

1.2 Using the lodgement form

<p>Using the form</p>	<ul style="list-style-type: none"> To move around the form, you can either click in the field which you wish to complete, or click in the first field and then press the Tab key to move to the next field, and so on. Please use a clear upright font of at least 10pt (e.g. Arial, Times New Roman, Courier) and do not use italics, underlines or script. If handwritten, please print clearly using a ballpoint pen. There is a limit to how many characters can be entered into each field of the form. Once the maximum number of characters has been entered, any further data entered will not appear on the form. The approximate maximum number of characters that each field will accept is shown in Part Two of this guide, "Individual Fields/Buttons – Detailed Explanation" below.
<p>Page 1</p>	<ul style="list-style-type: none"> Page 1 is used for the lodgement of a dealing containing up to six instruments. For most dealings you will complete and print out only Page 1.
<p>Page 2</p>	<ul style="list-style-type: none"> Page 2 is a continuation of the first page and used for larger lodgements, and accommodates up to seven more instruments, as a continuation of page one. The "Total for this dealing" field on Page 1 shows the total fees payable for the instruments entered on Pages 1 and 2.
<p>Large dealings</p>	<ul style="list-style-type: none"> If there are more than 13 instruments in the dealing you can complete page 2 and print it out, then press the "Clear This Page" button and repeat the process until all the instruments have been entered. NB: When the "Clear This Page" button is pressed the "Running Total for Page 2" field will be populated with the total fees already entered on Page 2, and the "Total for This Dealing" field on Page 1 will correctly show the total fees for the dealing.
<p>Page 3</p>	<ul style="list-style-type: none"> Page 3 is a separate title schedule for dealings affecting large numbers of titles. You can complete as many pages as the transaction requires, printing and clearing as you go.

1.3 Fee Calculator

<p>About the fee calculator</p>	<ul style="list-style-type: none"> When you populate the cells with details of the fees you are paying for each instrument, the total fees for that instrument and the dealing are automatically calculated for you. A link is available to the LINZ fees schedule on the LINZ website to show you which fees are payable.
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1.4 Print Function

<p>Using the Print function</p>	<ul style="list-style-type: none"> When you select the "Print This Page" or "Print All Pages" buttons, the lodgement form will automatically print one copy. If you require additional copies of the lodgement form for your own records, you can either select the Print icon from the toolbar (or use the menu item File / Print) to obtain an additional copy, or select the "Print This Page" button again.
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	<ul style="list-style-type: none"> • If you are printing the lodgement form using an inkjet printer and the edges of the form are cut off, you will be able to print the form successfully by using the Adobe Acrobat “Print” icon at the top-left of the form, or the menu item File / Print, instead of the “Print This Page” or “Print All Pages” buttons on the lodgement form itself.
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1.5 Searching a lodgement form

<p>To search a lodgement form for a dealing in Landonline</p>	<p>Lodgement forms may now be searched in Landonline.</p> <ul style="list-style-type: none"> • If the dealing you wish to see the lodgement form for has been registered, you can search the image of the first instrument in the dealing and will find that an image of the lodgement form is the last page of the image of that instrument. • A search of an instrument image in Landonline incurs a fee – refer to the LINZ fees schedule. • If the dealing has not been registered (i.e., its status in Landonline is Pending, Rejected, Requisitioned or Withdrawn) you can request a copy of the lodgement form in the same way that you currently request a copy of an abstract. This search will incur a fee – refer to the LINZ fees schedule.
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1.6 Lodgement of forms, nominating payment method

<p>One lodgement form per dealing</p> <p>Nominating payment method</p>	<ul style="list-style-type: none"> • A separate lodgement form should be lodged with each dealing. • The documents, appropriate notice and a receipt for any fees charged will be returned to you when the transaction has been processed. • The form includes provision for you to nominate whether you are paying by cheque or charging the fees to your Landonline account.
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Part 2. Detailed Field Descriptions

2.1 Detailed descriptions of fields on Page 1

Page 1 Field or Button Name	Detailed Descriptions
Landonline User ID	<ul style="list-style-type: none"> • A Landonline User ID contains up to 14 characters and is issued to each firm by LINZ. Your firm will have previously been advised of its user ID if you have remote access to Landonline for searching. • This Landonline User ID is not the four-character Firm Code from pre-Landonline days, and neither is it the user code that individual users use to log onto Landonline. • This field is mandatory for regular customers (e.g. conveyancing professionals). If you don't know your Landonline User ID, you can leave this field blank to start with and LINZ will contact you to advise what your user ID is.
Lodging Firm	<ul style="list-style-type: none"> • This is the name of the firm lodging the transaction with LINZ. • This field will accept a maximum of about 33 characters, so abbreviations may be required in some cases.
Associated Firm	<ul style="list-style-type: none"> • This field replaces the old Principal Firm field and can be used by registration agents to record their client firm. • This field will accept a maximum of about 33 characters, so abbreviations may be required in some cases.
Client Code / Ref	<ul style="list-style-type: none"> • Entries made in this field will appear under the heading Client Ref: on Registration Confirmation, Rejection and Requisition notices. • This field will accept a maximum of about 19 characters.
Private Individual	<ul style="list-style-type: none"> • If you are a private individual lodging a manual dealing, complete this field with your full name • Leave the Landonline User ID and Lodging Firm fields blank.
Address	<ul style="list-style-type: none"> • This is the postal address of the lodging firm or private individual and contains three fields. • Each field will accept a maximum of 33 characters.
Plan Number to be Deposited	<ul style="list-style-type: none"> • This field is only completed if you are lodging a dealing that will deposit a survey plan.
Rejected Dealing Number	<ul style="list-style-type: none"> • This field is only completed if you are re-lodging a dealing that was previously rejected. • When the previous dealing number is entered here it will also appear in the "Less Fees Paid on Dealing Number" field below.
Dealing/SUD Number	<ul style="list-style-type: none"> • This field is for LINZ use only.
Priority Barcode/Date Stamp	<ul style="list-style-type: none"> • This field is for LINZ use only.
Print This Page	<ul style="list-style-type: none"> • This button prints Page 1.

Print All Pages	<ul style="list-style-type: none"> This button prints all pages of the form.
Clear All	<ul style="list-style-type: none"> This button clears all the fields except Landonline User ID, Lodging Firm, Private Individual and Address. When you click on this button a message will appear saying “Are you sure you want to reset this form?” Click on the OK button to clear the form, or click on Cancel if you wish to retain the information in all the fields.
Cheque/Cash Enclosed Debit my Landonline Account Eft-pos	<ul style="list-style-type: none"> Select your preferred method of payment by checking one of these radio buttons. The options are: “Cheque/Cash Enclosed” “Debit my Landonline account” or, if you are lodging the form at a LINZ processing centre, “Eft-pos”. The lodgement form will then display the total fees payable in the appropriate field at the bottom of Page 1 of the form. If you are using the writeable version of Adobe Acrobat, the method of payment should be one of the fields completed prior to saving the lodgement form as a template.
To Title Schedule	<ul style="list-style-type: none"> This link takes you to Page 3 - the Title Schedule.
To Page Two	<ul style="list-style-type: none"> This link takes you to Page 2.
LINZ Fees	<ul style="list-style-type: none"> This link takes you to the LINZ fees schedule on the LINZ website and also links to the full list of instrument type codes and fees.
Priority Order	<ul style="list-style-type: none"> This field is for LINZ use only and is not able to be selected or edited.
CT Ref (computer title reference)	<ul style="list-style-type: none"> Up to three title references may be entered in the “CT Ref” field. When letters appear in title references they should be entered in upper case. To enter one title reference, position the cursor at the top left corner of the field (or press Tab from the previous field). To enter a second title reference, press the Tab key. To enter a third title reference, press the Enter key. If there are more than three title refs to be entered, do not enter any on this page. Instead, select the option “See Schedule” from the drop-down list and click on the “To Title Schedule” button to use the separate Title Schedule. If the title reference(s) to be entered are the same as for the previous instrument, select the option “As Above” from the drop-down list.
Type of Instrument/ Code	<ul style="list-style-type: none"> When completing the “Type of Instrument/Code” field, a drop-down list is available providing the most common instrument types. Clicking on the LINZ Fees button will take you to the LINZ fee schedule on the LINZ website which, in turn, links to a full list of instrument type codes (and fees). Entries in this field should be made in upper case.

Names of Parties	<ul style="list-style-type: none"> • This field is only used by LINZ to confirm the order of registration of instruments within a dealing, so only minimal entries will be required in this field. • Normally only surnames will be required for private individuals, and abbreviated versions of the names of corporations. • A maximum of three lines of text can be entered in this field, with a maximum of 20 characters on each line.
Document Fees	<ul style="list-style-type: none"> • When lodging a dealing enter in this field the standard registration fee payable for the instrument. • Only numbers can be entered in this field. There is no need to enter a \$ sign. • If no fee is payable, no entry is required and it is possible to tab through this field.
Resubmission	<ul style="list-style-type: none"> • Enter in this field the amount of any re-submission fees. • When navigating using the Tab key, pressing the Tab key twice when in this field will take the cursor to the CT Reference field on the next line.
Notices	<ul style="list-style-type: none"> • When Notice fees are payable, it's only necessary to enter the number of such fees that are payable and the form will calculate the amount due. • If no notice fees are payable, no entry is required and it's possible to tab through this field.
Priority Capture	<ul style="list-style-type: none"> • This field is used to add additional fees for priority capture. • 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. • Priority does not provide urgency in processing the dealing. • Priority Lodgements must be presented in person to either the Hamilton or Christchurch Processing Centres between 9 a.m. and 4 p.m. • Note: Any registration left in the 'drop box' is entered into Landonline at 9.00am on the next business day.
Fees \$ GST Inclusive	<ul style="list-style-type: none"> • This field will calculate automatically and is not editable.
Annotations	<ul style="list-style-type: none"> • This field is for LINZ use only.
Subtotal (for this page)	<ul style="list-style-type: none"> • This field will calculate automatically and is not editable. • It displays the total fees entered on Page 1.

Total for this dealing	<ul style="list-style-type: none"> This field will calculate automatically and is not editable. It displays the total fees entered on Pages 1 and 2. This total figure will be correct even if Page 2 has been used twice for a dealing with more than 13 instruments. In these cases, you complete Pages 1 and 2 and print them out, then clear Page 2, enter more instruments, and print Page 2 again, continuing until all instruments have been entered Each time you press the “Clear This Page” button on Page 2, the “Running Total for Page 2” field will be populated with the total fees already entered on that page, and the “Total for This Dealing” field on Page 1 will correctly show the total fees for the dealing.
Less Fees Paid on Dealing Number	<ul style="list-style-type: none"> Enter the amount of fees previously paid and tab out of the field. The lodgement form will automatically deduct this amount from the fees payable. If you edit the dealing number in this field the number appearing in the “Rejected Dealing Number” field will also change.
Debit my Account for ... Or Cash/Cheque Enclosed for ... Or Eft-pos payment due of ...	<ul style="list-style-type: none"> These fields will calculate automatically and are not editable.

2.2 Detailed descriptions of fields on Page 2

<i>Page Two Field or Button Name</i>	<i>Detailed Descriptions</i>
Landonline User ID	<ul style="list-style-type: none"> On Page 2, this field displays information entered on Page 1.
Lodging Firm	<ul style="list-style-type: none"> On Page 2, this field displays information entered on Page 1.
Client Code / Ref	<ul style="list-style-type: none"> On Page 2, this field displays information entered on Page 1.
Private Individual	<ul style="list-style-type: none"> On Page 2, this field displays information entered on Page 1.
Plan Number Pre-allocated or to be Deposited	<ul style="list-style-type: none"> On Page 2, this field displays information entered on Page 1.
Rejected Dealing Number	<ul style="list-style-type: none"> On Page 2, this field displays information entered on Page 1.
Dealing/SUD Number	<ul style="list-style-type: none"> This field is for LINZ use only.
Priority Barcode/Date Stamp	<ul style="list-style-type: none"> This field is for LINZ use only.
Print This Page	<ul style="list-style-type: none"> This button prints Page 2.
Clear This Page	<ul style="list-style-type: none"> This button clears all the fields on Page 2 except Landonline User ID, Lodging Firm, Client Code/Reference, Plan Number Pre-allocated or to

	be Deposited, and Rejected Dealing Number
To Title Schedule	<ul style="list-style-type: none"> This link takes you to Page 3 – the Title Schedule.
To Page 1	<ul style="list-style-type: none"> When on Page 2, this link takes you to Page 1.
LINZ Fees	<ul style="list-style-type: none"> This link takes you to the LINZ fees schedule on the LINZ website which, in turn, links to the full list of instrument type codes and fees.
Priority Order	<ul style="list-style-type: none"> On Page 2, this field displays line numbers 7 to 13. If a dealing contains more than 13 instruments, this page can be edited, printed and then edited again to show lines 14 etc.
CT Ref (computer title reference)	<ul style="list-style-type: none"> Up to three title references may be entered in the “CT Ref” field. When letters appear in title references they should be entered in upper case. To enter one title reference, position the cursor at the top left corner of the field (or press Tab from the previous field). To enter a second title reference, press the Tab key. To enter a third title reference, press the Enter key. If there are more than three title references to be entered, do not enter any on this page. Instead, select the option “See Schedule” from the drop-down list and click on the “To Title Schedule” button to use the separate Title Schedule. If the title reference(s) to be entered are the same as for the previous instrument, select the option “As Above” from the drop-down list.
Type of Instrument/Code	<ul style="list-style-type: none"> When completing the “Type of Instrument/Code” field, a drop-down list is available of the most common instrument types. Clicking on the LINZ Fees button will take you to the LINZ Fees schedule which in turn links to a full list of instrument type codes (and fees).
Names of Parties	<ul style="list-style-type: none"> This field is only used by LINZ to confirm the order of registration of instruments within a dealing, so only minimal entries will be required in this field. Normally only surnames will be required for private individuals, and abbreviated versions of the names of corporations. A maximum of three lines of text can be entered in this field, with a maximum of 20 characters on each line.
Document Fees	<ul style="list-style-type: none"> Enter the standard registration fee payable for the instrument in this field. Only numbers can be entered in this field. There is no need to enter a \$ sign. If no fee is payable, no entry is required and you can tab through this field.
Resubmission	<ul style="list-style-type: none"> Enter the amount of any re-submission fees in this field. When navigating, using the Tab key, pressing the Tab key twice will take the cursor to the CT Reference field on the next line
Notices	<ul style="list-style-type: none"> When Notice fees are payable, you only need to enter the number of

	<p>such fees that are payable and the form will calculate the amount due.</p> <ul style="list-style-type: none"> If no Notice fees are payable, no entry is required and you can tab through this field.
Priority Capture	<ul style="list-style-type: none"> This field is used to add additional fees for priority capture. 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. Priority does not provide urgency in processing the dealing. Priority Lodgements must be presented in person to either the Hamilton or Christchurch Processing Centres between 9 a.m. and 4 p.m. Note: Any registration left in the ‘drop box’ is entered into Landonline at 9.00am on the next business day.
Fees \$ GST Inclusive	<ul style="list-style-type: none"> This field will calculate automatically and is not editable.
Annotations	<ul style="list-style-type: none"> This field is for LINZ use only.
Total for this Dealing	<ul style="list-style-type: none"> This field will calculate automatically and is not editable. It displays the total fees entered on Pages 1 and 2. The total figure will be correct even if Page 2 has been used twice for a dealing with more than 13 instruments. In these cases, complete Pages 1 and 2 and print them out, then clear Page 2, enter more instruments, print Page 2 again, continuing until all instruments have been entered. Each time you press the “Clear this Page” button on Page 2, the “Running Total for Page 2” field will be populated with the total fees already entered on that page, and the “Total for this Dealing” field on Page 1 will correctly show the total fees for the dealing.
Less Fees paid on Dealing Number	<ul style="list-style-type: none"> Enter the amount of fees previously paid and tab out of the field. The lodgement form will automatically deduct this amount from the fees payable. If you edit the dealing number in this field, the number appearing in the “Rejected Dealing Number” field will also change.
Debit my Account for ... Or Cash/Cheque Enclosed for ... Or Eft-pos payment due of ...	<ul style="list-style-type: none"> These fields will calculate automatically and are not editable.

2.3 Detailed descriptions of fields on Page 3

Landonline User ID	<ul style="list-style-type: none"> On Page 3, this field displays information entered on Page 1.
Lodging Firm	<ul style="list-style-type: none"> On Page 3, this field displays information entered on Page 1.
Client Code/Ref	<ul style="list-style-type: none"> On Page 3, this field displays information entered on Page 1.

Print this Page	<ul style="list-style-type: none"> • This button prints Page 3.
Clear Schedule	<ul style="list-style-type: none"> • This button clears all the fields on Page 3 except Landonline User ID, Lodging Firm and Client / Code Reference.
To Page One	<ul style="list-style-type: none"> • When on Page 3, this link takes the user to Page 1.
To Page Two	<ul style="list-style-type: none"> • When on Page 3, this link takes the user to Page 2.
LINZ Fees	<ul style="list-style-type: none"> • This link takes the user to the LINZ fees schedule on the LINZ website which, in turn, links to the full list of instrument type codes and fees.
Line Number	<ul style="list-style-type: none"> • On Page 3 the Line Numbers can be edited, or selected from the drop-down list to line number 30.
CT Reference	<ul style="list-style-type: none"> • Up to eight title references may be entered into each “CT Ref” field. • To enter a new title reference, press the Enter key. • To move to the next field, press the Tab key.
Title Schedule	<ul style="list-style-type: none"> • The title schedule can be used in various ways depending on the circumstances. • If a dealing consists of more than one instrument affecting many titles (more than three), each title can be entered in a separate field on the title schedule. • If a dealing consists of several instruments each affecting a slightly different list of titles, all the titles for each line can be entered on the title schedule. • If necessary, a number of titles for the same instrument can be entered on the same line of the title schedule. • If a dealing consists of a number of instruments affecting the same title, the titles for the first instrument can be entered on the title schedule, and the option of “As Above” can be selected for the remaining instruments in the CT Ref field of the lodgement form. • When the title schedule is used, the corresponding instrument on the lodgement form should show only “See Schedule” in the CT Ref field.

APPENDIX A – PRIVATE INDIVIDUAL PHOTO ID FORM

ID (Photo Preferred)

Please copy photo ID to
 here

Place Barcode here

ID Type (Driver's licence, passport, other (please specify))			
Name in Full			
Residential Address			
Postal Address (if different from above)			
Telephone	Bus A/Hours	(0) (0)	Mobile (0)
Email address			

I am authorised to lodge this dealing and the information I have given is true and correct

Signed:

Personal information provided in this form is being collected by Land Information New Zealand (c/- Lambton House, 160 Lambton Quay, Wellington), and will be held and used for verifying your identity when lodging dealings in Landonline. The provision of this information is not mandatory or required by law but failure to provide this information will mean that dealings lodged in Landonline may be delayed or rejected while your identity is verified. Pursuant to the Privacy Act 1993, you have the right of access to, and correction of, personal information provided in this form.

For LINZ use only

Accepted by _____ **Verified by** _____

New Zealand Government