Landonline *e-dealing*

Handbook for Students

Land Information New Zealand
updated February 2009
for Landonline version 3.1

Table of Contents

Purpose and Scope of Handbook

Purpose	This Handbook contains modules of learning which explain Landonline *e-dealing* and how it relates to the New Zealand Law Society conveyancing process resources. It is designed to support the learning resources provided by the tertiary institution at which you are enrolled or the course material for your particular continuing education programme. This Handbook does not teach conveyancing law and practice.
Intended readership	This Handbook is primarily intended for persons who are studying for: • The New Zealand Law Society Legal Executive course; or • The Professional Legal Studies Course; or • Completing entry level or continuing education programmes on conveyancing.
Practice and application of learning	Your learning experience from this Handbook will be enhanced if you use your personal computer to try the online *e-dealing* practise tools on the Landonline website www.landonline.govt.nz
Training in your firm	It is expected that you will receive more comprehensive *e-dealing* training when you join a firm and are issued with a current digital certificate, Landonline password and user name.
Other training and education resources	Further information on selected topics in this Handbook can be accessed via. www.landonline.govt.nz and are highlighted in blue under the headings **Practice and Application.** The **Help and Support** section at the end of this Handbook contains details of online *e-dealing* training and education resources.

Overview - Landonline *e-dealing*

Learning objectives

This section introduces you to Landonline *e-dealing*. You will learn an overview of how *e-dealing* works and the benefits it delivers to you.

Timing

This section can be completed in 10-15 minutes.

Terminology

The following common terms are used throughout this Handbook -

Landonline and Workspace

Landonline: Landonline is the online service for lawyers, conveyancers, surveyors and other land professionals, providing access to the Land Information New Zealand (LINZ) authoritative database for land title and survey information. It enables land professionals to search, and to lodge title dealings and survey data digitally.

Workspace: Workspace is the first screen a user will see on Landonline after logging on. It is the "cyber file" used to create and manage all aspects of each *e-dealing* including searching, preparing instruments and messaging. LINZ maintains the workspace.

Access Profile: Access profiles are controlled by the Registrar-General of Land and set by LINZ. For instance a practitioner's profile permits him or her to certify and sign an instrument (subject to the access privilege granted by the firm).

Access Privilege: Access privileges are set by the firm's System Manager to enable users to carry out various tasks – searching, instrument preparation, certifying and signing, releasing and submitting. Access privileges for each user, are set within the constraints of the user's access profile.

Digital Certificates: A Digital Certificate is used to identify who you are as you travel around the Internet. LINZ uses Digital Certificates to authenticate each person using Landonline.

***e-dealing* Roles**

Conveyancing Professional: The Conveyancing Professional is the only person who can certify and sign an instrument prior to its being submitted for registration. A Conveyancing Professional is prescribed in the Land Transfer Act 1952, as a practitioner within the meaning of section 6 of the Lawyers and Conveyancers Act 2006 or a landbroker licensed by the RGL.

Primary Contact: The Primary Contact is the person responsible for the day to day management of the e-dealing, including preparation of instruments. The Primary Contact would usually attend on settlement (*release*) and to registration (*submit*).

System Manager: The System Manager is the person nominated by each firm to administer access to Landonline with that firm, including what access privileges each user can exercise.

Overview - Landonline *e-dealing*, continued

***e-dealing* process**

Authority and Instruction Form (A & I): The Client Authority and Instruction (A&I) form gives a practitioner the necessary authority to change the Register on behalf of the client. This form protects the practitioner from subsequent challenge as to his or her authority to change the Register.

Auto Reg (Automatically Registrable) - An "Auto Reg" instrument can be registered or rejected electronically without intervention by a LINZ employee. Provided they pass the necessary business rules, Auto Reg instruments are registered automatically and the corresponding computer register is immediately updated with details of the transaction.

Certify and Sign: Each instrument in an *e-dealing* must be certified and signed by the Conveyancing Professional as meeting all LINZ requirements. The certificates differ slightly for each instrument and are displayed on each instrument.

e-dealing: Any dealing prepared and lodged electronically in Landonline.

Lodge with Template means the instrument can be prepared and lodged using *e-dealing* as a Template. The 'template' instruments display in Workspace with interactive fields, allowing most of the instruments to be automatically and instantly registered.

Lodge with Image Only means you can simply attach the documents you need to your *e-dealing* instrument. LINZ staff will check the instrument prior to registration.

Release: Each instrument must be released before it can be submitted for registration. A vendor releases the transfer and discharge upon settlement. This is analogous to handing over the transfer and discharge in a face to face settlement or dispatching them in a faxed settlement.

Submit: Lodging an instrument for registration in Landonline.

Overview - Landonline *e-dealing*, continued

Introduction

Landonline *e-dealing* enables lawyers, conveyancers and other land professionals to prepare and lodge land titles transactions online via their own PC. These online transactions include real-time registration of discharges, transfers and mortgages.

How it works

The *e-dealing* Workspace contains a range of screens that you use to fill in transaction details. *e-dealing* also works smartly by automatically inserting details – for example, the name of the registered proprietor - directly from the titles register.

There is an automated pre-validation tool which can check your dealing details ensuring it meets the guidelines and regulations before you lodge it with LINZ.

The benefits of *e-dealing*

e-dealing offers the following benefits to legal executives, lawyers and conveyancers:

Real-time registration of Auto Reg *e-dealings*

e-dealing enables authorised users to update the land titles register directly and instantly when submitting *Auto Reg* instruments.

Multi-layered security

- Increased security from signature fraud
- Only a conveyancing professional with their own Digital Certificate is able to ‘certify and sign’
- No loss of documents between offices

Time and $$ savings

- ‘Any day of the week’ settlement
- Register anytime between Monday to Friday 9.00am to 4.00pm
- All data entry is done in advance
- A&I forms can be prepopulated in Landonline
- Conveyancing professionals or partners freed up on settlement day
- File closed on settlement day
- Saves on disbursements

Overview - Landonline *e-dealing*, continued

Significantly fewer rejections	• *e-dealing*'s built-in pre-validation tool significantly reduces error rates by having the transaction validated before certifying and signing.
Efficient and user friendly	• Less correspondence and paperwork • Instantly checks and confirms before registration • Automated workflow for tracking and control • Safeguards - warnings prevent mis-spelt words
Automatic fee calculation	• Landonline's automatic fee calculator eliminates errors in fee calculation - fees calculation is displayed before submitting if required.
Simplified reconciliation of disbursements	• The LINZ credit account and electronic invoicing ensure prompt, error-free costs reconciliation.

Getting Started in Landonline *e-dealing*

Learning Objectives	At the end of this section, you will have covered: • Getting started in Landonline. • Digital Certificates and Licences. • Access profiles and privileges. • An introduction to *e-dealing* in the conveyancing process. • Landonline Help.
Timing	You can complete this section in 1 hour.
Landonline operating environment	Landonline runs in the Microsoft Windows environment. The specific Windows operating systems compatible with Landonline are specified on the Landonline website in the 'System Support' section – www.landonline.govt.nz
Signing up for *e-dealing*	Applications for access for *e-dealing* lodgement are made via the 'Sign-up' section on the Landonline website www.landonline.govt.nz . This provides step by step instructions for the sign up process, including requirements for obtaining a Digital Certificate.
Connecting to Landonline	You connect to Landonline via the Landonline website. Once you have logged on to the internet, you pass through security to gain access to a LINZ server. You are connected to Landonline without requiring the Landonline software to be installed on your computer. The main benefit of this is to reduce the quantity of data sent between your PC and the Landonline server via the Internet.
Security and Digital Certificates	To maintain your security, and that of your clients, you must have a Landonline Digital Certificate. Your Digital Certificate is an electronic identifier, unique to you, created and stored on your computer. Your Digital Certificate permits you to log on to Landonline and perform *e-dealing* tasks.

e-dealing access profiles

Profiles are set by LINZ and limit *access* to certain parts of the Landonline database.

They revolve around particular tasks that legal executives and lawyers will need to complete in the *e-dealing* transaction.

User Privileges in Landonline

Privileges determine what *actions* a user can perform in Landonline.

The System Manager in your firm is responsible for allocating appropriate privileges to each user based on their role. For example, the privileges allocated to a legal executive would include *Searches*, and *Create Dealing/Instrument*; only a practitioner will be allocated *Certify and Sign*.

How licences are issued

Licences are issued to firms by Land Information New Zealand (LINZ). These enable users in a firm to perform pre-determined tasks in Landonline.

Your firm's System Manager can set a default licence for you. Once set, this default licence will display every time you log on. You have the option to select a different licence if another one is available to you.

Once you select a licence, that licence cannot be used by another user in the firm until you log off Landonline.

Practice and Application

For further information about Sign-up, Digital Certificates and licences refer to the Landonline website 'About Landonline' section.

Getting Started in Landonline *e-dealing*, continued

Single firm and multi-firm transactions

The *e-dealing* system provides for single firm and multi-firm transactions.

Single firm transactions are where one firm is acting for both parties, such as the lending institution on a discharge of mortgage and the mortgagor on a new mortgage in a refinancing transaction.

By contrast, where one firm is acting for the vendor and one for the purchaser, this is a multi-firm transaction.

Parts of the conveyancing process take place outside Landonline

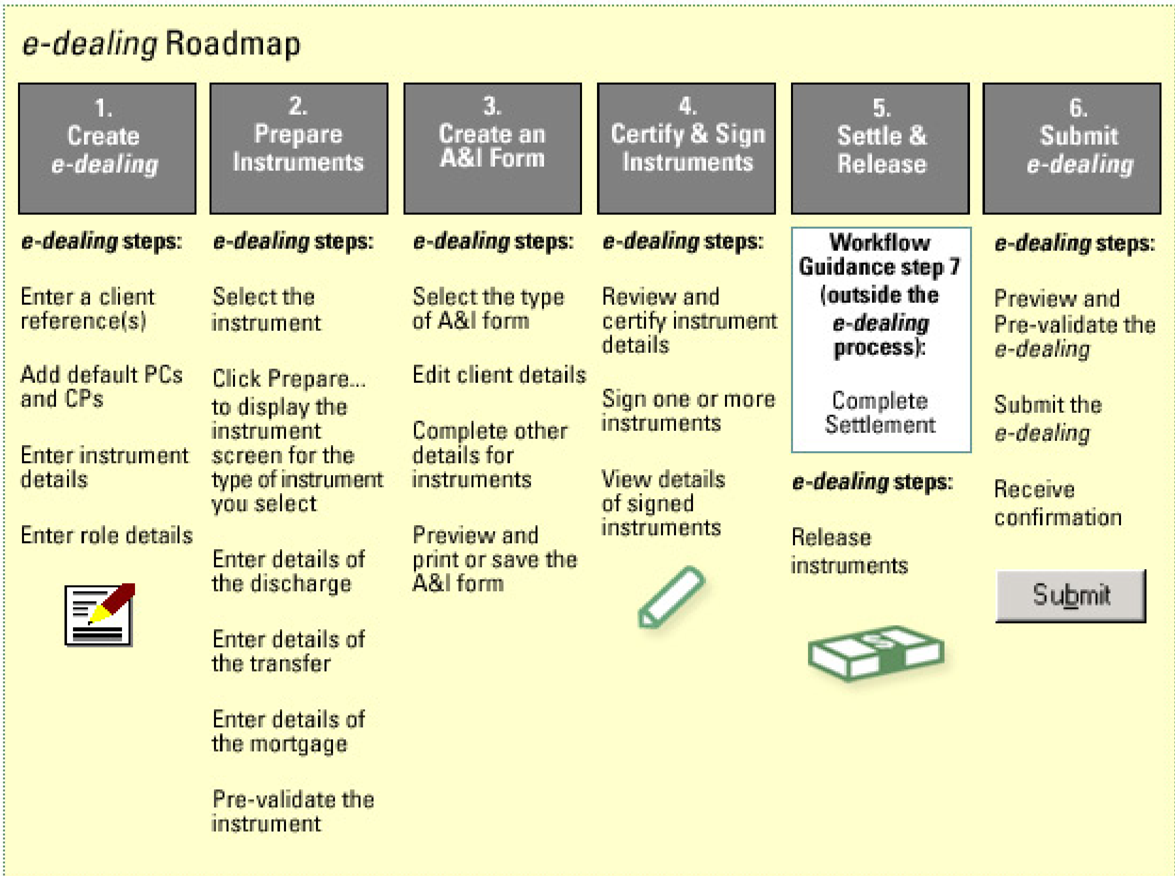
Some process steps in a routine conveyancing transaction will take place outside the Landonline system.

This will be explained in more detail in the **Completing an *e-dealing* Conveyancing Transaction** section of the Handbook.

***e-dealing* steps are identified for you**

To help you identify when you complete the online steps in the conveyancing transaction, an *e-dealing* Roadmap is displayed as you work through this Handbook.

The ***e-dealing* Roadmap** below provides an overview of the online *e-dealing* steps.



Landonline Workspace

Learning objectives	This section explains the purpose and functions of *Workspace* and *Help*.
Learning time	This section can be completed in 15 minutes.

Landonline workspace

Landonline workspace has been approved by the Registrar-General of Land for completing electronic registration under the Land Transfer Act 1952.

Workspace provides authorized users with shared access to the *e-dealing* online tools.

Workspace features

When you log on to Landonline, the Workspace screen is the first screen you enter. Workspace:

- Provides you with access to all parts of Landonline.
- Lists all work you are involved with and identifies its status.
- Is your mailbox for all messages relating to *e-dealings* and instruments in Workspace.
- Displays your firm's available credit and current balance.

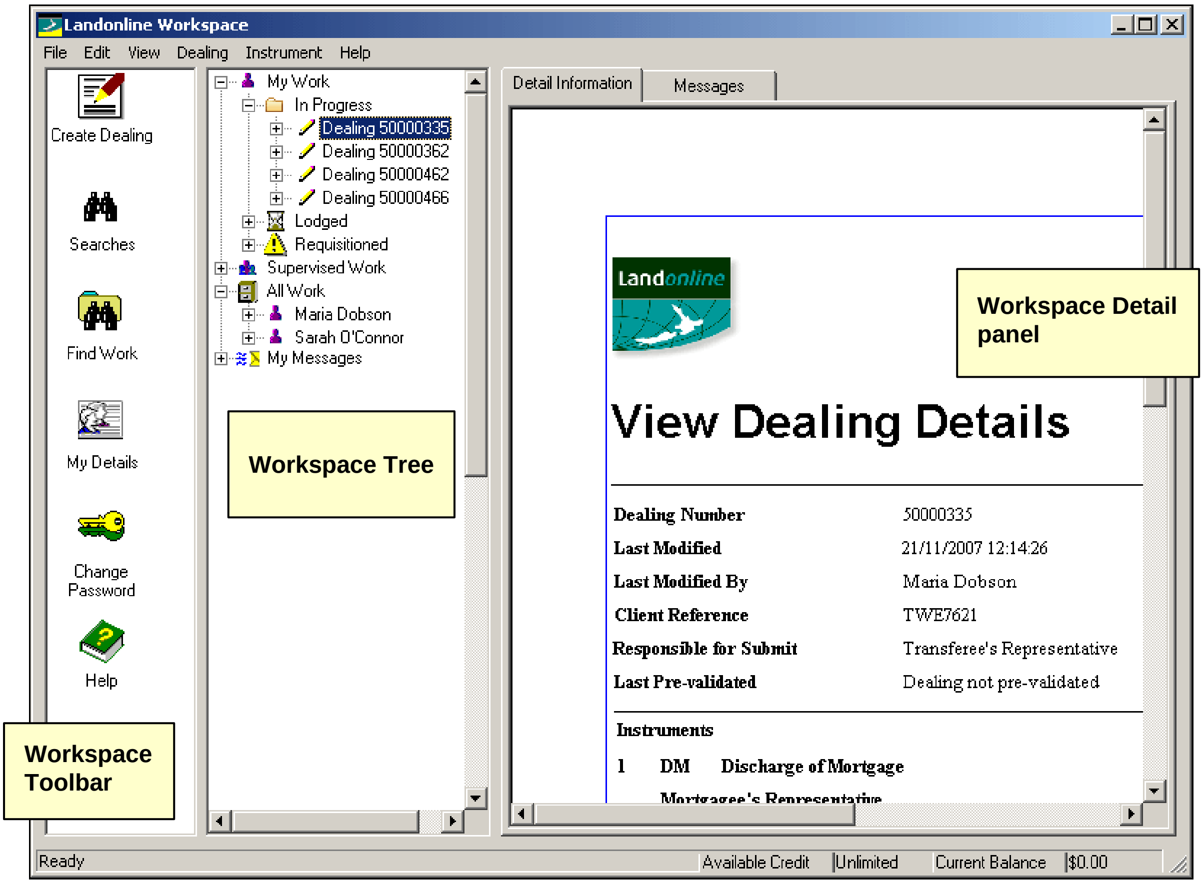
The main Workspace areas

Workspace has three main areas:

- **Workspace *Toolbar***
    - Use the icons in the Workspace Toolbar to open parts of the Landonline application e.g. **Create Dealing**
- **Workspace *Tree***
    - The Workspace Tree is where work is stored when an *e-dealing* is in progress. It is also where system (Landonline) generated messages are sent – these arrive in the My Messages folder.
- **Workspace *Detail Panel***
    - The Workspace Detail panel changes depending on what is selected in the Workspace Tree.

Landonline Workspace, Continued

The three main areas of Workspace are shown in the following picture.



My Work

Displays all work for which you are a Primary Contact.

To see the instruments you are working on expand the tree - they are categorised in the following sub-folders:

In Progress

Displays all draft *e-dealings* that have yet to be submitted. This folder can also contain **Rejected, Withdrawn** and **Refused** *e-dealings.* Rejected *e-dealings* have new dealing numbers.

Lodged

Displays *e-dealings* that have been submitted but are not yet registered.

These *e-dealings* will be one of the following:

- Submitted and queued **AUTO REG** *e-dealings*
- Submitted *e-dealings* with a status of **LODGE**
- Re-submitted requisitioned *e-dealings*.

You cannot edit these *e-dealings* or instruments, but you can view the instruments in the Workspace Detail panel if you select them in the Workspace Tree.

Requisitioned

Displays submitted *e-dealings* in which LINZ has requisitioned one or more instruments. You can edit these *e-dealings* and instruments.

The status of requisitioned instrument(s) in the *e-dealing* will be **requisitioned.** Any instrument not requisitioned will have a status of **Released**.

Supervised Work	Displays the names of all Primary Contacts who are working on *e-dealings* for which you are the Conveyancing Professional.
All Work	Displays the names of all people in your firm with a Landonline Digital Certificate. To see the work a person is involved with, click
My Messages	Displays a list of messages sent to you about transactions. These messages can have attachments. **My Messages** Indicates a message has been added to your My Messages folder.

Using Landonline Help

Using Help

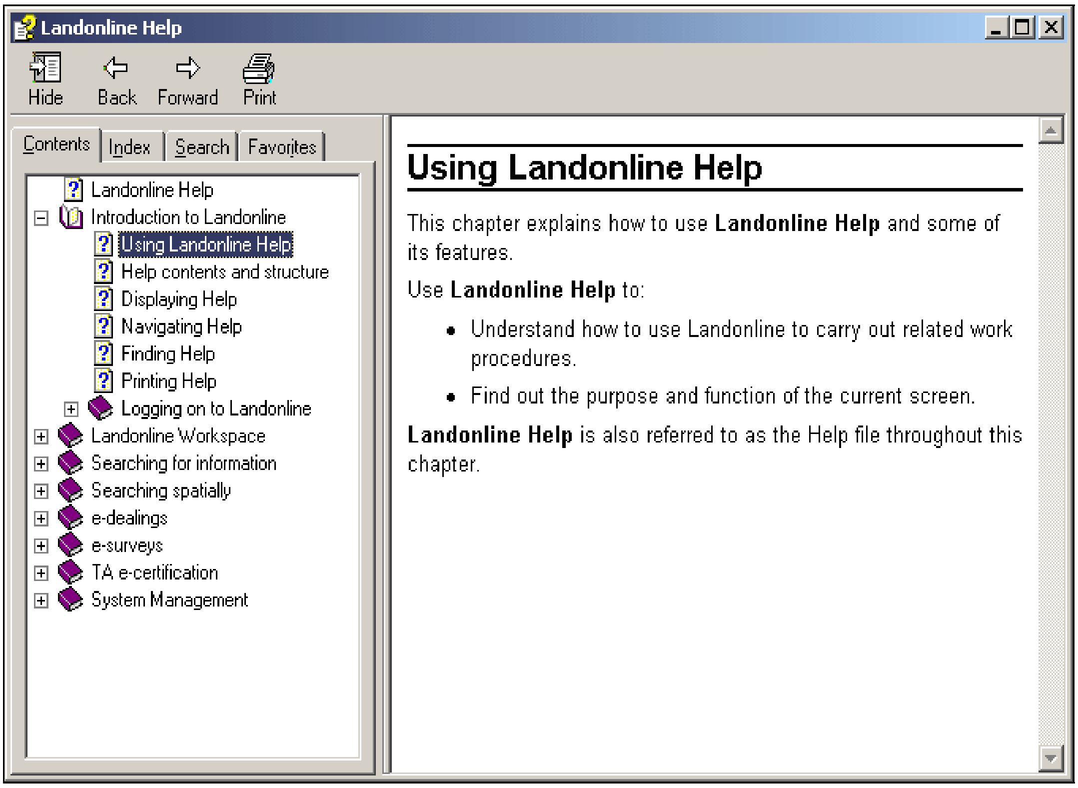
You can use Help to understand how to use Landonline and find out the purpose and function of the current screen. You can display the Help file in four ways:

- Click Help in an *e-dealing* screen.
- Press F1 to display Help for the current screen.
- Click (Help) in Landonline Workspace.
- Select **Help | Landonline Help Topics**.

When activated, Help displays on top of all other screens.

Help information

The 'Help' button links you directly to a step by step walk through and detailed explanation of each field for the screen you are working on.



Refer to the *e-dealing* User Guide on the Landonline website for more detail on Help.

Messages

Learning objectives

This section explains how to view and use the Messages screens. You can complete this section in 5 minutes.

Where you can view messages

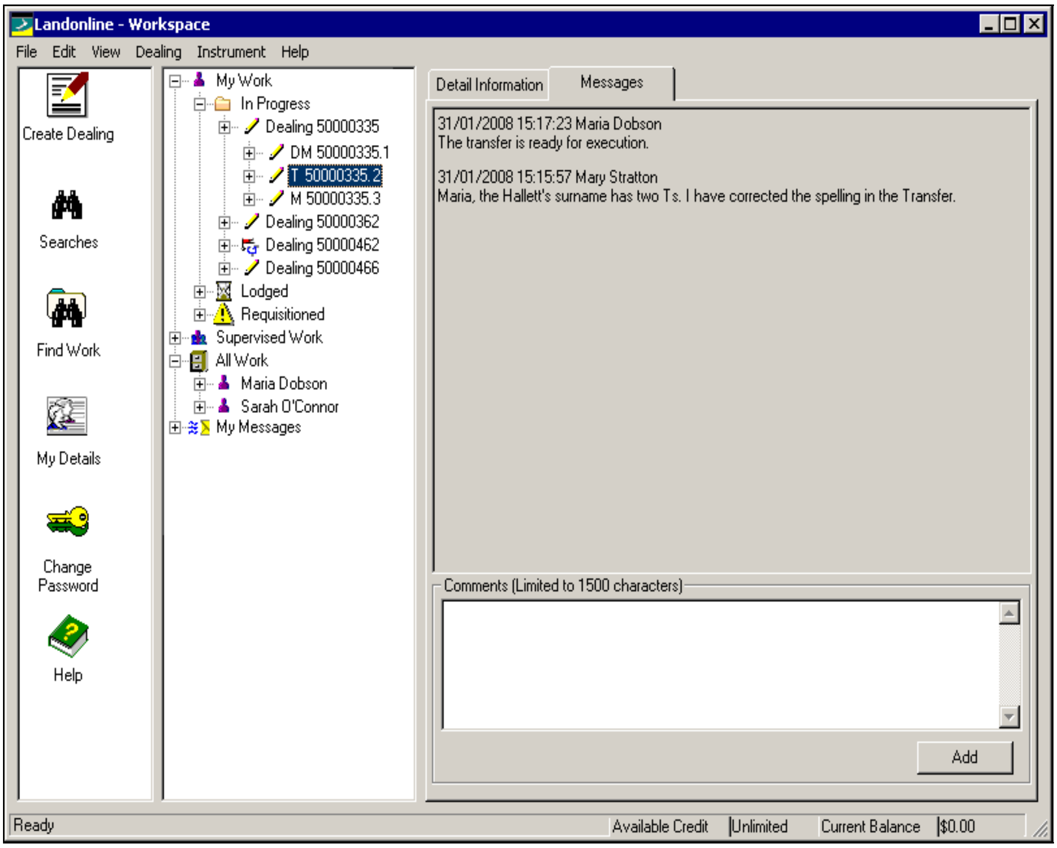
The Messages tab displays in the Workspace Detail panel when you select an *e-dealing* or instrument in the Workspace Tree.

Messages are specific to the selected *e-dealing* or instrument and are both system generated and user generated.

In the Messages tab you can:

- View and print all messages for a specific *e-dealing* or Instrument.
- Add your own comments about the *e-dealing* or Instrument for all others involved with the *e-dealing*.

A picture of the **Messages** tab in relation to a Transfer is shown below:



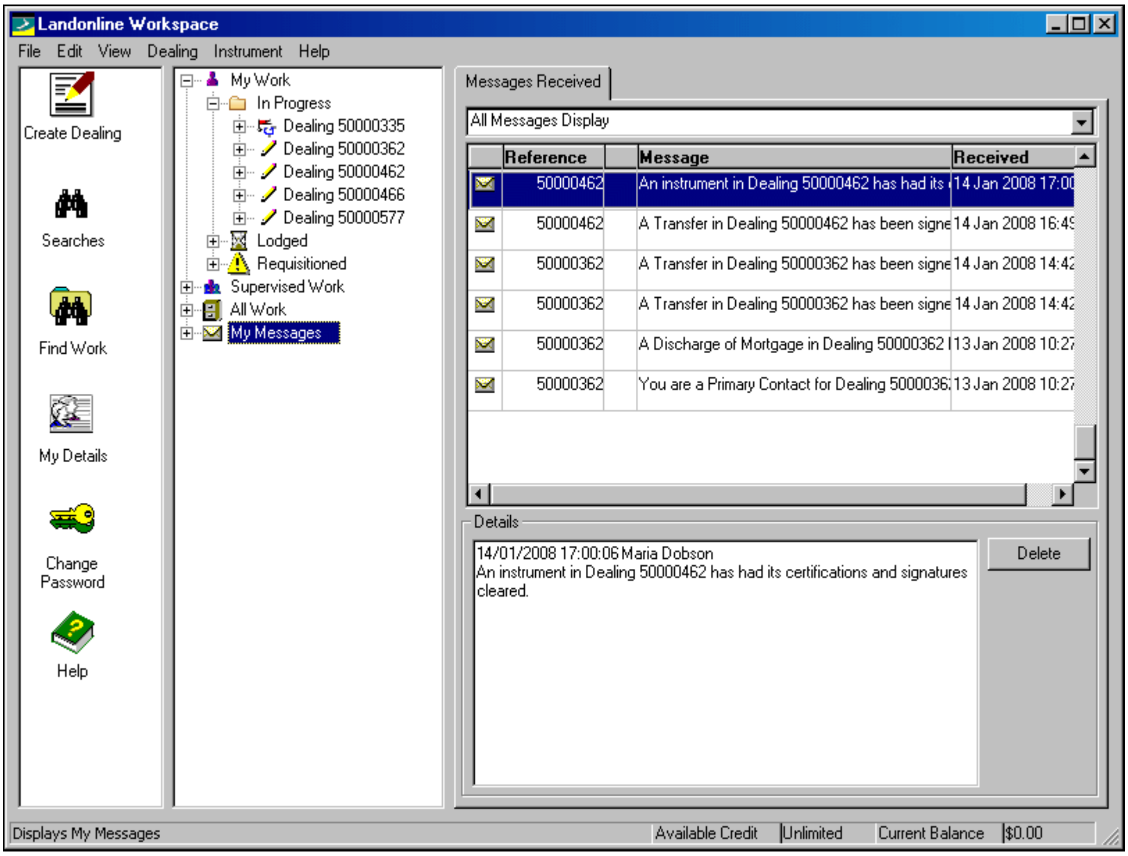
My Messages folder

This folder lists the system generated messages for which you are identified as a specific recipient. These messages are created by Landonline as a result of a user completing a task. They may have attachments (eg notifications).

In the Messages Received tab you can:

- view a list of all messages sent specifically to you.
- select a message from the list and read it.
- view and save message attachments.

A picture of the **Messages Received** tab is shown below:



Completing an *e-dealing* conveyancing Transaction

Learning Objectives	This section outlines the process steps in a routine conveyancing transaction and explains the roles of the Legal Executive and the practitioner in completing an *e-dealing* transaction.
Timing	This section can be completed in 10 minutes.
Roles of the legal executive and practitioner	There are two roles involved with processing e-dealings: • **Primary Contact:** the person responsible for the day to day management of the *e-dealing*. In this Handbook, the Primary Contact will be the Legal Executive. • **Conveyancing Professional:** the person responsible for certifying and signing a specific instrument. They must be legally authorised to perform conveyancing services and hold a current practising certificate or be a licensed landbroker.
Process steps in a conveyancing transaction	As mentioned in the **Getting Started** section, some process steps in a conveyancing transaction will take place outside Landonline. All the process steps will be set out in this section but you will need to access your other learning resources for more information on the steps which are performed outside Landonline.

Completing an *e-dealing* Transaction, continued

Process steps in a routine conveyancing transaction

The following Table illustrates the steps in a routine conveyancing transaction that relate to an *e-dealing*. Actions completed in the *e-dealing* Workspace are highlighted in the grey-shaded/**bold text** sections.

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

Completing an *e-dealing* Transaction, continued

Allocation of *e-dealing* work

e-dealing has been designed in components, so that each step of the process can be allocated to the most appropriate staff within the firm.

There is only one stage in the process that must be completed by a practitioner with a current practising certificate – certifying and signing *e-dealings*. All other components can be undertaken by a Legal Executive. For example:

- **Create and Prepare an *e-dealing* –** this part of your *e-dealing* can be done by a Legal Executive or support staff and includes preparation of the Authority & Instruction (A&I) form.
- **Certify and Sign –** this part of your *e-dealing* must be undertaken by the conveyancer nominated on the A&I form - this process takes approximately 3-5 minutes and can be done prior to settlement date.
- **Release –** on the day of settlement, the instruments within the *e-dealing* can be released by a Legal Executive or support person.
- **Submit –** once settlement has been completed, a Legal Executive or support staff can submit the *e-dealing* to LINZ for instant registration.

Delegation of responsibilities by the practitioner

You can see from the above that the only aspect of *e-dealing* that requires the practitioner's involvement is the actual **Certify and Sign** process.

All other steps in the *e-dealing* process can be delegated as the supervising practitioner sees fit.

Step 1 Request to Act

Learning objectives

This section outlines the instruments you can register online.

Identify relevant instruments

When a request is received to represent a client for a conveyancing transaction you will be able to identify which instruments you will prepare and register online.

All instruments can now be registered electronically in Landonline, with a few exceptions such as Court-executed instruments.

The electronic instruments you would usually register in a routine sale and purchase of residential property e.g. Discharge, Transfer and Mortgage, are capable of being processed electronically from preparation and lodgement through to registration; these are called "Auto-Reg" instruments.

Other electronic instruments e.g. easements, are lodged electronically but are checked by LINZ staff prior to registration; these are called "Lodge" instruments.

Automated check of requirements for registration

Pre-programmed business rules that mirror statutory requirements and restrictions are built into the Landonline lodgement and registration system.

These business rules include:

- Data matching that aligns instrument details (for example, the computer register reference, the registered proprietor's name and the details of the registered instrument) with computer register details to ensure that the right estate or interest is being transacted on the right computer register.
- Identification of "stop" documents (caveats, notices of claim, charging orders) that potentially prevent registration.
- Flags that warn conveyancers that a particular status, such as Māori freehold land, or entry on the register, for example, of a mortgage or a charge, may require compliance with certain statutory requirements.

Discharge, Transfer and Mortgage

The 'template' instruments for Discharge, Transfer and Mortgage display in Workspace with interactive fields. If no text or additional clauses are added, they can be automatically registered after the business rules are complied with.

We will cover the *e-dealing* process for those instruments in the following sections.

Step 2 Search Title and Survey Information

Learning objectives

This section will explain how to use Landonline *e-search* to gather current title and survey information.

Timing

You can complete this section in 20 minutes.

Agreement for Sale and Purchase

You will usually start with the Agreement for Sale and Purchase. This document will include details of the description of the property and names of the parties.

Landonline Search

You will need to access Landonline to obtain a title search of the property, including a copy of the relevant deposited plan.

Your other learning resources will explain in detail the types of searches, including copies of encumbrances, restrictions, easements or survey plans which you will need to obtain for a particular conveyancing transaction.

Display Search Title screen

When you are logged into Landonline, In **Searches**:

Select **Search | Title**.

Search for the title

1. In the **Search Title** screen, you can search by CT, Owners Family Name, Given Names, Corporate Name, Instrument No, Legal Description or Street Address, or any combination of these details in the relevant field.
2. Select the Land District if required.
3. Click [Search Now] to activate the search.
4. Choose one or more results from the Search Results area and click [Add to Tree] to add the title to the Searches tree.

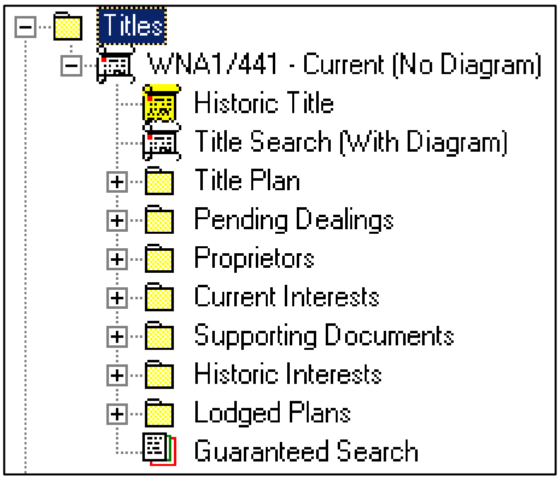
Info:

1. You can use Wildcards (ie * or ?) when searching using the name fields and legal description field.
2. Uncheck ☑ Display Live Titles Only to search for cancelled titles.
3. There is a maximum number of search results Landonline can retrieve (currently 100 records).
4. Scroll across the search results to view more information (eg Indicative Area, Land District) and use the **Search Results Options** to print, copy or save a list of selected titles, if required.

Step 2 Search Title and Survey Information, continued

When you search for and select a title it displays in the Titles folder in the Searches tree. The Titles folder can contain the following folders and search products (dependent on the title you searched for):

- **Current (No Diagram)**: displays the Computer Register current title.
- **Historic Title**: displays both current and historic information and an image of the original paper title (if applicable).
- **Title Search (With Diagram)**: displays the Computer Register current title and diagram.
- **Title Plan:** displays the Title Diagram.
- **Pending Dealings**: lists details of pending dealings affecting the title.
- **Proprietors**: lists current registered owners.
- **Current Interests:** lists all live interests on the title.
- **Supporting Documents**: lists other documents related to the title.
- **Historic Interests**: lists interests no longer affecting the title.
- **Lodged Plans**: Lists plans that may affect the title.
- **Guaranteed Search:** prints a guaranteed search.

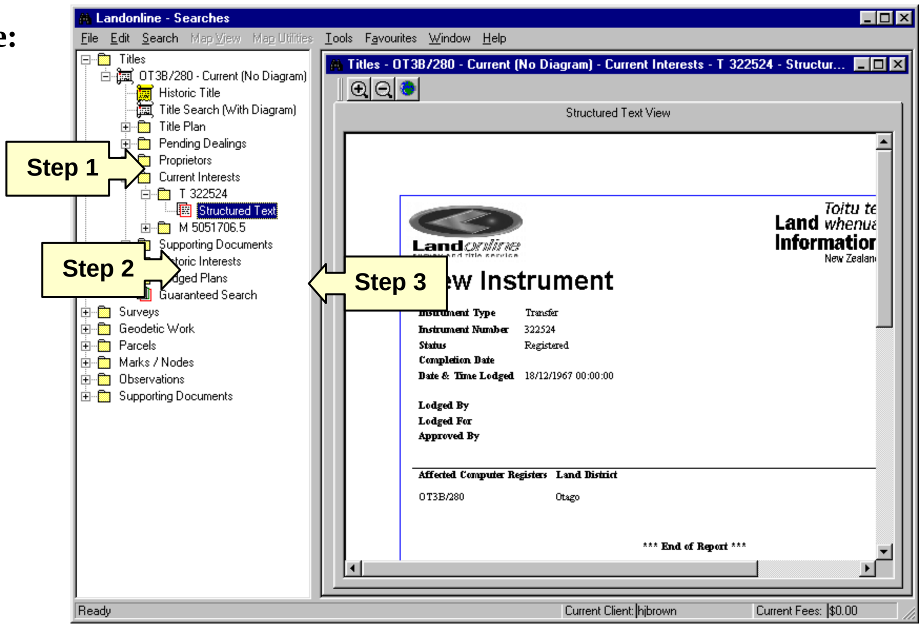


The following screen shows how to use the Searches tree:

In **Searches**:

1. Click ⊞ to expand the search item.
2. Expand other folders to display the item you require.
3. Double click the item to display your selected view.

Note:
Fees are incurred when you double click a title, plan or instrument image.



Search for a title by Appellation (legal description)

The Appellation Search Wizard guides you through searching by appellation (legal description).

In the **Search Title** screen:

1. Type the legal description for the title in the **Legal Description** field. You can use wildcards (ie * or ?) in this field, if required. For example, type:

   > > * DP 12345 to retrieve all titles for Deposited Plan 12345.

2. Click Search Now to activate the search.
3. Choose one or more results from the Search Results area and click Add to Tree to add the title to the Searches tree.

Unit title search

In the **Search Title** screen:

1. Select the Land District where the Unit Title is located, if known.
2. Type the legal description in the **Legal Description** field. You can use wildcards (ie * or ?) in this field, if required. For example, type:

   > Unit* DP 10339 to retrieve all unit titles associated with Deposited Plan 10339, or

   > Acc* DP 17699 to retrieve all Accessory Units or Buildings associated with Deposited Plan 17699.

3. Click Search Now to activate the search.
4. If you cannot view all of the search results, click Resize to expand the Search Results area. If required, use the Search Results Options buttons:
   - o Click Select All to select all items in the search results area.
   - o Click one of the other Search Result Options buttons to print or copy the list or save it to a file on your computer.
5. Choose one or more results from the Search Results area and click Add to Tree to add the title to the Searches tree.

Info:

- You can select only some of the items in the Search Results area to print, copy or save.

Search for a title by Street Address

In the **Search Title** screen:

1. Click [Search Address...] next to the Street Address field to display the **Search Street Address** screen.
2. Search for the Street Address to add it to the **Search Title** screen.
3. Select the Local Authority in which the address is located.
4. Click [Search Now] to activate the search.
5. Choose one or more results from the Search Results area and click [Add to Tree] to add the title to the Searches tree.

Info:

- When you select a Local Authority (ie Territorial Authority) for an address, Landonline clears any entry in the Land District field.
- If required, scroll across the search results to view more information (e.g. Indicative Area, Land District, Timeshare Week) and use the **Search Results Options** to print, copy or save a list of selected titles for this address from the Search Results.

Display the Search Survey screen

In **Searches**:

1. Select **Search | Survey**.

Search for a survey

In the **Search Survey** screen:

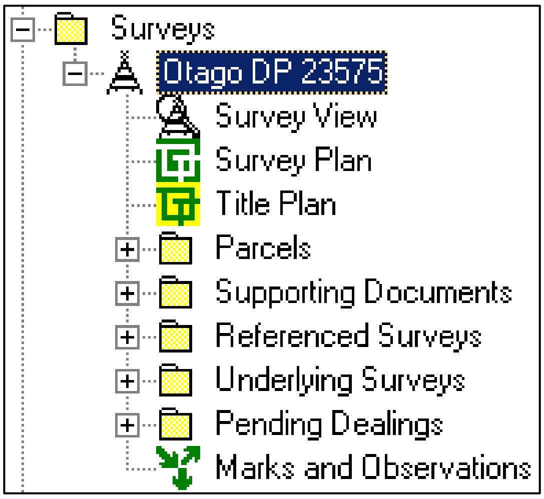
1. You can search by Survey Number, Survey Purpose, CT, Lodgement Date, or Surveyor or any combination of these details in the relevant field.
2. Select the Land District if required.
3. Click [Search Now] to activate the search.
4. Choose one or more results from the Search Results area and click [Add to Tree] to add the survey to the Searches tree.

Info:

- There must be a space between the plan prefix and the plan number in the Survey Number field.
- If required, use the **Search Results Options** to print, copy or save a list of selected surveys from the Search Results.

Step 2 Search Title and Survey Information, continued

When you search for and select a survey, it displays in the **Surveys** folder in the **Searches** tree. The **Surveys** folder can contain the following folders and search products (dependent on the survey you searched for):



- **Survey Information**: displays the survey's Structured Text
- **Survey View**: displays the captured data in the Spatial View. You can display and hide layers to alter what you see in the Spatial View.
- **Plan Image Views**: may include the Survey Plan, Title Plan, Imperial Plan, Imperial Plan (colour), Digital Survey Plan and Digital Title Plan.
- **Parcels**: lists all parcels in the survey.
- **Supporting Documents**: lists all supporting documents for the survey.
- **Referenced Surveys**: lists all surveys referenced by the survey.
- **Underlying Surveys**: lists surveys with parcels affected by the survey.
- **Pending Dealings**: lists Dealings affected by the survey.
- **Marks and Observations:** displays Structured Text of the survey's marks and observations.

Info:

For more information on survey searches, go to Landonline ***e-search***

Step 3 Create *e-dealing*

Learning objectives

This section will explain the process steps to create an *e-dealing;* add instruments to the *e-dealing* and specify the Primary Contact(s) and Conveyancing Professional(s) for the *e-dealing* and their roles.

Timing

This section can be completed in 10 minutes.

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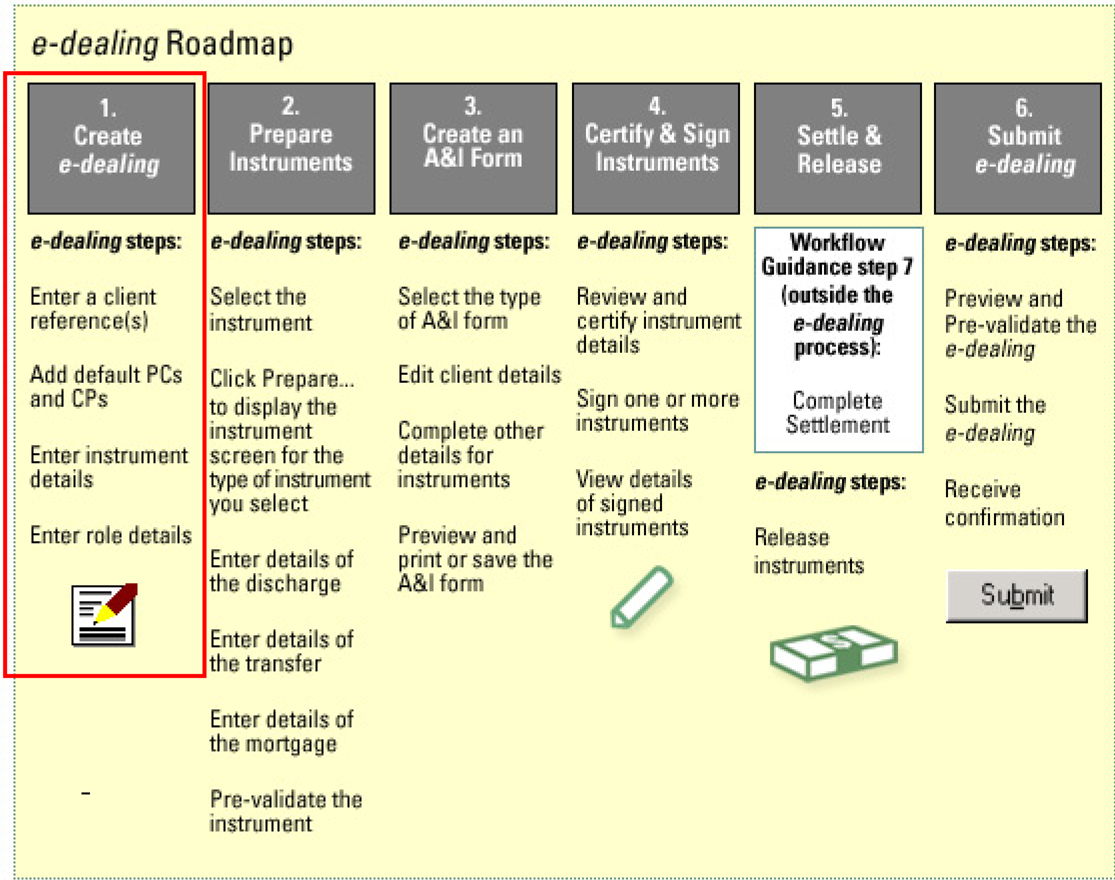
e-dealing Roadmap



Open the Create Dealing screen

You create and edit *e-dealings* through the **Create Dealing** screen. Anyone involved with the *e-dealing* can open it.

Purpose of the Create Dealing screen

The purpose of the Create Dealing screen is to:

- create an *e-dealing*
- add instruments to the *e-dealing*
- specify the legal executives' and practitioners' for the *e-dealing* and their roles.

Multi-party transaction

In a multi-party transaction, the *e-dealing* is created by the Purchaser's representative.

Record a client reference

You can record a reference for your client when creating an *e-dealing* (e.g. a matter number). If entered, Landonline records it against fees incurred for the *e-dealing* for identification when billing your clients.

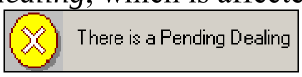
To record a client reference in the Create Dealing screen, you enter a reference for your client in the Client Reference field.

Enter instrument details

When you add instruments to the *e-dealing* you identify the instrument types. You then enter the affected titles.

Pending dealings

A pending dealing is a dealing currently recorded in Landonline that has yet to be registered.

When you add the Title Reference to an *e-dealing*, which is affected by a prior pending dealing, Landonline displays 

on the **Create Dealing** screen to advise you.

When there is a pending dealing that affects titles in your *e-dealing*, you can elect to queue the *e-dealing* when you submit.

Once the pending dealing has been registered, Landonline automatically registers your *e-dealing*, subject to successfully passing the automated checks.

Enter role details

When creating an *e-dealing* you must record the Primary Contact and Conveyancing Professional for each instrument. You must also indicate who is responsible for releasing each instrument and submitting the *e-dealing*.

Step 4 Prepare Instruments

Learning objectives

This section explains :

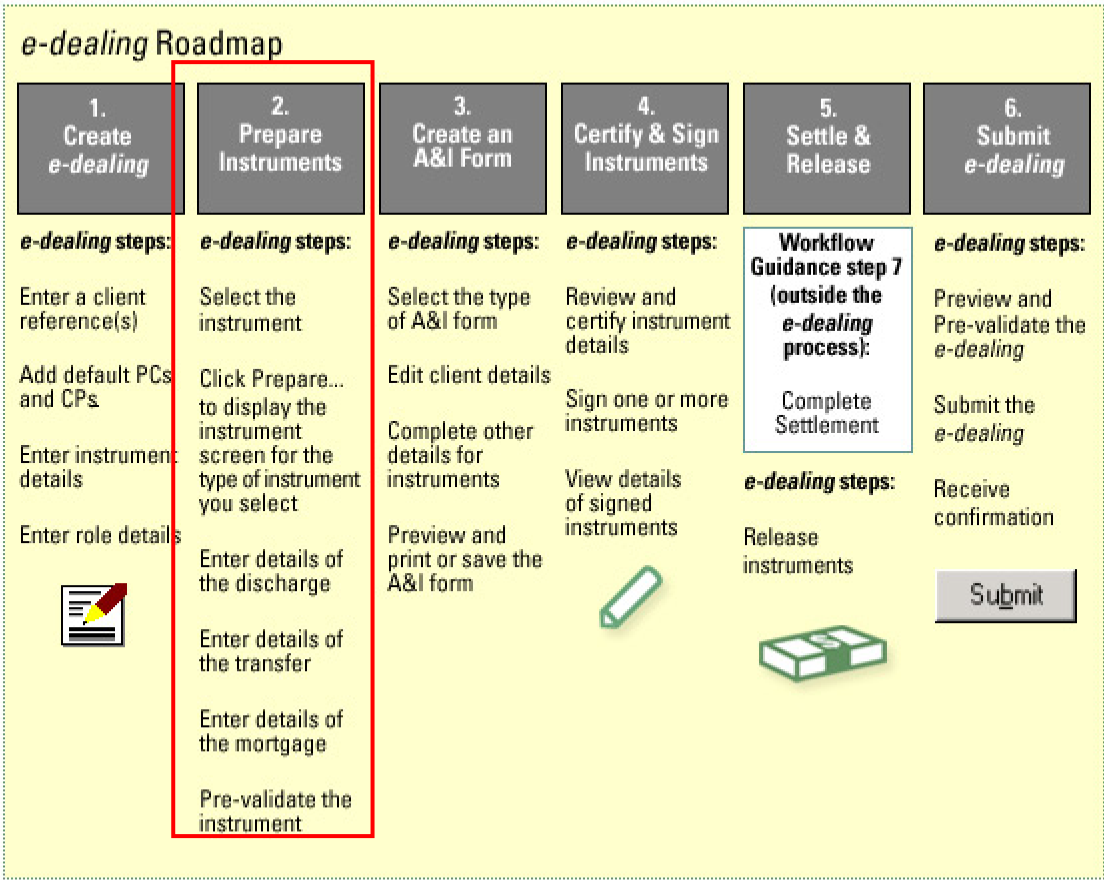
- How to Select an instrument
- Draft the instrument (discharge, transfer or mortgage)
- Pre-validate the instrument

Timing

This section can be completed in 10 minutes.

---

e-dealing Roadmap



Prepare Instrument screens

Instruments are prepared in the Prepare instrument screens from the Create Dealing screen or Workspace. The Prepare screens differ by instrument type.

A discharge is always single party and a transfer is always multi party. A mortgage is normally single party but can also be multi party (eg when a mortgagee instructs their own solicitor).

As instruments are prepared, their status changes. Landonline automatically updates the Status field of each instrument in the Create Dealing screen as this changes.

High level steps required to prepare instruments

The high level steps required to prepare all instruments are:

1. Select instrument type.
2. Draft the instrument (Discharge, Transfer or Mortgage).
3. Pre-validate the instrument.

Draft the Discharge/ Withdrawal

Use the **Prepare Discharge** screen to prepare a full or partial discharge.

Draft the Transfer

Use the **Prepare Transfer** screen for a Sole, Joint Tenancy, Tenants in Common or a Combination proprietorship transfer.

If your client uses an alias you record this in the **Maintain Aliases** screen.

Draft the Mortgage

Use the **Prepare Mortgage** screen. A mortgage is normally single party, but you can also have a multi party mortgage.

If the mortgage is multi party (ie the mortgagee has instructed their own solicitor to act for them), Landonline displays a second certifications area called Mortgagee Certifications. This is to be completed and signed by the mortgagee representative.

Check the lending institution's instructions for *e-dealing* instruments, as various institutions may have differing requirements.

No operative clause

Electronic instruments do not need to include an operative clause, as they are deemed take effect according to their intended purpose upon registration.[1]

[1] Land Transfer Act 1952, s 41(4).

Step 4 Prepare Instruments, continued

Pre-validate an instrument

Once you have prepared an instrument the first step should be to pre-validate:

- You should pre-validate each instrument as you have completed its preparation
- When you pre-validate an instrument, Landonline runs automated checks to ascertain if the instrument contains correct information.
- You can pre-validate an instrument at any time and as many times as you want before you submit the *e-dealing* to LINZ
- Only the results of the last pre-validation performed display in the Pre-validation Report screen.

Steps to pre-validate

To pre-validate an instrument, in the Prepare instrument screen:

1. Click [Pre-validate]
   When complete, Landonline displays a message to advise the result.
2. Click [OK] to close the pre-validation message.
   - If the pre-validation failed, Landonline displays the Pre-validation Report screen with details of the failure. Close this to return to the Prepare instrument screen.
   - Click [Print/Save] to print the Pre-validation Report or save it to a location on your computer. Click [X] to close the report to return to the Prepare instrument screen.

Pre-validation notes

Landonline displays the most recent pre-validation date, time and result above [Pre-validate] in the Prepare instrument screen.

Pre-validation does not incur a fee.

Certifications and signing are not checked as part of pre-validation.

If you edit either an instrument or an *e-dealing* that has been pre-validated, Landonline clears all pre-validations and sends a message to all representatives associated with the dealing.

Step 5 Create an Authority and Instruction Form

Learning objectives

Steps 5 and 6 explain how to create an A & I form and the requirements for client identification when signed by the client.

Timing

This section can be completed in 10 minutes.

Evidence in support of certifications

The Land Transfer Act 1952 (section 164C) requires practitioners to retain supporting documentation to confirm the validity of their *e-dealing* certifications in relation to client authority, capacity and compliance with statutory requirements.

Authority and Instruction (A&I) form

The Authority and Instruction (A&I) form contains the clients' instructions for the firm to act on their behalf in the *e-dealing*. It provides the proof of authority for the preparation and registration of electronic instruments.

Three options are provided – *private individual, private corporate and public corporate*. The private individual form will display by default.

The A&I form must be signed by the client(s) before the practitioner is able to complete *Certify and Sign*.

Create an A&I form

The *Create A&I Form* screen only contains the necessary information needed for inclusion in the A&I form. All standard (or static) text on the printed form is not shown on the screen. By using the preview button the full A&I form can be viewed including the static information.

Although the A&I form can be created at any stage after the dealing has been successfully saved, it is advisable to create the A&I form at the end of preparing all instruments in the dealing. This enables all information saved in Landonline to pre-populate the form by default.

Refer to NZLS Guidelines

To assist practitioners in documenting client authority and the steps taken to verify identity and capacity, the NZLS has developed a set of "Client Authority and Instruction" (A&I) forms. For a full commentary and copies of approved A&I forms, refer to *Guidelines for the use of Landonline for an Electronic Transaction (e-dealing)* published by the New Zealand Law Society.

Step 6 Execute A&I Form

A&I must be signed and witnessed

When all the details have been entered on the Client A&I form, it must be signed by the client(s) named in the form in the presence of a witness.

Photographic evidence of identity

Client(s) signing the *Private Individual and Private Corporate* A&I form must provide photographic evidence of identity to the witness on every occasion.

The practitioner certifying the instrument is accountable for the identity of the client having been properly established. The discretion to delegate identification therefore rests with the certifying practitioner in accordance with the firm's standards and requirements for witnessing.

Out of office execution

The NZLS Land Titles Committee has recommended best practice for firms as follows:

- set appropriate standards and requirements for witnessing of documents outside the office;
- establish a list of acceptable witnesses to accompany documents being witnessed outside the office; and
- require the witnesses, irrespective of the standing of the witness, to obtain a photo ID, verify the photo ID and certify as to the same.

A&I documents transmitted overseas

Best practice suggests that a person who can witness documents outside New Zealand jurisdiction should be the witness to A&I documents transmitted overseas.

Regulation 16 of the Land Transfer Regulations 2002 provides a list of the acceptable witnesses for manual transactions under the Land Transfer Act 1952 and can be used as a guideline for *e-dealing* transactions as well.

Step 7 Certify and Sign Instruments

Learning objectives

This section explains how a practitioner completes all the certifications for the *e-dealing* and signs the instruments.

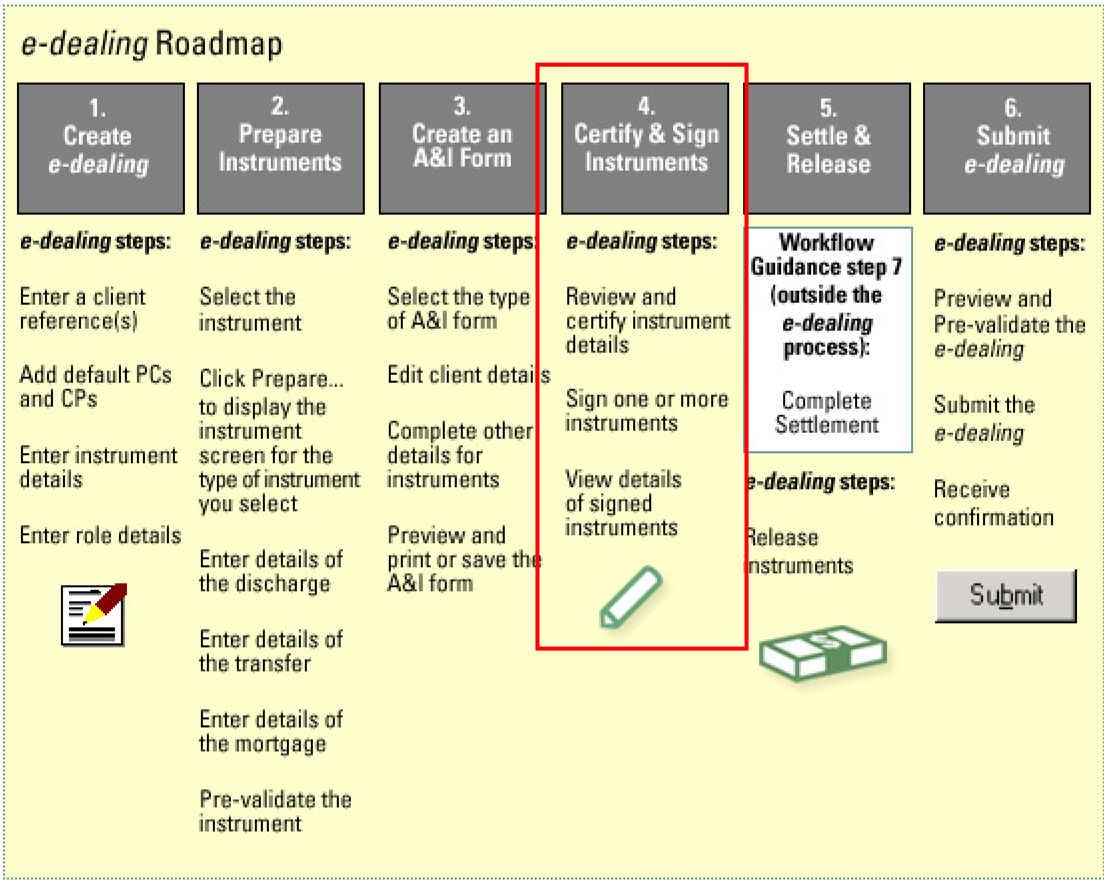
Timing

You can complete this section in 15 minutes.

Who can certify

A certification may only be given by a practitioner within the meaning of section 6 of the Lawyers and Conveyancers Act 2006 or a landbroker licensed by the RGL.

e-dealing Roadmap



Each instrument must be certified and signed

Each instrument in an *e-dealing* must be certified and signed by a practitioner before being released.

The Conveyancing Professional responsible for signing an instrument is recorded in the Conveyancing Professional field in the Create Dealing screen.

Step 7 Certify and Sign Instruments, continued

Similar to 'signing correct'

This step is similar to 'signing correct' a paper instrument and can be completed after the client A&I forms have been signed and the instrument(s) prepared.

Practitioners do not have to wait for the settlement date to occur to complete this step.

Practitioner must complete certifications

A practitioner with the "titles sign" user rights allocated by LINZ must log on with their user name to make certifications in Landonline.

Complete a checklist and supporting documentation

Before this step commences, the Legal Executive should complete a checklist to confirm that all required details at this point have been completed.

The checklist will essentially be a summary of the *e-dealing* work in progress. The practitioner can use it to determine whether all required steps have been completed.

The A&I, consents and other supporting documentation should be attached to the checklist so that the practitioner can check each aspect required to complete certification.

Land Transfer Act certifications

Land Transfer Act instruments must be accompanied by certifications confirming that:

- The relevant parties have authorised the transaction and have legal capacity to do so;
- Reasonable steps have been taken to confirm the identity of those parties;
- Specified statutory requirements have been complied with;
- Supporting evidence has been retained.

Registrar's list of statutory requirements

A list of statutory requirements has been published by the Registrar-General of Land in the NZ Gazette to provide guidance to persons making certifications.

This covers various matters e.g. Court consents, which cannot be controlled by automated business rules in Landonline.

Step 7 Certify and Sign Instruments, continued

Multi-party instrument – each practitioner signs in turn	If the instrument is multi party there will be two certification areas on the Prepare Instrument screen. When the first certifications have been made, signed and saved, Landonline sends an online message to the Primary Contact for the other party to advise the instrument has been signed. It is then available in Workspace for the practitioner for the other party to certify and sign.
Primary contacts for *e-dealing* advised the instrument has been signed.	Once both practitioners have signed, Landonline sends an online message to all Primary Contacts for the *e-dealing* to inform them the instrument has been signed. Landonline doesn't send an online message for a single party mortgage. When an instrument has been certified and signed the status changes to "Signed".
Effect of certified Instrument	Instruments certified electronically have the same effect as if executed by the parties to the transaction and are deemed to have been made in writing (see section 164E(3) Land Transfer Act).
Sign instruments	The instrument cannot be signed until all the certifications have been completed.
Edit an *e-dealing* or instrument	If anyone edits an instrument that has been signed, Landonline clears all certifications and signatures and sends a notice to all parties within the *e-dealing*.

Step 8 Arrange Settlement

Timing

You can complete this section in 5 minutes.

Settlement is in reliance on the electronic transaction

Settlement processes are very similar in the *e-dealing* environment to the manual environment, except reliance is on the electronic transaction rather than physical paper. This step involves checking that settlement funds have been deposited as expected, which is critical before releasing instruments.

Acting for the purchaser on settlement

Prior to settlement the purchaser's lawyer will have[2]:

a) created the *e-dealing*,

b) prepared the instrument(s),

c) certified and signed the instrument(s),

d) prepared and dispatched the Notice of Change of Ownership to the vendor's lawyer,

e) pre-validated the whole dealing (including any discharges) as close as possible to settlement,

f) obtained a guaranteed search,

g) advised the vendor's lawyer when they are ready to settle.

Acting for the vendor on settlement

Prior to settlement the vendor's lawyer will have[3]:

a) provided the settlement statement (which should occur no less than 3 working days prior to settlement),

b) prepared the instrument(s),

c) certified and signed the instrument(s) ,

d) provided an undertaking to the purchaser's lawyer to 'Release' the instruments upon completion of settlement and not to do anything that would prevent registration.

Refer to other learning resources

Settlement of an *e-dealing* conveyancing transaction is conducted outside of Landonline.

You should therefore refer to your other learning resources for detailed information on this step. The NZLS *Guidelines for the Use of Landonline for an Electronic Transaction (e-dealing)* cover settlement of an *e-dealing.*

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[2] NZLS *Guidelines for the Use of Landonline for an Electronic Transaction (eDealing)*
[3] NZLS *Guidelines for the Use of Landonline for an Electronic Transaction (eDealing)*

Step 9 Release Instruments

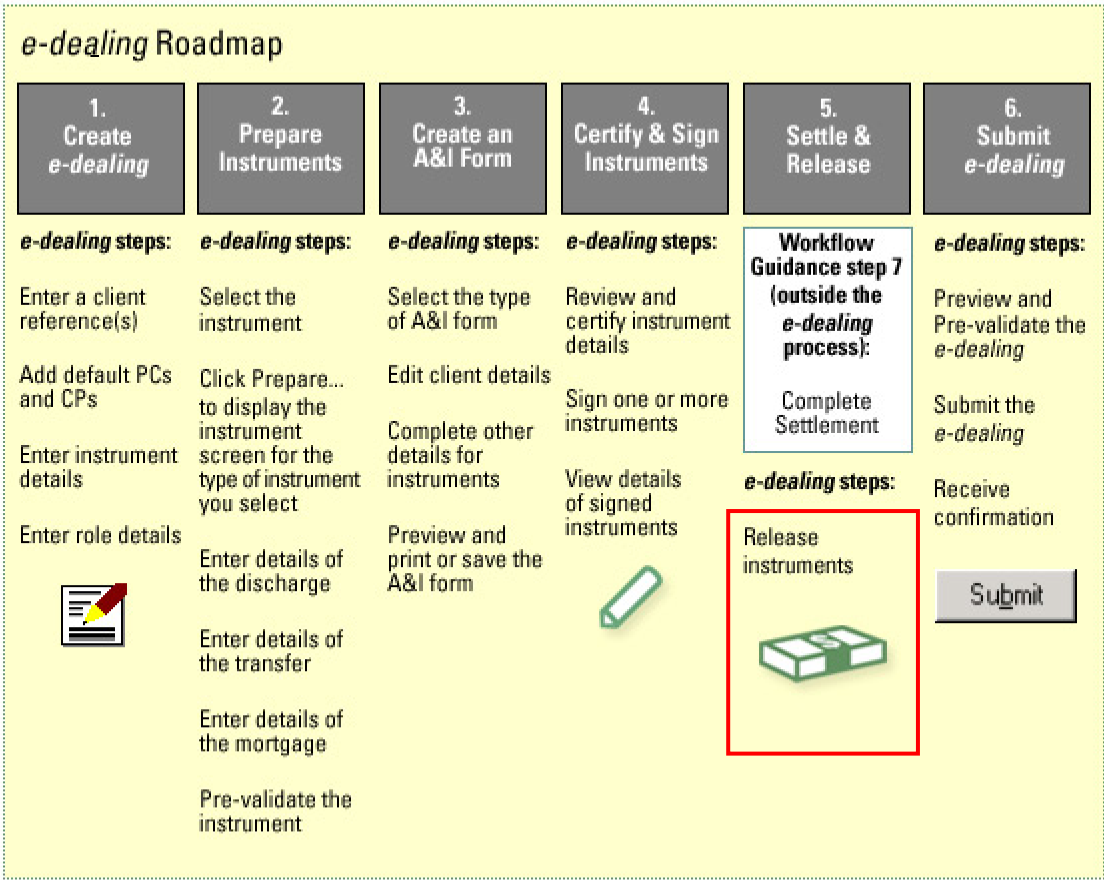
Learning objectives

This section explains how to release instruments.

Timing

This section can be completed in 5 minutes.

e-dealing Roadmap



Overview of this step

On transfer of settlement funds and based on practitioner undertakings, the release process is performed within Landonline.

You can release an instrument from Workspace or the Create Dealing screen

Each instrument is released to indicate that settlement has been completed.

It is important to check that settlement funds have been transferred correctly before completing this step.

Step 9 Release Instruments, continued

Anyone with appropriate privileges can Release

The *e- dealing* system does not require a practitioner to be involved in this step of the process.

If the Primary Contact is unavailable on settlement day, anyone within the firm with the appropriate privileges can Release instruments.

Instrument must be certified and signed before Release

Before you can release an instrument it must first be certified and signed. Once released the status of the instrument is changed to *Released.*

Note: If anyone edits an instrument once it is released, Landonline clears all certifications and signatures and returns the status to "Draft". Once an instrument is released only the firm submitting the *e-dealing* can change the status back to "Signed" - instruments you are a party to then become editable.

Guaranteed title search

The NZLS recommends that a guaranteed title search under section 172A Land Transfer Act should be obtained for an *e-dealing* transaction.

While the time window between settlement and registration is greatly reduced to what theoretically could be a matter of minutes, it is still possible that someone else could either lodge an urgent caveat or submit another *e-dealing*.

Step 10 Submit *e-dealing*

Learning objectives

This section explains how to submit an *e-dealing* for registration.

Timing

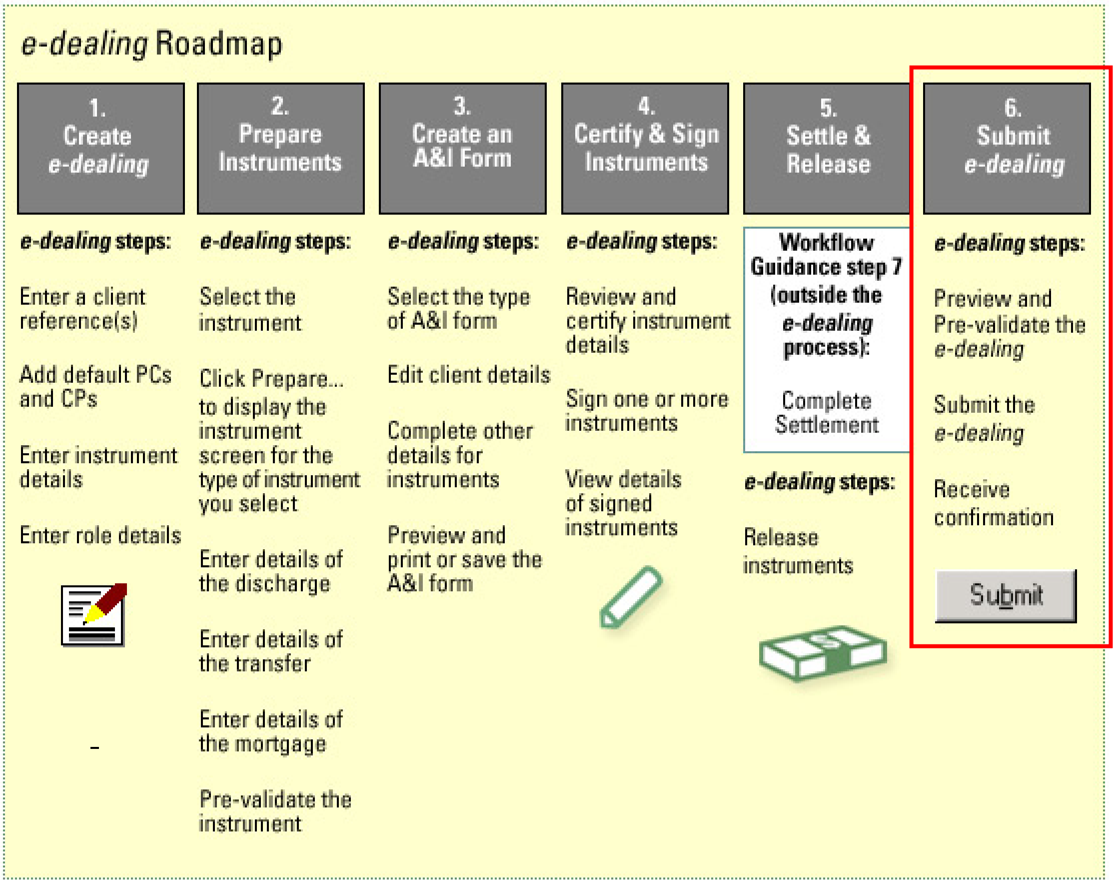
This section can be completed in 10 minutes.

Submit the *e-dealing*

When all instruments within an *e-dealing* are released, you can submit the *e-dealing* to LINZ for registration.

Any user from the same firm with the appropriate privileges can submit an *e-dealing* during standard lodgement hours.

e-dealing Roadmap



Preview and pre-validate an *e-dealing*

You should preview and pre-validate an *e-dealing* before submitting it to LINZ for registration.

Check fees and request searches

At submission, Landonline displays a list of fees charged in the *e-dealing*.

The Post Registration Search screen lists all titles in the *e-dealing* you are submitting. You can request a search of the title(s) and new mortgage (if applicable) in the *e-dealing*.

Queue a submitted *e-dealing*

If there is a pending dealing (that affects titles in your *e-dealing*), you can elect to queue the *e-dealing*.

When you queue an *e-dealing*, Landonline allocates a priority date and time and places it behind any pending dealings.

Once the pending dealing has cleared, Landonline automatically registers your *e-dealing*, subject to it successfully passing automated checks.

Print your messages

It is important to print your key messages before submitting the *e-dealing* as messages cannot be recovered once the *e-dealing* is submitted.

Step 11 Update Register and Receive Confirmation

Timing	This section can be completed in 5 minutes.
Updating the register	When the *e-dealing* is submitted, the Landonline system prioritises the *e-dealing*. If the instruments are Auto Reg, Landonline will run the automatic checks to ensure that the legal requirements for registration are complied with and then update the Land Transfer register. An **Auto Reg** transaction is removed from Workspace when it has been submitted because registration is instantaneous. Any **Lodge** transaction will move to the Lodged folder until registration is completed.
Receive confirmation	When an *e-dealing* is registered, the Primary Contact who submitted the *e-dealing* receives notification through their **My Messages** folder. Any search products you request are sent to you by email after the *e-dealing* is registered.
View registered instrument details	A registered electronic instrument may be viewed or printed in hard copy form. In **Searches,** the **View Instrument Details** screen displays all the relevant details, including the instrument type, the computer register(s) affected, the names of the parties, and the applicable certifications.

Step 12 Close File and Advise Client

Refer to other learning resources

This step involves the manual processes that a practitioner normally completes:

- report to the client
- report to the mortgagee (if applicable)
- supply copies of title and instruments as appropriate
- close the file

As this takes place outside Landonline, you should refer to your other learning resources for information on this step.

Retain evidence for compliance review of certifications

At this step, you will need to set up a process for retaining the documents, for example, A&I forms and bank authorities, which support the practitioner's certifications.

The documents will provide the necessary evidence if the transaction is selected for an *e-dealing* compliance review.

Other *e-dealing* Transactions

Learning objectives

In addition to the discharge, transfer and mortgage already discussed, this section outlines examples of other *e-dealing* transactions that can be registered in Landonline.

Timing

This section can be completed in 10 minutes.

Instrument format

There are two methods for preparing and lodging instruments in Landonline, *Lodge with Template* and *Lodge with Image Only*.

***Lodge with Template* instruments**

'Lodge with Template' means your instruments can be lodged using the interactive fields in *e-dealing* Workspace as a template. Examples are:

- Variation of Mortgage
- Memorandum of Priority
- Transmission
- Caveat
- Notice of Claim
- Change/Correction of Name (Mortgagee)
- Change/Correction of Name (Proprietor)

Note: Except for Caveat and Notice of Claim (always "Lodge") the above examples start as "Auto-Reg" instruments and will step down to "Lodge" if text or an image is added.

***Lodge with Image Only* instruments**

Lodge with Image Only means you can simply attach the documents you need to your *e-dealing* instrument and submit for registration.

There are 177 types of *Lodge with Image Only* instruments. Common examples are easements, land covenants and leases.

Most firms will already hold the forms for completing an Image Only instrument electronically, such as an Easement Instrument form.

If you don't have these forms electronically you can still use the paper form, which you can scan and attach to your *e-dealing*, in which case the attestation/signature panels should be ruled through and deleted.

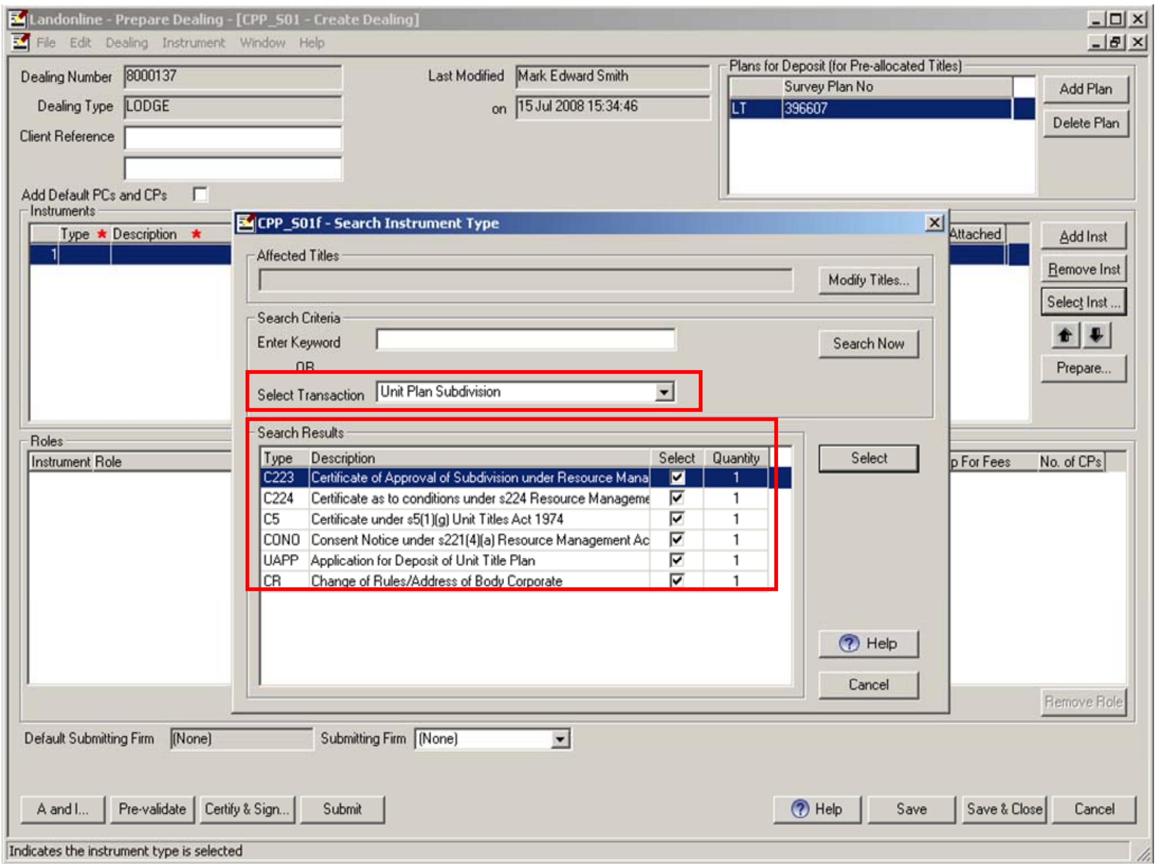
Other *e-dealing* Transactions continued

Subdivision and issue of new Titles

All subdivisions can be lodged by *e-dealing*. The *Create Dealing* screen allows for automatic selection of the most common instruments for the three most common subdivision types…

- Fee Simple
- Unit Title
- Cross Lease

The selection of subdivision type is made from the *Select Inst…* button and the *Select Transaction* drop down list. The standard instruments for each type of subdivision will automatically display. For example, if a Unit Plan Subdivision is selected, the instruments will display in the workspace screen as shown below:



Territorial Authority Certification

Territorial Authorities can provide their certifications (such as s223 or s224 certificates under the Resource Management Act) directly to LINZ electronically via Landonline **TA *e-certification*.** You will need to uncheck the TA certifications in the Workspace screen that have been provided electronically.

Other *e-dealing* Transactions continued

Non - Land Transfer Act instruments

There are a number of *e-dealing* instruments that are authorised by legislation other than the Land Transfer Act . Examples are an application to register a change of body corporate rules under the Unit Titles Act or a Certificate under the Public Works Act.

These instruments are signed by the client, scanned and attached as part of the *e-dealing* instrument.

No A&I form is required for these instruments as they are signed personally by the parties.

Before registration, the Workspace *signing button* will open a screen confirming that 'This instrument is ready to sign'. The practitioner then confirms that 'I have fully viewed and understand the effect of the documents'.

e-dealing Compliance Review and Audit

Learning objectives

This section explains:

- The *e-dealing* compliance review and audit process.
- Examples of evidence in support of certifications which should be retained for *e-dealing* transactions.

Timing

This section can be completed in 30 minutes.

Statutory Authority for Compliance Review and Audit

The statutory authority for the Land*online* *e-dealing* compliance review process is set out in Sections 164A to 164C of the Land Transfer Act 1952.

The main points are:

- The Registrar-General of Land (RGL) is authorised to undertake a compliance review of certifications provided by practitioners.
- Practitioners must hold supporting evidence showing the truth of their certifications and retain the evidence for 10 years.
- The RGL is authorised to request production of supporting evidence for review purposes.

Compliance Review

The RGL carries out periodic reviews of transactions to verify that practitioners hold the required authorities and documentation to support their *e-dealing* certifications.

The Compliance Review

Process

The process is:

- A small sample of *e-dealings* is selected for review.
- The practitioner is requested to complete a questionnaire and supply supporting evidence for the certifications given in the *e-dealings* selected for review.
- The supporting evidence must be supplied to the RGL within **ten working days** of the request being received.
- The RGL will issue a compliance certificate at the end of the review.

Supporting Evidence for Discharge/ Withdrawal

(This includes a discharge of mortgage, withdrawal of caveat and any of the other kinds of discharge instrument listed in the Land Transfer Regulations 2002)

The supporting evidence to be retained should include the following:

- **For an Institutional[4] Chargeholder:**

(i) A copy of the completed paper Discharge, or

(ii) All pages of the signed letter of authority from the chargeholder.

NB: Where the letter of authority is provided from a party who is not the chargeholder, please provide evidence explaining the linkage (i.e. the chain of authority) between the authoriser and the chargeholder.

- **For a Crown Agency:**

Such as a Govt dept, Court Registrars, Crown Owned Entities (Incl. Legal Services Board or Agency), SOE's

A copy of the completed paper Discharge

- **For a Private Chargeholder:**

Authority & Instruction form(s)

Including a copy of any Power of Attorney and certificate of non-revocation, photo ID and consents etc as appropriate

Supporting Evidence for Transfer

The supporting evidence to be retained should include the following:

- Authority & Instruction form(s) –transferor(s) (if acting for)
- Authority & Instruction form(s) – transferee(s) (if acting for)

Including a copy of any Power of Attorney and certificate of non-revocation, photo ID and consents etc as appropriate.

[4] A commercial lender such as a bank, building society, finance company or commercial trustee lender as opposed to a private individual or small group of individuals such a solicitors contributory mortgages.

e-dealing Compliance Review and Audit, continued

Supporting Evidence for Mortgage

The evidence to be retained should include the following:

- Authority & Instruction form(s) – registered proprietor(s)/mortgagor(s), and
- **For an Institutional Mortgagee:**

All pages of the signed letter of authority [if the mortgagor, property identifier (i.e. Computer Register or street address) and priority amount is not mentioned in the letter, other relevant documentation should be supplied (e.g. a copy of the loan agreement)].

NB: Where the letter of authority is provided from a party who is not the chargeholder, please provide evidence explaining the linkage (i.e. the chain of authority) between the authoriser and the chargeholder.

- **For a Private Mortgagee:**

Authority & Instruction form(s) completed by the private mortgagee(s)

Including a copy of any Power of Attorney and certificate of non-revocation, photo ID and consents etc, as appropriate

If a conveyancer is acting for both the mortgagor and mortgagee (as is the normal case), the certification states that they have authority to act for the mortgagor and for the mortgagee, so both authorities will need to be produced.

Supporting Evidence - Application for transmission

Authority & Instruction form(s) – completed by the applicant(s) including photo ID - this provides evidence of client identity and authority for the application component of the transmission.

Statutory declaration of the applicant(s).

Evidence of transmission. Examples of documents evidencing transmission are as follows:

- **Transmission by Survivorship on death of registered proprietor**: Certified copy of the entry in the Register of Deaths.
- **Transmission to Executor or Administrator on death of registered proprietor**: Certified copy of Probate/Letters of Administration granted by the High Court of New Zealand to the applicant(s)).

Supporting Evidence - Easement instrument

- Authority & Instruction form(s) –grantor(s) (if acting for)
- Authority & Instruction form(s) – grantee(s) (if acting for)

Including a copy of any Power of Attorney and certificate of non-revocation, photo ID and consents etc, as appropriate.

Supporting Evidence – Lease

- Authority & Instruction form(s) – lessor(s) (if acting for)
- Authority & Instruction form(s) – lessee(s) (if acting for)

Including a copy of any Power of Attorney and certificate of non-revocation, photo ID and consents etc, as appropriate.

Risk, system and controls-based audit

In addition to compliance review of transactions, a risk, system and controls-based audit for individual firms has been established. This type of audit encourages ownership and management of risk by firms and best practice.

The audit process includes a visit to the law firm by LINZ staff with a focus on the adequacy of the systems and controls in place to manage the following risks:

- Requisite client authority not obtained
- Identity and capacity of client not adequately verified
- Specified statutory requirements not complied with
- Supporting evidence not held for the requisite period
- Digital certificates or passwords compromised.

Monitoring of Landonline transactions

In addition to the Registrar’s compliance review powers, the Landonline system generates reports which flag unusual or suspicious transactions.

Registrar may revoke certification rights

Section 164B(2) of the principal Act authorises the Registrar to revoke a conveyancer’s right to give a certification under section 164A in certain circumstances.

This may occur where the Registrar believes on reasonable grounds that a certification is fraudulent or materially incorrect, or the conveyancer has failed to comply with any requirement under section 164C.

Customer Support & Resources

Learning objectives	This section explains the Landonline resources, publications and customer support available.
Timing	This section can be completed in 10 minutes.
Go to the Landonline website	Go to the Landonline website - www.landonline.govt.nz Select information on: • *e-dealing* - for Conveyancing professionals • *e-survey* - for Survey professionals • TA *e-certification* - for Territorial Authorities • *e-search* - for those searching the Land Titles Register and Cadastre • About Landonline- Information & forms for organisations wanting to sign-up to Landonline
NZ Law Society Publications and Documents	The following publications and documents are available on the NZLS website under Resources – e-dealing: http://www.lawsociety.org.nz/home/for_lawyers/resources • e-dealing Guidelines - 1 October 2008 • e-dealing Workflow Guidance and Checklists • e-dealing Compliance Review and Audit Information

e-dealing reference and training resources

- *e-dealing* practice tool
- Business Implementation Tools
- Quick Reference Cards
- *e-dealing* User Guide
- *e-dealing* education resources for Teaching Institutes, for lecturers, for students

LINZ 0800 support

LINZ provides a range of support for *e-dealing* customers through a designated *e-dealing* user queue on 0800 ONLINE (0800 665 463) – select option 1.