



**STATEMENT OF
PRACTICE SD8**

**NEW STAMPING
SYSTEM**

Introduction

The traditional means of stamping instruments by Revenue using mechanical presses is being phased out and replaced by computer-controlled stamping devices. In addition the familiar "green" stamps are being replaced by a new style of stamp comprising a silver coloured hologram bearing a harp and a printed string of data partially covered by one or more clear foils. An example of the new stamp is depicted as follows:

9900140275 09/12/99 – C600-P90-PDIEP690 H

The key to this is:

9900140275	=	Documentation Identification Number
09/12/99	=	Date of Stamping
C600	=	Conveyance chargeable to £600 stamp duty
P90	=	Penalty of £90 for late stamping
PD	=	Particulars Delivered form presented
IEP690	=	Total of £690 paid

H represents hologram of harp

That part of the printed string shown above with a shaded background represents the clear foils.

The new system is being introduced on a phased basis and for a short initial period will be used for stamping postal cases only. During this time over-the-counter stamping will continue by use of the existing mechanical presses at both the Dublin and Cork Stamp Duty Public Offices. When fully operational, stamping in its new form will continue to operate as before in the Stamp Duty Public Office, Stamping Building, Dublin Castle and, in the Stamp Duty Public Office, Government Offices, Sullivans Quay, Cork.

Relevant Government bodies including the Land Registry in addition to a range of interested institutions are being made aware of the change and, during the initial stage when both stamping systems are working in parallel, instruments bearing either type of stamps will be equally valid in law.

What does the new stamping system mean to me?

As the new system is radically different to the traditional method, new processing procedures and practices have been adopted. These will be most obvious to customers who personally present instruments at our Public Offices for over-the-counter stamping. Instead of having instruments assessed by an official at one point and stamped by a different official at another, both these tasks will be undertaken by the same official. There are seven stamping desks in Dublin and two in Cork. Customers will present their instruments at a stamping desk, where both the assessment to duty and the stamping of the instrument will take place. The official



will input on the computer certain details taken from the instrument. These details include the consideration passing, relevant certificates, certain terms and conditions, whether a particulars delivered form has been submitted, etc. In working through the system the official will respond to a range of pre-formatted standard queries raised by the computer. After this process has been completed the computer will calculate the amount of duty chargeable and, in cases where instruments are presented later than the due date for stamping, the amount of any penalty. On payment of the duty and penalty, if any, the instrument will then be stamped by means of a stamping device attached to the computer. An identical stamping process will take place in respect of cases received through the post.

What are the benefits of the new system?

One of the features of the new system is that a unique document identification number will be printed on each stamped instrument which facilitates the tracking and reporting within Revenue of any instrument and related documentation bearing that number. All payments by cheque or bank draft will be annotated on the back of the cheque or draft with the identification number. Receipts for cash payments will be similarly annotated. In cases where an instrument is returned unstamped the back of the instrument will be annotated. As we have seen above, certain details of every transaction are recorded. Information so recorded can therefore be readily accessed for anybody quoting the document identification number.

What particular changes should I be aware of?

An instrument presented for assessment only will have the assessment shown in a computer-generated letter. At the time the instrument is presented for stamping the duty paid including penalty, if appropriate, will be shown within the printed string of data which forms part of the stamp. An important change arises for instruments that require a particulars delivered stamp. The new system requires that where duty is payable and where a particulars delivered stamp is necessary the form ST21 must be presented at the time the instrument is submitted for stamping. In other words particulars delivered stamping may only take place at the same time as the duty is being impressed. Of course, non-dutiable cases requiring a particulars delivered stamp will be stamped on presentation of a properly completed particulars delivered form ST21.

All refunds will be made by means of payable order through the post and the practice of giving change in cash up to certain amounts will cease.

Where it is necessary to block out a new stamp this will be done by the impression of an inked stamp, adjacent to the stamp to be blocked out, indicating that the stamp in question has been cancelled.

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Are there procedural changes for personal customers attending the Dublin Office?

A number of new measures are being introduced to facilitate customers. Customers who merely wish to leave instruments or correspondence for back-office processing and who do not require a receipt or signature may place the material in a stamp duty box located in the waiting area of the Public Office. Where a receipt or signature is required or if the customer is seeking stamp duty forms, leaflets or information, an official at a new reception desk in the Public Office will be able to assist them. Assistance will also be offered at the reception desk to waiting customers to ensure their papers are in proper order before presentation at a stamping desk.

Perhaps the most noticeable new features will be the ticketing system and the stamping desks. Unlike the present open counter arrangement the stamping desks have been designed to offer privacy to customers when transacting business. The ticketing system will offer two services. These are Straight Stamping Only or Adjudication with straight stamping. Customers will take a ticket appropriate to the service they require and wait until their number is displayed to attend a specified desk. To ensure a satisfactory level of service to all personal customers it may be necessary to put special arrangements in place where exceptional numbers of instruments are presented on any one visit to a stamping desk. The special arrangements may include an invitation to lodge excess instruments for back-office processing.

What effect will the introduction of the new system have on the time taken to process cases?

As with any new system some delays may occur while staff and customers become accustomed to it. Currently a number of our staff are preparing for the change and this has had some impact on our ability to meet turnaround targets. However, after the initial lead-in period it is expected that we will be on course to achieve and hopefully exceed the published targets. To the extent possible, it is our intention that over-the-counter instruments will continue to be stamped on the day they are presented.

Do I have a role to play in ensuring the success of the new system?

Yes indeed. You can contribute to its success by ensuring that all your documentation and payments are in order before presentation at one of the stamping desks. You should ensure that instruments which are for assessment only are clearly separated from those for stamping. This will save you and the official dealing with your case some time.



How will the different transactions be represented in the printed string of data which forms part of the stamp?

The following is a list of the transactions and the code which will represent each:

AOA	Awards of Arbitration
C	Conveyance, Transfer or Assignment with PD
CA	Assignment of Lease without PD (under 30 years)
COL	Collateral
CP	Counterpart without PD
CPT	Counterpart with PD
G	General
L	Lease (rent) no PD
LA	Lease (rent) with PD
LF	Lease Fine (other than rent)
LP	Life Policies
LPA	Life Policy Assignment
LSA	Lease for stamped agreement (section 50, Stamp Duties Consolidation Act, 1999)
M	Mortgage
MA	Mortgage Assignment
RDF	Registry of Deeds Fee
STL	Settlement
SW	Share Warrants
TR	Transfer of Shares

The date string will also contain the following codes, as appropriate:

A	Adjudicated
P	Penalty
PM	Penalty Mitigated (either full or partial)
PD	Particulars Delivered form presented
IEP	Stamped in Irish pounds
EUR	Stamped in Euros

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