

**Office Circular No. 14/2022**

**DATE: 6 December 2022**

**CIRCULAR MEMORANDUM: 14/2022**

**DISTRIBUTION: GENERAL**

**SUBJECT: CHRISTMAS MESSAGE**

On behalf of the Land Titles Office, I hope you have a safe and happy Christmas and New Year.

**Office closure:** It would be appreciated if documents could be lodged before 12:00pm on Friday 23 December 2022, in order that they can be entered into URDS. The Land Titles Office will close at 2:00pm on Friday 23 December 2022 and will reopen for business at 8:45 on Tuesday, 3 January 2022.

**Gift Policy:** In line with the Department's Gift Policy, please do not give any gifts to Land Titles Office staff.

**ROBERT MANNING**

**Recorder of Titles**

**Contact**

**Land Titles Office**

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