

Customer Information Bulletin 230

August 2024

**Changes to transaction types available within PEXA**

From 3 August, subscribers will notice some minor changes when lodging the Transfer of Land Act – Section 104 document (Generic Residual Document) and Memorandum of Common Provisions.

These changes have been implemented to reduce errors and create further efficiencies in the lodgment and registration process.

The details of these changes can be found below.

# Generic Residual Document

Subscribers will no longer be required to enter folio details when creating a Generic Residual Document (GRD). Instead, subscribers must select between the following options from the Residual Document Type drop down menu:

Transfer of Land Act – Section 104 – Plan or survey based

Transfer of Land Act – Section 104 – NOT Plan or survey based

The Request to accept paper lodgment and Lodging summary forms have also been combined into a single form, the [Paper instrument acceptance form](https://www.land.vic.gov.au/__data/assets/word_doc/0028/713773/Paper-Instrument-Acceptance-Form.docx). The new form will be mandatory for use from 2 September 2024 and must be attached to your GRD submission. The form can be found in: [Fees, Guides and Forms.](https://www.land.vic.gov.au/land-registration/fees-guides-and-forms)

All other requirements for lodging Generic Residual Documents remain unchanged.

The [Electronic submission of paper instruments](https://www.land.vic.gov.au/land-registration/for-professionals/our-electronic-lodgment-program/electronic-submission-of-paper-instruments) (land.vic.gov.au) will be updated shortly.

# New Residual Document - Memorandum of Common Provisions

From 3 August 2024, Subscribers will be able to lodge a Memorandum of Common Provisions (MCP) electronically without using the Generic Residual Document. This can be done by selecting the following option from the Residual Document Type drop down menu:

Memorandum of Common Provisions (MCP)

A Land Title Reference is not needed for this Residual Document. The Subscriber must attach a PDF copy of the MCP as an ‘Image Instrument’.

All other lodging requirements for MCPs continue to apply.

It will become mandatory to use the Memorandum of Common Provisions Residual Document from 4 November 2024.

**Update to ePlan Mandate in Registrar's Requirements for Paper Conveyancing Transactions**

On 18 July 2024, the Registrar of Titles determined [Version 11 of the Registrar's Requirements for Paper Conveyancing Transactions](https://www.land.vic.gov.au/land-registration/publications) under section 106A of the Transfer of Land Act 1958. Version 11 of the Registrar's Requirements for Paper Conveyancing Transactions was published on 25 July 2024 and came into operation on 29 July 2024.

In determining Version 11, the Registrar has made changes to give effect to the first phase of the ePlan mandate, where an ePlan will be required for all Plans of Consolidation first submitted to Council for certification on or after 29 July 2024.

The Registrar’s Requirements define the requirements of the first phase of the ePlan mandate and will be updated with the requirements of each new phase of the mandate as we progress to all eligible plans under the Subdivision Act 1988 by 2028.

Please refer to the [Registrar's Requirements](https://www.land.vic.gov.au/land-registration/publications) and [ePlan Mandate](https://www.land.vic.gov.au/surveying/digital-cadastre/eplan-mandate) website for more information including on exempt plan types.

**Reminder - Phase out of paper certificates of titles**

From 3 August 2024, all new Victorian certificates of title from the Register of land will be electronic.

Existing paper certificates of title will remain valid until they are next required for a land transaction. The change will take effect based on the registration date of an instrument, not the lodgment date.

Please refer to the [Phasing out of Paper Certificates](https://www.land.vic.gov.au/land-registration/for-individuals/the-victorian-register-of-land/phasing-out-paper-certificates-of-title) page for further information.

# Contact us

For location and contact details, please go to <http://www.land.vic.gov.au/contact-us>.