

# Torrens *talk*

Survey and Title Information for Land Professionals

June 2001

ISSUE 17

## Acceptance Guidelines

As part of the registration process, Land Transfer documents are examined to verify that the necessary legal requirements have been complied with. Defective documents are usually rejected or requisitioned for correction under s43 of the Land Transfer Act.

Rejection rates are generally quite high (in some cases, as high as 30 percent). This results in a considerable amount of double handling and rework, which in turn causes delays in the registration process. In some instances, documents are rejected for relatively minor defects that do not materially affect the transaction. Consistency is also an issue, as rejection rates sometimes vary significantly from office to office.

To address these concerns, LINZ recently reviewed its approach to rejections, and new guidelines have been issued to registration staff. The guidelines identify the key elements to be taken into account when assessing registrability and confirm that documents should not be rejected or requisitioned for minor clerical errors. The aim is to establish a uniform, acceptance-based approach to registration, while ensuring that risks are appropriately managed and legal requirements met.

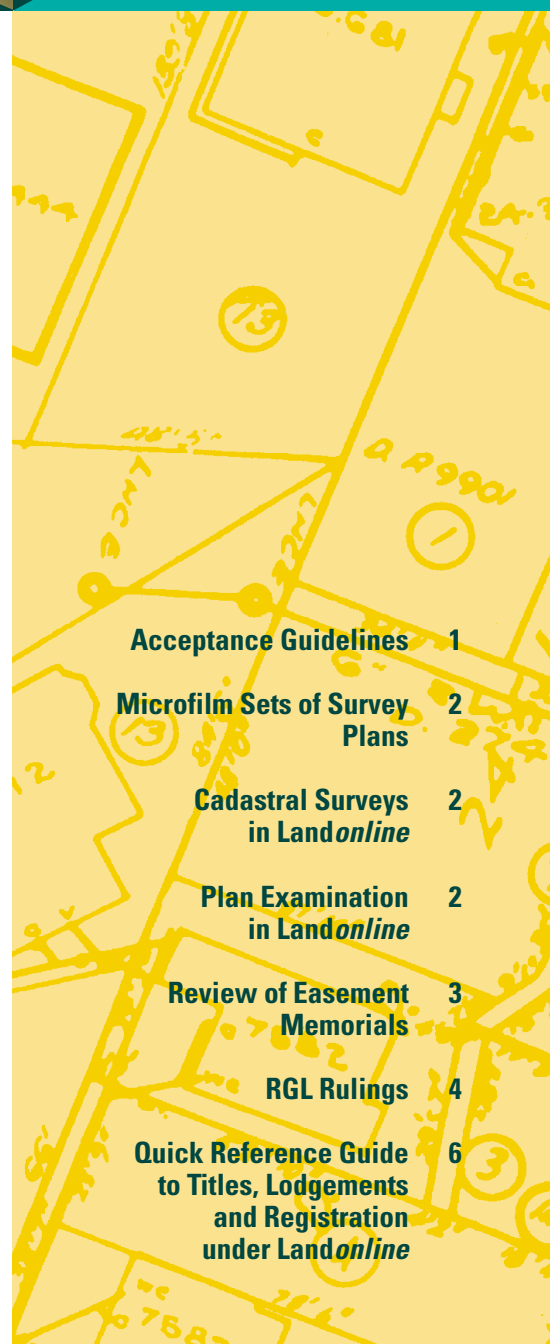
Documents containing minor errors (such as a minor discrepancy in the spelling of a name or legal description) may be accepted without correction, provided the validity of the transaction is not affected. If the intent is clear and the substantive legal requirements have been met, registration will proceed.

The Property Law Section of the New Zealand Law Society has indicated its support for this approach.

Although it is reasonable to allow some degree of tolerance for minor errors, this should not be perceived as a lowering of standards for Land Transfer documentation. As always, when preparing documents for registration, care should be taken to ensure that the correct details are supplied and legal requirements satisfied.

A 'right first time' approach will help to reduce rework and ultimately improve the efficiency of the registration process. This will be of mutual benefit to LINZ and its customers.

**A summary of the key requirements for registration, as identified in the guidelines, is set out on page 5.**



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# Survey Information

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[www.linz.govt.nz/publications/ttalk](http://www.linz.govt.nz/publications/ttalk)



*This issue of Torrenstalk outlines some of the initiatives being taken to support the implementation of Landonline, such as streamlining the plan validation criteria and the use of NZGD2000 for cadastral surveys. It is true to say that the experience of practitioners and staff with the Landonline application is giving us plenty of opportunity to refine and clarify procedures and requirements.*

*An update to the Cadastral Survey Guidelines is planned to be undertaken shortly. Details of this will be advised in the NZIS 'Newslink'.*

**Tony Bevin**  
Surveyor-General

### Microfilm Sets of Survey Plans

With the progressive implementation of **Landonline**, a number of sets of microfilms have become surplus to Land Information NZ's requirements. LINZ will retain a full set in each region for that region and a full national set. Regional sets are being kept mainly for the interpretation of detail not visible on images, and the national set will be kept for archival purposes.

Of the surplus sets from the Land District Offices that are closing, one will be given to a local community organisation such as the local authority, library or museum. Any other surplus sets will be made available for disposal, generally by tender.

Surplus sets are being disposed of on an 'as is where is' basis, with no guarantee or certainty as to the completeness or currency of the set. Although they may be useful for local historical research purposes, they cannot be relied on for survey transactions or other work relying on official survey records.

### Introduction of NZGD2000 for Cadastral Surveys in Landonline

In order to explain the requirements for the use of NZGD2000 for cadastral surveys in **Landonline**, the Office of the Surveyor-General has prepared a series of Frequently Asked Questions with answers prepared with the assistance of the School of Surveying at the University of Otago.

These questions cover such aspects as:

- when NZGD2000 becomes available and when it is required to be used
- the criteria for continuing acceptance of NZGD49 and OCD
- the criteria for connecting a survey to NZGD2000
- the use of NZGD2000 coordinates for an origin
- determination of bearing corrections between NZGD49 and OCD and NZGD2000. A key point here is that bearings in terms of NZGD49 can generally, and within cadastral survey limits, be considered to be in terms of NZGD2000.
- how to identify NZGD2000 control and how to distinguish between NZGD2000 marks that have been re-surveyed and those that have been obtained by readjustment of the historical observations.

This FAQ is available from Chief Surveyors. It has already been distributed to South Island surveyors. It is proposed to include it in section 3.5 of the Cadastral Survey Guidelines to make it accessible to all surveyors.

### Review of Plan Examination in Landonline and OSG Standard 4

#### Landonline verification items

A recent review of **Landonline** identified the need for the verification items and standard requisition reasons used by plan examination staff to be better aligned with standards such as OSG Standard 4 (Cadastral Surveyor Accreditation and Audit System Design). A new set of verification items and standard requisition reasons has been developed with

the characteristics outlined below:

All standard requisition reasons:

- are based on OSG Standard 4 Appendix B
- are prefixed by the OSG Standard 4 code to provide a cross reference
- include a reference, for further clarification, to the Cadastral Survey Guidelines, Survey Regulations 1998, or other legislation.

To align **Landonline** with the latest draft version of OSG Standard 4, a small number of verification items and requisition reasons were added to OSG Standard 4. In addition, a number of items in the latest draft of OSG Standard 4 have had their impact assessed downward – in some cases because the impact of such errors is less for a survey lodged into **Landonline**.

A new version of OSG Standard 4 Appendix B is in preparation incorporating these changes.

### Requisition policy

A new requisitioning policy has been developed. All standard requisition reasons have been assessed as to their impact for validation, and items with a minor impact have been identified (see below). The new policy is that, in general, a survey will not be sent out on requisition if the only errors found are of minor impact for validation. If a more significant error is found, the survey will need to be requisitioned and any minor impact errors detected will also be included on the requisition.

Standard requisition reasons in **Landonline** that are considered to be of minor impact for validation are indicated by an (M) following the OSG Standard 4 code number.

A potential exception to the new policy is where a very large number of ‘minor’ errors (say 10) indicates a pattern of error that needs attention or, in aggregate, renders the plan a high risk in the opinion of the Chief Surveyor.

### Minor impact errors

The errors considered to be ‘minor’ for validation are, in most cases, those items considered to have minor impact for the purpose of audit and accreditation and which are identified in OSG Standard 4, Appendix B by an ‘M’. However there are some errors which are ‘M’ or not applicable for the purpose of audit and accreditation but which

cannot be left unrequisioned if detected. Therefore, these are not considered to be minor for validation.

For example, incorrect fees have no impact on accreditation but are not ‘minor’ for validation. Similarly, if the surveyor notifies a conflict with the record, but the Chief Surveyor considers that the resulting boundary definition requires additional evidence, the impact is still considered minor for the purpose of audit and accreditation but not minor for validation because a requisition will be required.

### Accreditation checking and Landonline

OSG Standard 4 Appendix B identifies verification items that are not normally to be checked for surveys lodged by accredited surveyors. A number of these are, or may be, routinely checked in **Landonline**. This occurs for three main reasons:

Staff have noticed the error while capturing the data from the plan. Capture necessarily introduces a higher level of scrutiny of survey dimensions, mark details, and parcel details. The error relates to data that is required to be provided and correct before the survey can be loaded into the **Landonline** database. An automated check in **Landonline** has identified an error.

Errors found only in plan examination will not normally have a direct effect on accreditation status but may result in an audit being initiated.

### Review of Easement Memorials

LINZ is reviewing its approach for recording easements. Several areas of concern have been identified:

Type	Servient tenement	Easement Area	Dominant tenement
Right of way and Right to Drain Sewage	Lot 1 DP 12345 herein	A DP 12345	Lot 1 DP 12346 (CT OT1A/1)
Right of way and Right to Drain Sewage	Lot 1 DP 12345 herein	A DP 12345	Lot 2 DP 12346 (CT OT1A/2)
Right of way and Right to Drain Sewage	Lot 1 DP 12345 herein	A DP 12345	Lot 3 DP 12346 (CT OT1A/3)
Right of way and Right to Drain Sewage	Lot 1 DP 12345 herein	A DP 12345	Lot 4 DP 12346 (CT OT1A/4)
Right of way and Right to Drain Sewage	Lot 1 DP 12345 herein	A DP 12345	Lot 5 DP 12346 (CT OT1A/5)

Memorials for complex easements can become very convoluted and difficult to interpret.

In **Landonline** these memorials can translate to several pages of very repetitive easement data.

References to dominant tenement descriptions and CT references lose their currency over time (i.e. when land is subdivided).

The current level of detail means that much of the information in the easement certificate or transfer is unnecessarily repeated on the certificate of title – this is a time consuming process with increased opportunity for error.

The time-consuming nature of the current easement recording process delays the issue of new titles.

### Proposed solution

- Streamline the process by using simplified easement memorials.
- Refer to easement document itself for full details - the easement document is generally required as part of a title search, and is now more accessible via **Landonline**.

The following example shows how a relatively routine easement would currently appear on the title for the servient tenement title under **Landonline**.

### Current Memorial Format

123456.1 Easement Certificate specifying the following easements – 1.5.2001 at 9am

# RGL Rulings



*This section contains rulings and decisions of the Registrar-General of Land arising from appeals, legal opinions and practice issues agreed to by all District Land Registrars. A principal aim has been standardisation of interpretation and practice nationwide. The information is applicable in all LINZ offices.*

**Robbie Muir**  
Registrar-General of Land

## 1. Landonline Practice Notes

### 1.1 Wellington Region

The Wellington Regional Office of Land Information New Zealand will commence processing under **Landonline** on 2 July 2001.

A quick reference guide outlining the Landonline lodgement and registrations procedures is set out on page 6.

### 1.2 Dunedin Region

The Invercargill Branch Office closed at the end of March 2001. All title and plan lodgements for the Otago and Southland Land Registration Districts are now processed under **Landonline** through the Dunedin Regional Office of Land Information New Zealand.

Remote access via **Landonline** is now the primary means of access to land records for these districts. Information about this service is available at [www.landonline.govt.nz](http://www.landonline.govt.nz), from the Help Desk - phone 0800 ONLINE (0800 665 463), or from the Dunedin Regional Office.

### 1.3 Branch Office Changes in the Christchurch Region

#### *Nelson Office*

The Nelson Branch Office closed to the public at 4.00 pm on Friday 25 May 2001.

The Christchurch Regional Office now processes all Nelson Land Registration District transactions and provides the search service for Nelson land records.

Remote access via **Landonline** is now the primary means of access to those records. Information about this service is available at

[www.landonline.govt.nz](http://www.landonline.govt.nz), from the Help Desk - phone 0800 ONLINE (0800 665 463), or from the Christchurch Regional Office.

A residual Manual Access Service is also available (for further details see [www.linz.govt.nz](http://www.linz.govt.nz) or contact the Christchurch Office).

#### *Hokitika Office*

**Landonline** title conversion will commence on Monday 11 June 2001 for the Hokitika Office and is expected to take two weeks. From 11 June:

- all plan and dealing lodgements for the Westland Land Registration District must be made to the Christchurch Regional Office
- a Transitional Search Service will be implemented (details are available from the Christchurch Regional Office).

#### *Blenheim Office*

**Landonline** title conversion will commence on Monday 18 June 2001 for the Blenheim Office and is expected to take three weeks to complete. From 18 June:

- all plan and dealing lodgements for the Marlborough Land Registration District must be made to the Christchurch Regional Office
- a Transitional Search Service will be implemented (details are available from the Christchurch Regional Office).

### 1.4 Paper Requirements for Land Transfer Documents

Documents intended for registration should be

prepared on A4 size cream or white paper in accordance with reg 5A(a) of the Land Transfer Regulation 1966. This is particularly important in the **Landonline** environment where documents are scanned and held in electronic form. Experience has shown that coloured papers (examples encountered include light grey, blue, green and orange) are generally unsuitable for scanning.

While all reasonable efforts will be made to facilitate registration, if an instrument is not capable of being imaged for the purposes of s19 of the Land Transfer (Automation) Amendment Act 1998, registration may be refused pursuant to reg 8 of the regulations.

### 1.5 Aerial Photographs

Once a document has been scanned and registered under **Landonline**, the original paperwork is ordinarily returned to the lodging firm pursuant to s19(1)(b) of the Land Transfer (Automation) Amendment Act 1998.

Documents containing aerial photographs may, however, be retained by LINZ if the image derived from the photograph is not adequate for online searching. In such cases, the original document will be stored with other paper records and made available for viewing on request.

Although definition by way of a deposited plan is preferred, aerial photographs are permitted in conjunction with a limited number of instrument types, for example:

- Crown Forestry Licence under the Crown Forest Assets Act 1989
- Forestry Right under the Forestry Rights Registration Act 1983
- Sustainable Forest Management Plan under the Forests Act 1949

- Open Space Covenant under the Queen Elizabeth the Second National Trust Act 1977.

## 1.6 Powers of Attorney

When a power of attorney is scanned and deposited under **Landonline**, the original document is labelled with a bar code and returned to the lodging firm. The bar code label contains both a Doc ID number and the dealing number. The Doc ID number is used in the **Landonline** system to identify the image and for processing reasons is the larger of the two.

The dealing number is the number which should be quoted when preparing a certificate of non-revocation for subsequent transactions executed by the attorney. To ensure the correct details are supplied, customers should rely on the number specified in the confirmation notice that is sent following the deposit of the power of attorney. The Doc ID number should not be referred to.

## 1.7 Replacement of Lost Duplicate Titles

The requirements for replacing a lost duplicate title are the same under **Landonline** as they are in the manual environment (ie, a declaration of loss must be lodged and advertised in accordance with s87 Land Transfer Act 1952).

Authentic duplicate titles are printed on special paper with a light blue backwash and a water mark, and are thus distinguishable from ordinary search copies.

## 1.8 Return of 'Historical' Duplicate Titles

When a transaction is processed under **Landonline**, the duplicate certificate of title is destroyed and replaced with an updated

computer-generated version. This is an extension of what already occurs under the manual process when land is subdivided or amalgamated and a new certificate of title is issued.

It is, however, recognised that older duplicates are sometimes of historical interest and worthy of preservation. To accommodate this, Land Information NZ has allowed cancelled duplicate certificates of title to be returned where a written request has been made by or on behalf of the registered proprietor.

Unfortunately some firms have adopted this approach as a matter of course, so that pro forma requests are being made for the return of modern duplicates, which clearly have no historical significance. This is counter-productive as it diverts LINZ staff from other registration-related activities.

It has therefore been necessary to limit the return option to requests that meet these criteria:

- a written request must be made by or on behalf of the registered proprietor
- it must demonstrate why the particular duplicate title is of historical interest
- it must relate to a non-A4 size duplicate that corresponds to a certificate of title originally held in the bound volumes of the register
- pro-forma requests (such as a standard photocopied letter) will not be accepted.

## 1.9 Search Copies vs Duplicate Titles

When conducting a title search, it is essential to obtain an up-to-date search copy of the

register in every case. Duplicate certificates of title should not be used as an alternative, as they do not show details of caveats, charging orders or other matters that are entered only on the register. This also applies to duplicate certificates of title issued under **Landonline**.

## 2. Practice Notes for Mortgage Documentation

These items are published at the request of banking industry representatives.

### 2.1 Pre-Allocated Title References

Title references are sometime omitted from mortgages and other documentation lodged for registration in respect of allotments in new subdivisions where the new titles have yet to be issued. Although the legal description may be used to identify the land affected, a pre-allocated title reference will also be available in most cases. Pre-allocated title references are assigned at an early stage in the plan approval process and should, where possible, be used to identify the land affected.

### 2.2 Mortgages Against Cross Lease Titles

When preparing mortgages for registration against cross lease titles, a reference to the leasehold component of the mortgagor's estate should be included in the appropriate panel of the form (the 'Estate or Interest' panel). Although a mortgage referring to the fee simple alone may be registered, this may not meet the mortgagee's requirements for its security documentation. If a correction is required, this will invariably involve the registration of a new mortgage. Given the additional costs involved, it is obviously preferable to get the mortgage documentation right in the first instance.

### Key requirements for registration cont...

- The parties purporting to deal with the land are the registered proprietors and have executed the document
- Where required, the correct duplicate title has been produced (ie, it matches the CT reference and proprietorship specified in the document).
- The operative parts of the document are clear and unambiguous (eg, in the case of a transfer, there should be certainty as to what is being transferred and to whom)
- There is no entry on the title that prevents registration, for example:
  - caveat or notice of claim
  - charging order
  - (some) statutory land charges
  - trusts or reserve status
  - compulsory easement under s243(c) Resource Management Act
  - amalgamation covenant under s240 Resource Management Act
  - etc.
- The transaction is of a type that may be registered (ie, registration is authorised under the Land Transfer Act 1952 or by some other statute)
- Specific statutory requirements for consent, approval or confirmation are met, for example:
  - consent under s89 of the Land Act 1948
  - mortgagee consent under s90F Land Transfer Act 1952
  - confirmation under Te Ture Whenua Maori Act 1993
  - approval under the Part 10 Resource Management Act 1991
  - right of first refusal requirements under Treaty of Waitangi claims settlement legislation
  - etc.
- There are no prior pending dealings affecting the same certificate of title.

**Quick reference guide to titles, lodgements and registration under *Landonline***

Item	Customer Action	LINZ Action	Expected Results
Abstract	<ul style="list-style-type: none"> <li>• Leave the Firm Code blank, as you will be given a new User ID.</li> <li>• Double check that fees are correct.</li> <li>• All titles references must be correct.</li> </ul>	<p>Issue clients with a new User ID. Attach Priority Barcode on abstract and enter details into <b>Landonline</b>.</p> <p>Billing systems will apply for Credit Customers. Abstracts will only be validated where payment is by cash.</p>	<p>Two pages of the Abstract returned with documents.</p> <p>You will receive notification by letter that registration is authorised or rejected.</p>
Lodgements	<ul style="list-style-type: none"> <li>• A priority book will not be used.</li> <li>• Deliver to counter of Regional LINZ Office and lodge registration.</li> <li>• You will need to make sure that a LINZ staff member receives your lodgement. You may have to wait a moment.</li> <li>• Postal lodgement is accepted. Lodgement is deemed to be 9.00 am the following day. (Caveats and Matrimonial Property Act Notices of Claim cannot be lodged by post.)</li> </ul>	<p>Accept lodgement and print priority barcode label and attach it to the first abstract. This will record the date and exact time of lodgement.</p> <p>Check to see if documents can be accepted.</p> <p>Image barcode labels (different from priority labels) are printed, as the documents will be scanned</p> <p>Enters dealing into <b>Landonline</b>.</p>	<p>Notification that documents have been accepted or rejected.</p> <p>Duplicate copy of the title will be destroyed. A new computer duplicate title will be returned with the letter notifying rejection or registration.</p>
Productions	<ul style="list-style-type: none"> <li>• Present to the counter of the Regional LINZ Office.</li> <li>• No change to form used.</li> </ul>	<p>Image the production slip and any supporting letters.</p> <p>Barcode label is attached to production and production given number.</p>	<p>Red (receipt) and yellow (authority to register) pages returned.</p> <p>New computer duplicate title returned with green (return) page.</p>
Documents	<ul style="list-style-type: none"> <li>• Only one copy of a document is required to be presented, eg mortgages are not presented in duplicate.</li> <li>• Registered documents subject to further registration are not required to be produced for noting, eg Variation of Mortgage.</li> <li>• Staple documents together in top left hand corner. Do not glue or stitch. Keep flat.</li> <li>• Use a one-page form when appropriate.</li> <li>• Should be on A4 standard weight paper (eg 80-100 gsm) and executed in black or dark blue ink.</li> <li>• Retain returned documents until notified of the final outcome.</li> </ul>	<p>A dealing is created in <b>Landonline</b>. Create an image barcode and attach it to the top left-hand corner on the front page of the document.</p> <p>If the label is going to cover relevant information, attach a blank A4 sheet of paper and affix label to that. Scan the document.</p>	<p>When implementation of <b>Landonline</b> is completed, documents will be held for 24 hours, then returned once scanned as LINZ will not keep a paper copy of documents. They will have a barcode label attached.</p> <p>In the interim, as the transition continues, documents will be held until registered or rejected and will be returned with the notification form.</p>

**Additional copies of the above table are available from the LINZ Regional Offices, or check-out the LINZ web site [www.linz.govt.nz](http://www.linz.govt.nz)**

## Review of Easement Memorials cont...

There are five "lines" to this memorial because **Landonline** stores each separate tenement in a separate row of the database, and the current **Landonline** memorial templates recreate exactly the contents of the database.

### Proposed Memorial Format

Using the simplified memorial format, the same easement would be recorded on the title as follows:

*Subject to a right of way and a right to drain sewage over part marked A on DP 12345 specified in Easement Certificate 123456.1 – 1.5.2001 at 9am*

### Benefits:

Title searches will be clearer and not cluttered with pages of repetitive easement details.

The new title process will be faster, as a result.

This proposal has been endorsed by the Land Titles Committee of the NZLS Property Law Section. The changes will come into effect in all offices from 2 July 2001.

### Technical Workshop

On 16 May 2001 a technical session was held with all Land District Chief Surveyors and OSG

staff. This was probably the last meeting to be attended by some of the personnel in Chief Surveyor positions, as some offices will be closing over the next year as **Landonline** is implemented.

Some of the items discussed were:

- OSG 4 Accreditation Review
- Quality assurance/ quality control
- Cadastral Survey guidelines - next update
- NZGD 2000
- Field audit criteria
- **Landonline** update and implementation.

A dinner was held that included District Land Registrars and RGL staff. During the evening the Chief Executive, Dr Russ Ballard, acknowledged the service provided through the Chief Surveyor and District Land Registrar positions and their staff over the last 150 years, and commended their commitment to the introduction of **Landonline**. The Surveyor-General, Tony Bevin, and the Registrar-General of Land, Robbie Muir, endorsed these remarks.

### Geodetic Control - Round 8

Geodetic survey control contracts for Round 8 have now been let. This completes the 5b-control network in the North Island to support the **Landonline** project. The work being undertaken is in the Hamilton, Waikato, Taupo, Tauranga, Whakatane, Rotorua and

Bay of Plenty areas and is expected to be completed in early 2002. Separate 5b work is also underway in the Wellington, Porirua, Hutt Valley and Wairarapa areas, and expected to be completed in early 2002.

### LINZ Web Site: Useful Links

Various OSG publications including standards and specifications can be found on the LINZ web site at:

<http://www.linz.govt.nz/services/surveysystem/osgpublications/index.html>

An online coordinate conversion program is available at:

<http://gdb.linz.govt.nz/cgi-bin/concord.cgi>

Software, including a least squares adjustment program (SNAP), and coordinate conversion program (CONCORD) are available at:

<http://www.linz.govt.nz/services/surveysystem/geodetic/snap/index.html>

Software to convert between NZGD49 and NZGD2000 is available at:

<http://www.linz.govt.nz/services/surveysystem/geodetic/snap/index.html>

# Operations



*The Operations section of Torrens talk now appears on the LINZ website. The Internet gives us the ability to bring you the latest information on activity volumes and performance achievements as soon as they become available. LINZ's website also contains a wide range of survey and title information – including details on the recent decision by the Government regarding the storage of paper land records.*

*Please send us your feedback by writing to [info@linz.govt.nz](mailto:info@linz.govt.nz) and we'll see you on the Internet.*

**Carolina Gartner**  
General Manager Operations

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## How to contact your local office

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#### Functions

Chief Executive  
 Automation Programme Manager  
 GM Policy  
 Corporate Services  
 Registrar-General of Land  
 Surveyor-General  
 Chief Topographer/Hydrographer  
 Chief Crown Property Officer  
 Valuer-General  
 GM Contracts  
 General Manager Operations

#### Address

Lambton House  
 160 Lambton Quay  
 PO Box 5501  
 Wellington  
 Ph 04-460 0110  
 Fax 04-472 2244

### Operations Support

(see National Office address above)

### Auckland Regional Office

Private Bag 92016  
 Auckland 1  
 Price Waterhouse Bldg  
 41-43 Federal Street  
 DX CP22017  
 Ph 09-377 1499  
 Fax 09-358 5072 (main)  
 Fax 09-358 5072 (titles)

### Hamilton Regional Office

Cnr Victoria & Rostrevor Streets  
 Private Bag 3028  
 Hamilton  
 DX GX10069  
 Ph 07-838 2489  
 Fax 07-834 6788 (main)  
 Fax 07-834 6788 (titles)

### New Plymouth Branch

Atkinson Building  
 Devon Street West  
 Private Bag 2027  
 New Plymouth  
 DX NP90062  
 Ph 06-758 0829  
 Fax 06-758 1673

### Wellington Regional Office

Mayfair House  
 44-52 The Terrace  
 PO Box 5014  
 Wellington  
 DX SP 23512  
 Ph 04-496 9450  
 Fax 04-496 9420 (main)  
 Fax 04-496 9490 (titles)

### Gisborne Branch

Nga Wai E Rua Building  
 Cnr Lowe Street & Reads Quay  
 Private Bag 7005  
 Gisborne  
 DX LP78560  
 Ph 06-868 5122  
 Fax 06-867 8178 (main)

### Napier Branch

Dalton House  
 Dalton Street  
 Private Bag 6009  
 Napier  
 DX MP70022  
 Ph 06-835 7369  
 Fax 06-835 6486 (main)  
 Fax 06-835 6486 (titles)

### Christchurch Regional Office

Torrens House  
 195 Hereford Street  
 Private Bag 4721  
 Christchurch  
 DX WP20033  
 Ph 03-379 9793  
 Fax 03-366 6422 (main)  
 Fax 03-379 4007 (titles)

### Blenheim Branch

NZI House  
 5 Market Street  
 PO Box 445  
 Blenheim  
 DX WC60043  
 Ph 03-577 2390  
 Fax 03-577 2395 (main)  
 Fax 03-577 8593 (titles)

### Hokitika Branch

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 Fax 03-755 8808 (titles)

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