

Registration of Deeds Rules

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FIRST SCHEDULE

SECOND SCHEDULE Registration of Deeds Act (Chapter 269) Registration of Deeds Rules

Legislative History

REGISTRATION OF DEEDS ACT (CHAPTER 269, SECTION 29)

REGISTRATION OF DEEDS RULES

R 1

G.N. No. S 380/1988

REVISED EDITION 2000

(30th April 2000)

[17th December 1988]

Citation

1. These Rules may be cited as the Registration of Deeds Rules.

Definition

2. In these Rules, any reference to a register, index, book or other record kept or maintained under the Act shall include a reference to a register, index, book or other record which was kept or maintained under the repealed Registration of Deeds Ordinance 1886 (XIII, 1886) or the repealed Registration of Deeds Act (Cap. 269, 1985 Ed.).

Inspection of register by public

3. During the hours prescribed for searches, any person may search the copy of the register which is kept on microfilm and other books required to be kept at the Registry upon payment of the prescribed fees and upon observance of the rules prescribed for such inspection.

Use of microfilm reader

- 4.—(1) No person making a search may use a microfilm reader provided by the Registrar for the use of members of the public for a period exceeding 30 minutes at any one time except when the microfilm reader is not required by another person who is also making a search.

(2) Priority shall be accorded by the Registrar to users of a microfilm reader on a first come, first served basis.

Hours of search and registration

5.—(1) The hours for inspection and search of the records kept at the Registry shall be from —

(a) 8.30 a.m. to 12 noon and from 2 p.m. to 3 p.m. on Mondays to Fridays;
and

(b) 9.30 a.m. to 11.30 a.m. on Saturdays.

(2) The hours for manually lodging instruments for registration shall be from 8.30 a.m. to 12 noon on every working day except Saturday.

(3) No inspection of records kept at the Registry shall be permitted and no instruments shall be lodged at the Registry on public holidays.

Use of lead pencil

6.—(1) No person shall use in the Registry any ink or other writing fluid or indelible pencil.

(2) Copies of, or extracts from, any document shall be made with lead pencil only.

(3) Any person who fails to comply with paragraph (1) or (2) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000.

Forms

7.—(1) Any person desiring to register an instrument or any dealing affecting any land shall use one of the forms set out in the Second Schedule for the registration of the instrument or dealing.

(2) Any form set out in the Second Schedule may be used with such variations, not being a matter of substance, as the character of the parties or the circumstances of the case may render necessary.

(3) The Registrar may, in his discretion, adopt new forms when the circumstances of the case render it necessary.

Address in Singapore

8. Every instrument shall contain an address in Singapore of the person or body corporate, as the case may be, acquiring any estate or interest in land under the instrument to whom or on which any notice authorised or required by the Act or these

Rules may be served.

Quality and dimensions of forms

9.—(1) All instruments presented for enrolment in the Registry and requisitions for official searches shall be clearly legible for the purpose of microfilming under rule 10.

(2) Requisitions for official searches and all instruments presented for registration shall be typed, printed or photographically produced.

(3) All instruments and the plans (if any) annexed thereto presented for registration shall be made on wide-ruled durable quality paper and shall —

- (a) measure 30 centimetres in length by 21 centimetres in breadth (A4 size); and
- (b) allow an inner margin of approximately 5 centimetres in width and an outer margin of about 2 centimetres in width.

Preservation of records

10.—(1) For the purposes of preserving the Registry's records, every instrument and its accompanying form in the Second Schedule presented for enrolment in the Registry shall on final registration be microfilmed under the Registrar's direction.

(2) The Registrar shall retain or direct the relevant Government authority to retain a copy of the microfilm made under paragraph (1) for safe custody.

Copies of plans to be furnished

11.—(1) Rule 9 shall apply to any plan annexed to any instrument presented for registration and, in addition, the land or part thereof comprised in the instrument shall be clearly delineated and hatched and the plan shall be in a form suitable for microfilming.

(2) Where part of a demarcation lot is required to be surveyed under any written law to the satisfaction of the Chief Surveyor, a plan of that part of the demarcation lot shall be lodged with the Chief Surveyor who shall, upon approving the plan, allot a F.S. lot number (for example, Lot 6209FS Mukim 17).

(3) Where an instrument (including a caveat) affects the whole of a F.S. lot, there shall be shown in its schedule of description of land and in its memorial the F.S. lot number and such instrument when presented for registration shall not have any plan attached or annexed thereto to show the F.S. lot.

(4) Where the Chief Surveyor has already approved the areas and boundaries of any demarcation lot described in an instrument, the instrument when presented for registration shall not have any plan attached or annexed thereto to show that demarcation