

How to lodge a manual dealing

Dealing documents can only be lodged manually under these circumstances:

- If the person lodging the dealing is not a conveyancing practitioner, or
- Where a dispensation is obtained - (Section 24(3)(b) of the Land Transfer (Computer Registers and Electronic Lodgement) Act 2002 gives the Registrar General of Land (RGL) a discretionary power to allow a paper instrument to be lodged instead of lodging the instrument electronically, and/or
- When the document must, at law, contain an original seal of a Court or be physically served on LINZ. For example, Orders of the Court including documents such as Transfers authorised by and executed by the Court.

All manual dealing lodgements must be made using the Manual Dealing Lodgement form. See page 2 for more details.

Manual lodgement

To lodge manual dealings you can:

- **Use the drop box** at the LINZ Hamilton or Christchurch processing centre counters

Drop boxes are available between 9.00am and 4.00pm on LINZ business days

- **Post** the documents to LINZ, or
- **Courier** the documents to LINZ

The time of registration of manually lodged dealings into Landonline will be as at 9.00am on the next business day following the day of receipt.

Priority lodgement

In some situations you may wish to lodge the dealing with "Priority" e.g. a caveat or notice of claim. Making a priority lodgement ensures the lodgement is entered into the LINZ work queue at the time and date it was handed over at the counter.

Please note that this does not provide urgency for processing the dealing.

Important note for Landonline customers

If you are a Landonline customer, please check whether the dealing documents you wish to lodge are able to be lodged electronically using Landonline *e-dealing*.

See the Landonline website *e-dealing* section for information on [e-capable instrument types](#).

Priority lodgements incur additional fees per instrument lodged.

You (or your agent or courier) must:

- Lodge the documents **by hand** over the counter at Hamilton or Christchurch processing centre
- Lodge the documents **between 9.00am and 4.00pm** on LINZ business days
- Pay the additional Priority lodgement fee at the time of lodgement.

LINZ will allocate a priority barcode to the lodgement and capture details into Landonline as at the date and time of the barcode.

A receipt can be provided once the barcode information has been captured but this may take several minutes. Or, LINZ will mail the receipt if customers or agents can not wait.

Additional notes for manually lodged dealings

- When dealings are Registered, Rejected or Withdrawn, the documents will be returned directly to the lodging person/firm by LINZ via mail or DX
- If a manual dealing is requisitioned, notice of this, together with any instrument that may need to be clarified or amended, will be returned directly to the lodging person/firm by LINZ via mail or DX
- For information about common reasons for requisitions, see the LINZ website.

See Page 2 for the 'Manual dealing lodgement checklist' for non conveyancing practitioners and the LINZ Hamilton and Christchurch processing centre details.

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Manual dealing lodgement checklist

All lodgements by non conveyancing practitioners must include :

- **Completed [Manual Dealing Lodgement form](#)** – found on the [LINZ website](#)

Follow the instructions in the [Manual Dealing Lodgement Form User Guide](#) to complete the form

If you don't have internet access, call 0800 ONLINE (0800 665 463) and request a copy to be mailed to you.

For documents lodged under the Land Transfer Act also include:

- **Photo ID form** – This form is included in the [Manual Dealing Lodgement Form User Guide](#) and
- **Statutory declaration** of the person/s signing the document/s (**Form 27**)
OR
- **Statutory declaration** of the witness to the above person/s (**Form 28**)

(Statutory declarations are required under S.16 of the Land Transfer Regulations 2002 when lodging documents that create, modify or extinguish interests in land.)

Enquiries and requests about lodged dealings

If you have any enquiries or requests regarding a lodged dealing, please send or advise these to LINZ by:

- Calling 0800 ONLINE (0800 665 463)
- Emailing info@linz.govt.nz

The enquiry or request will be captured into Landonline and linked to the dealing for processing by the LINZ staff member handling the lodged documents.

All other general enquiries or requests

If you have an enquiry or request not related to a lodged dealing, please

- Call 0800 ONLINE (0800 665 463)
- Email info@linz.govt.nz

LINZ PROCESSING CENTRES

HAMILTON

LINZ Processing Centre
820 Victoria Street
Private Bag 3028
Hamilton 3240
DX GX10069
Fax: 07 858 5488

CHRISTCHURCH

LINZ Processing Centre
Level 3
195 Hereford Street
Private Bag 4721
Christchurch 8140
DX WP20033
Fax: 03 366 6422