

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. • 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.
--	--

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 • If the dealing has not been registered (i.e., its status in Landonline is Pending, Rejected, Requisitioned or Withdrawn) you can request a copy of the lodgement form in the same way that you currently request a copy of an abstract.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.
--	--

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.
--	---

Part 2. Detailed Field Descriptions

2.1 Detailed descriptions of fields on Page 1

Page 1 Field or Button Name	Detailed Descriptions
Landonline Firm Code	<ul style="list-style-type: none"> • A Landonline Firm Code 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 Firm Code 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 Firm Code, you can leave this field blank to start with and LINZ will contact you to advise what your Firm Code 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 Firm Code 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.

Tax Statement Included	<ul style="list-style-type: none"> If tax statements are required for the dealing this box must be ticked where tax statements are being provided in the dealing. Refer to the property tax compliance requirements page for your obligations under the Land Transfer Act 2017.
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 Firm Code, 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 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.

<p>RT Ref (Record of title reference)</p>	<ul style="list-style-type: none">• Up to three title references may be entered in the "RT 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 you will have to provide a separate Title Schedule which clearly shows which instruments are to affect which titles.• 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 RT 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.
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 11 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

Page Two Field or Button Name	Detailed Descriptions
Landonline Firm Code	<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.
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 Firm Code, Lodging Firm, Client Code/Reference, Plan Number Pre-allocated or to be Deposited, and Rejected Dealing Number
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 5 to 11. If a dealing contains more than 11 instruments, this page can be edited, printed and then edited again to show lines 12 etc.
RT Ref (Record of title reference)	<ul style="list-style-type: none"> Up to three title references may be entered in the "RT 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 RT 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 such fees that are payable and the form will calculate the amount due. • If no Notice fees are payable, no entry is required and you can tab through this field.
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 11 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.