to the New Name field.
New Name	Edit the existing name or enter the new name.

Table I-32 Prepare Change of Name screen information – Mortgage/Encumbrance and Lease name types

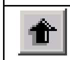
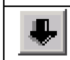
Prepare Change of Name screen – Other name type

The following table lists the changes fields and buttons that display when you select Other name type in the Prepare Change of Name screen. Refer to Prepare Change of Name screen – Registered Proprietor name type for details of other fields and buttons.

Field or Button	Action
Affected instrument No	Enter the number of the affected instrument. This is a mandatory field.
Existing Name	Enter the existing name as recorded. This is a mandatory field.
New Name	Enter the new name or corrected name. This is a mandatory field.
Add Image…	Click to display the Add Text screen to add additional text to the instrument.
Insert Names…	Click to display the Insert Names screen to add names of parties to the instrument. This button only displays in Other sub-mode when there are multiple Conveyancing Professionals for the instrument role.

Table I-33 Prepare Change of Name screen information – Other name type

Prepare Notice of Claim screen – Title mode

Field or Button	Action
Instrument No.	Landonline displays the type and number of the instrument.
Status	Landonline displays the status of the instrument.
Last Modified	Landonline displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Landonline displays the titles affected by the instrument.
Title	Select to indicate the notice of claim is a registered proprietor on the affected title(s). This is the default mode.
Lease/Mortgage/Other	Select to indicate the notice of claim is for a lease, a mortgage, or other type of interest. This mode has three sub-modes: • Lease • Mortgage/Encumbrance • Other (eg Forestry Agreement)
Claimant Name	Enter the name of the claimant. This is a mandatory field.
Change due to Pending Dealing	Check to activate the Spouse, Civil Union or De Facto Partner area to allow pre-populated names to be changed or to enter a spouse or partner associated with a company entity. Caution: Only change the name if you know there is a pending dealing modifying a name.
Given Name(s)	Landonline displays the given name(s) of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the given names of an individual registered proprietor or the spouse or partner associated with a company.
Family Name	Landonline displays the family name of the registered proprietor. If you check the Change due to Pending Dealing checkbox, enter or edit the family name of an individual registered proprietor or the spouse or partner associated with a company.
Alias/Other	Landonline only displays a tick in this field if the spouse, civil union or de facto partner has any aliases, a name suffix or minor (date of birth) information.
Executor/Administrator	Landonline only displays this field when a role exists for an individual registered proprietor. If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the registered proprietor from the drop down list, if applicable.
Affected	Check to indicate the name of the registered proprietor affected by the notice of claim.
Add	Click to add a row to enter a name on the instrument. This button only displays when you check the Change due to Pending Dealing checkbox.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name up one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name down one position. This button only displays when you check the Change due to Pending Dealing checkbox.
Restore	Click to display the existing registered proprietors. This deletes all modified name details.
Alias/Other...	Click to display the Maintain Aliases/Other screen to view alias, name suffix or minor (date of birth) information for the selected spouse, civil union or de facto partner. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.
Derivation from Registered Proprietor (if applicable)	Enter details of what is being claimed from the registered proprietor and the reason why, if applicable. To begin a new line in this field, press the Enter key.
Relationship Details	Select the type of relationship. The options are: • Marriage • De Facto Relationship • Civil Union The fields that display in this area depend on the option you select.
Date of Marriage	Enter the date of the marriage. This is a mandatory field and only displays when you select the Marriage option.
Location	Enter the location of the marriage or civil union. This is a mandatory field and only displays when you select Marriage and Civil Union.

Field or Button	Action
Duration of Relationship	Enter the duration of the de facto relationship. This is a mandatory field and only displays when you select the De Facto Relationship option.
Date of Civil Union	Enter the date of the civil union. This is a mandatory field and only displays when you select the Civil Union option.
Notice	Landonline displays the standard wording of the Act by virtue of the marriage, de facto relationship or civil union of the affected spouse, de facto partner or civil union partner's name.
Enter Address...	Click to display Enter/Update Address screen to enter the address details for Service of Claimant, Spouse, De Facto Partner or Civil Union Partner. Note: If address does not exist, New Zealand is displayed.
Preview …	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. When a vendor releases an instrument it is then in the control of the purchaser. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration.
Add Image…	Click to display the Attach Image screen. You can attach up to three images to an instrument.
Help	Click to display the help topic for preparing a notice of claim.
Save	Click to save details entered for the instrument. The Prepare Notice of Claim screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-34 Prepare Notice of Claim screen information – Title mode

Prepare Notice of Claim screen – Lease/Mortgage/Other mode

The following table lists additional fields and buttons that display when you select Lease/Mortgage/Other mode in the Prepare Notice of Claim screen. There are three sub-modes in this mode (ie Lease, Mortgagee/Encumbrancee and Other). The fields that display depend on the sub-mode you select.

Lease and Mortgage/Encumbrance sub-modes

Field or Button	Action
Affected instrument No	Landonline displays the affected instrument number. When there is more than one name on the affected instrument number, this number will only display once.
Type	Landonline displays the type of affected instrument (eg Lease, Mortgage, Encumbrance).
Name	Landonline displays the name(s) on the lease, mortgage or encumbrance.

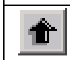
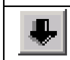
Table I-35 Prepare Notice of Claim screen information – Lease/Mortgage/Other mode, Lease and Mortgage/Encumbrance sub-modes

Other sub-mode

Field or Button	Action
Affected instrument No	Enter the number of the affected instrument. This is a mandatory field.
Claimant	Enter the name of the claimant. This is a mandatory field.
Spouse, Civil Union or De Facto Partner	Enter the name of the spouse, civil union partner or de facto partner. This is a mandatory field.

Table I-36 Prepare Notice of Claim screen information – Lease/Mortgage/Other mode, Other sub-mode

Prepare Memorandum of Priority screen

Field or Button	Action
Instrument No.	Landonline displays the type and number of the instrument.
Status	Landonline displays the status of the instrument.
Last Modified	Landonline displays the name of the person who last updated the instrument, the date and time.
Affected Titles	Landonline displays the titles affected by the instrument.
Change due to Pending Dealing	Check to allow you to edit details in the: • Registered Proprietors/Interest Holder area. • Affected Instrument No field. • Mortgagee/Encumbrancee field. Defaults to checked when an affected title has a status of Pending, Pre-allocated, Not Yet Converted or Cancelled and will also step down to LODGE. **Caution**: Only change the name if you know there is a pending dealing modifying a name.
Given Name(s)	Landonline displays the given name(s) of the registered proprietor or interest holder. If you check the Change due to Pending Dealing checkbox, enter or edit the given names of an individual.
Family Name	Landonline displays the family name of the registered proprietor or interest holder. If you check the Change due to Pending Dealing checkbox, enter or edit the family name of an individual.
Alias/Other	Landonline displays a tick in this field if the registered proprietor or interest holder has any aliases, a name suffix or minor (date of birth) information.
Corporate	Landonline displays the corporate name of the registered proprietor or interest holder. If you check the Change due to Pending Dealing checkbox, enter or edit the name of the corporate registered proprietor or interest holder.
Executor/Administrator	Landonline displays the executor or administrator role for the registered proprietor or interest holder (if applicable). If you check the Change due to Pending Dealing checkbox, select the executor or administrator role for the registered proprietor or interest holder from the drop down list (if applicable).
Add	Click to add a row to enter a name on the instrument. This button only displays when you check the Change due to Pending Dealing checkbox.
Delete	Click to delete the selected name on the instrument. You can only delete one name at a time. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name up one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to move the selected name down one position. This button only displays when you check the Change due to Pending Dealing checkbox.
	Click to display the Maintain Aliases/Other screen to view any alias, name suffix or minor (date of birth) information for the registered proprietor. To edit information in the Maintain Aliases/Other screen, check the Change due to Pending Dealing checkbox before you click this button.
Restore	Click to display the existing registered proprietors. This deletes all modified name details.
New Ranking	Select the priority for the instrument from the drop down list. This is a mandatory field.

Field or Button	Action
Affected Instrument No	Select the affected instrument number from the drop down list. This is a mandatory field. To manually enter an affected instrument number, check the Change due to Pending Dealing checkbox, and enter the number.
Mortgagee/Encumbrancee	Landonline displays the name of the mortgagee or encumbrancee on the selected affected instrument. To manually enter a mortgagee or encumbrancee, check the Change due to Pending Dealing checkbox and click or tab into this field to display the Mortgagee/Encumbrancee names screen to enter the name. This is a mandatory field.
Title Ref	Landonline displays the title reference when you select the Affected Instrument No. If there is more than one title affected, a + (plus) displays after the title reference. This field will be blank if the affected title has a status of Pending, Pre-allocated, Not Yet Converted or Cancelled. Click or tab into the Title Ref field to display the Select Titles screen to select title reference(s) affected by the selected instrument. This is a mandatory field for Live and Part Cancelled titles.
Add	Click to add a row to enter details for a new memorandum of priority.
Delete	Click to delete the selected memorandum of priority. You can only delete one row at a time.
Exceptions to implied terms	Check to activate the field below to enter text to add variations to the terms implied by the Third Schedule of the Land Transfer Act 1952. To begin a new line in this field, press the Enter key. When you check this field, the Add Image... button displays. The instrument will step down to LODGE when you enter text in this field.
Preview …	Click to display the Preview Instrument/Request screen with a preview of the instrument. You can preview while preparing the instrument.
Pre-validate	Click to pre-validate the instrument. Landonline checks the content of the instrument is correct at that time. Once pre-validated, a message displays (above this button). It states whether the instrument Passed or Failed and the date and time the last pre-validation was performed. You can pre-validate an instrument as often as required.
Certify & Sign…	Click to display the Certify and Sign screen to certify and sign instruments in the *e-dealing*. This button label changes to Release once the instrument has been certified and signed.
Release	Click to release the instrument. When a vendor releases an instrument it is then in the control of the purchaser. This button label changes from Certify & Sign... to Release once the instrument has been certified and signed. Once all instruments in an *e-dealing* are released, it can be submitted to LINZ for registration.
Add Image…	This button only displays when you check the Exceptions to implied terms checkbox. Click to display the Attach Image screen. You can attach up to three images to an instrument. When you save the instrument with an image attached it will step down to LODGE.
Help	Click to display the help topic for preparing a memorandum of priority.
Save	Click to save details entered for the instrument. The Prepare Memorandum of Priority screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-37 Prepare Memorandum of Priority screen information

Mortgagee/Encumbrancee Names screen

Field or Button	Action
Names	Select the name of the mortgagee or encumbrancee affected by the instrument from the drop down list. If the name is not in the list, enter the name of the mortgagee or encumbrancee. Ensure the name you enter is correct as this is a free text field.
Add	Click to add a blank row to enter the name of a mortgagee or encumbrancee.
Delete	Click to delete the selected name from the list.
Help	Click to display the help topic for adding mortgagee or encumbrancee names.
Save & Close	Click to save and close the screen and return to the Prepare Memorandum of Priority screen.
Cancel	Click to cancel any changes and close the screen.

Table I-38 Mortgagee/Encumbrancee Names screen information

Select Titles screen

Field or Button	Action
Title References	Landonline defaults all title references in the list to checked to indicate they are affected by the selected instrument and mortgagee or encumbrancee. Uncheck one or more title references if they do not apply.
Deselect All	Click to uncheck all title references in the list.
Select All	Click to select all title references in the list.
Save & Close	Click to save your selection(s), close the screen and return to the Prepare Memorandum of Priority screen.
Cancel	Click to cancel any changes and close the screen.

Table I-39 Select Titles screen information

Maintain Aliases/Other screen

Field or Button	Action
Name	Displays the name of the selected registered proprietor, mortgagor, transferor, transferee, spouse, civil union partner or de facto partner.
Given Names	Type given name(s).
Family Names	Type the family name.
Add	Click to add a new row to enter another alias name.
Delete	Click to delete the selected alias name.
Name Suffix	Select the name suffix from the drop down list.
Minor	Check to indicate the person is a minor.
Date of Birth	Enter the date of birth for the minor. This field becomes active when you check the Minor checkbox.
Help	Click to display the help topic for adding an alias and name suffix information.

Table I-40 Maintain Aliases/Other screen information

Attach Image screen

Field or Button	Action
Attach Image…	Click to select an image file to attach to the instrument.
Remove Image…	Click to remove the selected image from the instrument.
Replace Image…	Click to select an image file to replace the selected image attached to the instrument.
Filename	Landonline displays the filename and path of the image attached to the instrument.

Field or Button	Action
OK	Click to attach image(s) to the instrument and close the screen. Any image attached to an instrument will only be saved when you save details of the instrument in the Prepare instrument screen.
Cancel	Click to cancel any changes and close the screen.

Table I-41 Attach Image screen information

Add Text screen

Field or Button	Action
Instrument No	Landonline displays the number of the instrument.
Status	Landonline displays the status of the instrument.
Last Modified	Landonline displays the name of the user who last saved the instrument and the date and time.
Additional Clauses, Conditions or Intent	Type text to explain additional clauses and conditions, or to clarify the intent of the instrument. There is a limit of 32,000 characters in this field.
Help	Click to display the help topic for adding text to an instrument.
OK	Click to add text to the instrument and close the screen. Any text added to an instrument will only be saved when you save details of the instrument in the Prepare instrument screen.
Cancel	Click to cancel any changes and close the screen.

Table I-42 Add Text screen information

Insert Names screen

Field or Button	Action
<role>	Landonline displays a tab for each instrument role with multiple Conveyancing Professionals for this instrument. The name on each tab depends on the instrument you are preparing (eg Grantee(s), Transferee(s), Applicant(s)). There can be more than one tab displayed in this screen.
Given Name(s)	Enter the given name(s) of the individual.
Family Name	Enter the family name of the individual.
Corporate Name	Enter the name of the corporate.
Add Name	Click to add a blank row to enter a new name.
Delete Name	Click to delete the selected name.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-43 Insert Names screen information

Validation Report screen

Field or Button	Action
Dealing No.	Number of the *e-dealing* being validated. This number only displays on the report if you pre-validated an *e-dealing* or when you view a report for a rejected *e-dealing*. It doesn't display when you pre-validate a specific instrument.
Instrument No.	Number of the instrument being validated. This number only displays on the report if you pre-validate a specific instrument.
Validated	Date and time on which the *e-dealing* or instrument was pre-validated.
Instrument	Number of the instrument in the *e-dealing* that failed.
Reason	Reason why the instrument failed validation.
Failure/Warning	Severity of the failure.
Rule	Reference code of the automated check. For more information, refer to Titles business rules (*e-dealings*) in Landonline Help.

Field or Button	Action
Print/Save	Click to print the results of the Pre-validation Report or save it to a location on your computer.
Cancel	Click to close the screen.
Continue to Submit	Click to continue to submit the *e-dealing*. This button only displays when you submit an *e-dealing* that fails validation at submission.
Cancel Submit	Click to cancel submitting the *e-dealing* and return to the Create Dealing screen. This button only displays when you submit an *e-dealing* that fails validation at submission. It replaces the Cancel button.

Table I-44 Validation Report screen information

Preview Instrument/Request screen

Field or Button	Action
OK	Click to close the screen and return to the previous Prepare instrument screen.

Table I-45 Preview Instrument/Request screen information

Create A&I Form screen

Field or Button	Action
Type (A&I Form)	Select the type of A&I Form for your client. The options are: • Private Individual(s) – for a private individual client. • Private Corporate – for a private corporate client. • Public Corporate – for a public corporate client (eg a company listed on the stock exchange or a Government department).
Firm	Landonline displays the name of your firm.
Dealing Number	Landonline displays the number of the dealing on the A&I Form.
Client Reference	Landonline displays any client references you entered in the **Create Dealing** screen. Change the reference(s) if required. This will not change the client reference(s) in the Create Dealing screen.
Name	Landonline displays the name(s) of clients for this *e-dealing*. These names default to names entered in the Prepare instrument screen(s) or existing names on the title. If applicable, any name suffix and minor date of birth details also display. You cannot edit these names. If you add a client, type the name of the client.
Display on A&I	Check to include the name on the A&I Form. Uncheck if you want to exclude this name from the A&I Form.
Add Client	Click to add a row to enter a new name in the Client Details area.
Uncheck All	Click to uncheck the Display on A&I checkbox for all names in the Client Details list.
Property Address	Enter the address of the property.
Select Inst	This field defaults to checked and indicates the instrument will be included on the A&I Form. Uncheck to exclude an instrument from the A&I Form.
Type (instrument)	Landonline displays the code for the instrument.
Instrument Description	Landonline displays the description of the instrument.
Additional Info	Landonline displays additional information for each instrument.
Details	Type details for the additional information field displayed for an instrument. If there is more than one name to enter (eg for Other Parties) separate each name with a comma. Some fields in the Details column already contain information (eg Title Reference) and cannot be edited.
Print Preview…	Click to display the A&I Preview screen with a preview of the A&I Form.
Print…	Click to print the A&I Form.
Save to File…	Click to save the A&I Form to a specified file on your computer. This saves as a rich text format (rtf) which you can view and edit in Microsoft Word.

Field or Button	Action
Help	Click to display the help topic for creating an A&I Form.
Close	Click to close the screen.

Table I-46 Create A&I Form screen information

A&I Preview screen

Field or Button	Action
Print…	Click to print the A&I Form.
Save to File…	Click to save the A&I Form to a specified file on your computer. This saves as a rich text format (rtf) Word document.
Help	Click to display the help topic for previewing, printing and saving an A&I Form.
Close	Click to close the screen.

Table I-47 A&I Preview screen information

Certify and Sign screen

Field or Button	Action
<Instrument Tab>	Landonline displays a tab for each instrument your firm is responsible for in the *e-dealing*. The icon on each tab indicates the status of that instrument. An instrument not ready for signing a red cross icon displays after the instrument name in the tab, eg 1 Discharge of Mortgage. For a description of other status icons, see **3.2.2.2 *e-dealing*, instrument and request status**. Click to view structured text details and certifications for the selected instrument. If there is a larger number of instruments than will fit in this screen, navigation arrows display in the top right in the tabs area. Click and to navigate through the instruments.
Instrument details	Landonline displays details of the selected instrument to be certified and signed. If necessary, scroll to view all details.
<Instrument name> Certifications	Check to indicate you concur with the group of certifications for the instrument. Scroll if necessary to view all certifications (eg Special certifications or when signing for both parties). If there is a problem with the instrument, Landonline displays the status of the instrument in this area. (You can pre-validate the instrument and view the Pre-validation Report to view the details of why you cannot certify the instrument.)
Instrument Status	Landonline advises the signing status of the instrument. Note: This label only displays for an image only instrument that has no certifications.
Select Names…	Click to display the Select Names screen to select a Conveyancing Professional (CP) and party or parties to certify and sign for an instrument role. Note: This button only displays when there are multiple CPs in your firm representing one instrument role.
This instrument is ready to sign	Check to indicate the instrument is ready to sign. Note: This checkbox only displays for an instrument that has no certifications (eg some image only instruments).
Help	Click to display the help topic for certifying and signing instruments.
Sign	Click to display the Documents to Sign screen to begin the signing process
Cancel	Click to cancel certifying and signing instruments and close the screen. Landonline returns you to the screen from which you initiated the certification and signing process. All certifications made for instruments at this time are cleared.

Table I-48 Certify and Sign screen information

Select Names screen

Field or Button	Action
CP	Select the name of the Conveyancing Professional (CP) from the drop down list. This can also be the name of the CP you are certifying and signing on behalf of. This field lists all CPs in your firm named as representing the instrument role in the Create Dealing screen.
Parties	Check to indicate the name of the party to the instrument for which you are about to certify and sign. You can select more than one party if required.
Deselect All	Click to uncheck all parties in the list. This button does not display for an image only instrument or an instrument prepared in Other sub-mode of Lease/Mortgage/Other mode.
Select All	Click to select all parties in the list. This button does not display for an image only instrument or an instrument prepared in Other sub-mode of Lease/Mortgage/Other mode.
Save & Close	Click to save changes and close the screen and return to the instrument tab of the Certify and Sign screen.
Cancel	Click to cancel any changes and return to the Certify and Sign screen.

Table I-49 Select Names screen information

Documents to Sign screen

Field or Button	Action
Inst No	Landonline displays the instrument number and its priority in the *e-dealing*.
Role	Landonline displays the representative role for the instrument.
Instrument	Landonline displays the instrument description.
I confirm that I have fully viewed and understand the effect of the documents listed above.	Check to indicate you have fully viewed and understand the effect of the documents listed in this screen and they are ready to sign.
Help	Click to display the help topic for signing instruments.
OK	Click to sign all instruments listed and close the screen.
Cancel	Click to cancel signing and return to the Certify and Sign screen.

Table I-50 Documents to Sign screen information

Documents Signed screen

Field or Button	Action
Inst No	Landonline displays the instrument number and its priority in the *e-dealing*.
Role	Landonline displays the representative role for the instrument.
Status	Landonline displays the status of the instrument.
Receipt No	Landonline displays the unique receipt number of the signature for the instrument.
Instrument	Landonline displays the instrument description.
Help	Click to display the help topic for viewing signed instruments.
OK	Click to close the screen and return to the screen from which you initiated the certification and signing process.

Table I-51 Documents Signed screen information

Indicative Fee Charges screen

Field or Button	Action
Transaction Details	Displays details of the *e-dealing* being created or submitted. The Primary Contact (PC) field displays the name of the PC for the first instrument responsible for fees.

Field or Button	Action
Fee Details	Displays details of the indicative fees charged for each item with a Total below.
Notes for your invoice	Type notes about the selected item. These comments display below each item on your firm's account from LINZ. You can enter up to 255 characters. To add an additional line, press Ctrl and Enter. Do not use an apostrophe (‘), double quotes (“) or vertical bar (pipe) (|) in this field.
Help	Click to display the help topic for viewing indicative fee charges.
OK	Click to save any notes entered and either: • Return to the Create Dealing screen (if opened from the Dealing menu), or • Confirm indicative fee charges when submitting an *e-dealing*.
Cancel	Click to either: • Cancel any changes and return to the Create Dealing screen (if opened from the Dealing menu), or • Reject the indicative fee charges when submitting an *e-dealing*. The *e-dealing* is not submitted.

Table I-5\2 Indicative Fee Charges screen information

Post Registration Search screen

Field or Button	Action
Subject line	Landonline automatically displays details in this field. This information displays in the subject line of the email sent to you. You can add or edit details in this field if required.
CT	Landonline displays the title reference.
View	Select the view you require from the drop down list.
Client Ref	Landonline displays the external client reference(s). When there are two references entered on the Create Dealing screen, they display separated by an ampersand (&). You can add or edit details in this field if required. Client references display in the footer of the Title Search.
Select	This field defaults as checked. Uncheck if you don’t require a search for a selected title.
Instrument	Landonline displays the number of the instrument in the *e-dealing*.
Instrument Type	Landonline displays the type of instrument in the *e-dealing*.
Select	Check to indicate you require a detailed structured text view for the selected instrument. Leave unchecked if you don’t require a detailed structured text view for the selected instrument. A mortgage will always default to checked. Uncheck if a detailed structured text view is not required.
Client Reference	Landonline automatically displays details in this field. When there are two client references entered on the Create Dealing screen, they display separated by an ampersand (&). You can add or edit details in this field if required. Client References display in the footer of the detailed structured text view for the instrument(s) you select.
Select All	Click to include all titles and instruments in the search list. Landonline checks the Select checkbox for all titles and instruments.
Clear selection	Click to clear all titles and instruments selected in the search list. Landonline unchecks the Select checkbox for all titles and instruments.
Help	Click to display the help topic for requesting searches.
Submit with selected searches (if any)	Click to validate information entered for the searches and submit the *e-dealing* and any searches you have selected.
Submit with no searches	Click to submit the *e-dealing* with no searches.

Table I-53 Post Registration Search screen information

Create Request screen

Field or Button	Action
Request Type	Select the type of request from the drop down list. This is a mandatory field.
Dealing Number	Select the number of the dealing from the drop down list. This list contains all current dealings for your firm in Workspace, all lodged dealings that are yet to be finalised, and any manual dealings created by your firm that have yet to be registered. Any Client References entered also display next to the dealing in the list. If the dealing number does not display in this list, enter the dealing number. This is a mandatory field for some request types (ie Titles – Application to Sustain Caveat (S145/A145), Titles – Withdraw Instrument, Titles – Withdraw Dealing, Titles – Dealing Correspondence, Titles - Requisition_Rejection Clarification, Titles - Requisition_Rejection Review).
Client Reference 1	Type a client file reference for your own records for the request (if required). If you leave this field blank, when you save the request Landonline will create a default reference using the Id of the user currently logged in. Note: If the request is linked to an *e-dealing*, any reference entered here will not be transferred to the Create Dealing screen. If you are creating the request from the Create Dealing screen, and you entered a client reference for the *e-dealing* it will display here.
Client Reference 2	As above. This second client reference field can be used when your firm has more than one client for the same request.
Title Reference	Click in this field to display the Select Titles screen to search or enter title(s) affected by the request. This is a mandatory field for a Titles – Correction and Titles – Correction Prevents Registration request. This field does not display for a Titles – Dealing Correspondence request.
Settlement Date	Enter the settlement date for the *e-dealing*. This is a mandatory field and only displays for a Titles – Correction Prevents Registration type of request.
Contact Person	Select the contact person for the request from the drop down list. This will default to the user currently logged in. Only users within your firm display in this list. Alternatively, enter the name of the contact person. This is a mandatory field.
Email	Landonline displays the email address of the selected Contact Person (if recorded in the Contact Details tab in the Maintain User screen, see **3.9.1.1 Change your Contact details**). Enter or edit the email address (if required). This will not update details in the Contact Details tab for the user.
Mobile	Landonline displays the mobile number for the selected Contact Person. Enter or edit the mobile number (if required). This will not update details in the Contact Details tab for the user.
Phone	Landonline displays the phone number for the selected Contact Person. Enter or edit the phone number (if required). This will not update details in the Contact Details tab for the user.
Fax	Landonline displays the fax number for the selected Contact Person Enter or edit the fax number (if required). This will not update details in the Contact Details tab for the user
Created Date	Landonline displays the date and time the request was created. When the request is sent for processing, the label for this field changes to Sent Date.
Last Modified By	Landonline displays the name of the person who last updated the request.
Request Status	Landonline displays the status or the request (ie Draft, Sent or Complete).
Firm	Landonline displays the name of the firm for the logged on user.
Request Id	Landonline displays the number of the request. This number is automatically created when you first open the screen.
Instruments	Landonline displays all instruments (and their affected titles) for the dealing number you entered in this area. The status of each instrument only displays when there request type is Titles – Withdraw Instrument. This area only displays for a Titles – Withdraw Dealing and Titles – Withdraw Instrument type of request.

Field or Button	Action
Select	Check to indicate the instrument(s) affected by the Titles – Withdraw Instrument request type. All instruments default to checked for a Titles – Withdraw Dealing request type and you cannot uncheck an instrument. This checkbox only displays for a Titles – Withdraw Dealing and Titles – Withdraw Instrument type of request.
Notes/Comments	Enter relevant details about the request. You can enter up to 2000 characters in this field. This field does not display for a Titles – Withdraw Dealing and Titles – Withdraw Instrument type of request.
Send	Click to send the request for processing.
Preview…	Click to display a preview of the request in the Preview Instrument/Request screen.
Attach Letter…	Click to display the standard windows screen to select the image file of a letter to attach to the request. The image can be in a .tif or .pdf format. When you attach an image the button label changes to Delete Letter and (Paper clip) displays next to this button. The file path and name of the image displays above the Send button.
Delete Letter	Click to delete the attached image file. The button label changes to Attach Letter... and the filename and (Paper clip) are removed.
Print…	Click to print the structured text view of the request.
Help	Click to display the help topic for creating a request.
Save	Click to save details entered for the request. The Create Request screen remains open.
Save & Close	Click to save changes and close the screen.
Cancel	Click to cancel any changes and close the screen.

Table I-54 Create Request screen information

Select Request screen

Field or Button	Action
Request Id	Landonline displays the number of the request.
Description	Landonline displays the description of the request linked to this *e-dealing*.
Status	Landonline displays the status of the request linked to this *e-dealing*.
Create Req…	Click to display the Create Request screen to create a new request. This new request does not necessarily have to be linked to the current *e-dealing*.
Open Req..	Click to display the Create Request screen with details of the selected request.
Delete Req	Click to delete the selected request.
Help	Click to display the help topic for selecting requests.
Close	Click to close the screen.

Table I-55 Select Request screen information

Enter Titles screen (Requests)

Field or Button	Action
Title Ref.	If known, type the reference for the title (eg WN1A/1, 1722), and press Tab or click elsewhere in the screen. If the request is linked to a dealing, the title reference(s) from the dealing will display.
Title Status	Landonline displays the current status of the title (eg Live, Part-Cancelled, Pre-allocated, Pending).
Selected	Check to indicate the selected title is affected by the request. Uncheck if the title does not affect the request.
Add	Click to add a blank row to enter another reference for a title.
Search for Title…	Click to display the Search Title screen to search for a title.
Search by Inst	Click to display the Search Title by Instrument screen to search for a title by an instrument number.

Field or Button	Action
	Click to display the help topic for selecting affected titles for a request.
Select All	Click to indicate all titles in the list are affected. Landonline checks the Selected checkbox next to each title.
Unselect All	Click to indicate none of the titles in the list are selected. Landonline removes the check in the Selected checkbox next to each title.
OK	Click to save your selection(s) and return to the Create Request screen.
Cancel	Click to cancel any selection(s) and close the screen.

Table I-56 Create Request screen information