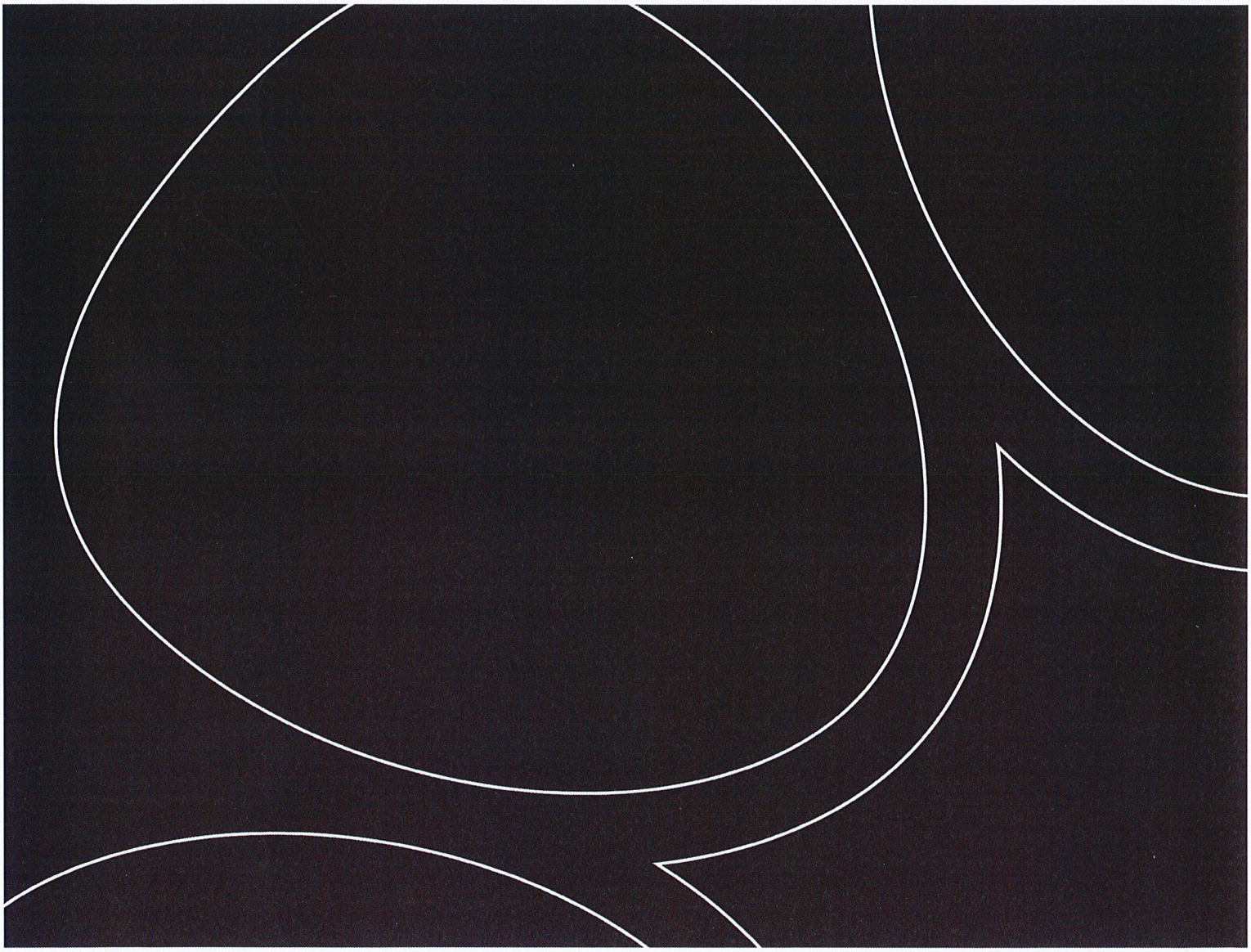
Registrar-General's Guidelines and Directions

October 2026



Attorney-General's Department

NORTHERN TERRITORY GOVERNMENT

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1. Preliminary

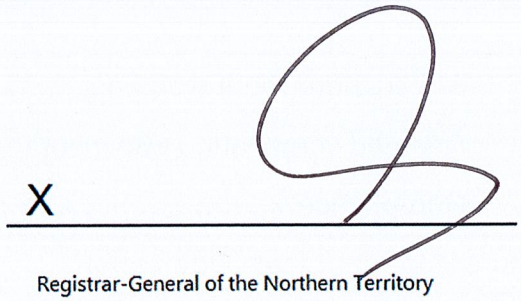
I, Christopher Cox, Registrar-General:

(a) under section 210(1) of the *Land Title Act 2000* and with reference to section 43 of the *Interpretation Act 1978,* revoke all directions that are in force immediately before the date of this instrument; and

(b) under section 210(1) of the *Land Title Act 2000,* issue the directions entitled "Registrar-General's Directions: General Matters" set out in the Schedule.

(c) under section 210A(1) of the *Land Title Act 2000,* issue the guidelines entitled "Registrar-Generals Guidelines".

(d) Pursuant to regulation 10 of the *Land Title Regulations 2000*, the Registrar-General's Guidelines are prescribed as the Verification of Identity requirements under section 197B of the *Land Title Act 2000*.



2. Definitions and Interpretations

2.1 Definitions

ADI means an "authorised deposit-taking institution" under the *Banking Act 1959* (Cth).

Adult means an individual who is 18 or more.

Approved Insurer means:

a) a general insurer within the meaning of the *Insurance Act 1973* (Cth); or
b) a Lloyd's underwriter within the meaning of the *Insurance Act 1973* (Cth) and to which section 93 of the *Insurance Act 1973* (Cth) continues to have effect; or
c) a person to whom a determination is in force under section 7(1) of the *Insurance Act 1973* (Cth) that sections 9(1) or 10(1) or 10(2) of the *Insurance Act 1973* (Cth) do not apply.

Attorney means in relation to a Power of Attorney the person to whom the power is given.

Australian Credit Licence has the meaning given to it in the *National Consumer Credit Protection Act 2009* (Cth).

Australian Passport means a passport issued by the Australian Commonwealth government.

Authorised Person means a natural person listed at Annexure G, being a person authorised to undertake verification of identity for self-represented parties.

Bank Manager means a person appointed to be in charge of the head office or any branch office of an ADI carrying on business in Australia under the *Banking Act 1959* (Cth).

Body Corporate includes an association incorporated under the *Associations Act 2003* or a corresponding law of another State.

Business Day has the meaning given to it in the *Electronic Conveyancing National Law (NT)*.

Business Entity means any organisation, whether incorporated or unincorporated, that is established for the purpose of carrying on business activities.

Category/Categories means the categories of identification documents set out in the table at Annexure F.

Certification Rules means the rules set out in Schedule 8, as amended from time to time.

Certifier means the Subscriber providing the certifications set out in the Certification Rules.

Client means a person who has appointed a Representative pursuant to a Client Authorisation; or a caveator who has appointed a Representative but has not executed a Client Authorisation; or a party to a Registry Instrument who has retained a Representative to prepare that Registry Instrument on their behalf, so that the party, or their attorney, may execute it.

Client Authorisation means a Client Authorisation under the *Land Title Act 2000* or a Registry Instrument listed at Annexure E.

Community Leader means, in relation to an Aboriginal or Torres Strait Islander community:

a) a person who is recognised by the members of the community to be a community Elder; or
b) if there is an Aboriginal council that represents the community, an elected member of the council; or
c) a member, or a member of staff, of a Torres Strait Regional Authority established under the *Aboriginal and Torres Strait Islander Act 2005* (Cth); or
d) a member of the board, or a member of staff, of Indigenous Business Australia established under the *Aboriginal and Torres Strait Islander Act 2005* (Cth); or
e) a member of the board, or a member of staff, of an Indigenous Land Corporation established under the *Aboriginal and Torres Strait Islander Act 2005* (Cth); or
f) a member, or a member of the staff, of an Aboriginal Land Council established under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth).

Conveyancing Document Means a Client Authorisation under the *Land Title Act 2000* or a Registry Instrument listed at Annexure E.

Court Officer means a person who is currently a judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court in Australia.

Credit Representative has the meaning given to it in the *National Consumer Credit Protection Act 2009* (Cth).

Credit Service has the meaning given to it in the *National Consumer Credit Protection Act 2009* (Cth) and extends to a service with respect to credit secured or to be secured by real property whether or not it is regulated by that Act.

Donor Means in relation to a Power of Attorney the person giving the power.

Foreign Country means a country (whether or not an independent sovereign state) outside Australia and the external Territories.

Identifier Declaration means a statutory declaration by a Person who knows the Person Being Identified.

Identity Agent Means a person appointed in writing by either a Representative, or a mortgagee, to act as the agent of the Representative or mortgagee and who:

a) the Representative or mortgagee reasonably believes is reputable, competent and insured in compliance with Annexure H; and
b) is authorised by the Representative or mortgagee to conduct verification of identity on behalf of the Representative or mortgagee in accordance with the Verification of Identity Standard.

Identity Agent Certification means a certification in substantial compliance with the certifications set out in Annexure I of these requirements, as amended from time to time.

Identity Declarant means a person providing an Identifier Declaration.

Identity Verifier means the person conducting a verification of identity in accordance with the Verification of Identity Standard.

Instrument has the meaning given to it in the *Land Title Act 2000*.

Justice of the Peace means a person currently appointed as a justice of the peace under the *Justices of the Peace Act 1991* or a corresponding law of another State or Territory.

Land Council Officeholder means a chairperson or deputy chairperson of an Australian land council or land and sea council established under Commonwealth, State or Territory law.

Legal Practitioner means a person currently entitled to practice the profession of law under the *Legal Profession Act 2006* or a corresponding law of another State or Territory.

Licenced Conveyancer means a conveyancing agent currently registered under the *Agents Licensing Act 1979* or a corresponding law of another State, to carry on a business that consists of or involves the preparation of conveyancing instruments for fee or reward.

Local Government Officeholder means a chief executive officer or deputy chief executive officer of a metropolitan or regional council constituted under the *Local Government Act 2019* or a corresponding law of another State or Territory.

Local Government Organisation means a metropolitan or regional council constituted under the *Local Government Act 2019* or a corresponding law of another State or Territory.

Medical Practitioner means a person currently registered under the *Health Practitioner Regulation (National Uniform Legislation) Act 2010* or a corresponding law of another State or Territory, to practice in the medical profession (other than as a student).

Mortgage Broker means an individual who is:

a) the holder of an Australian Credit Licence; or
b) an employee or director of the holder of an Australian Credit Licence or of a related body corporate of a holder of an Australian Credit Licence engaging in the Credit Service on behalf of that licensee; or
c) a Credit Representative of the holder of an Australian Credit Licence;

who provides a Credit Service which relates to credit secured or to be secured by real property owned or to be owned by the person to whom the Credit Service is provided.

Mortgagee means the registered proprietor of a mortgage.

National Electronic Conveyancing means an initiative of the Council of Australian Governments (COAG) to provide a single national electronic conveyancing system for use throughout Australia, introduced in the Northern Territory by the *Electronic Conveyancing (National Uniform Legislation) Act 2013*.

Notary Public means a Legal Practitioner appointed to the role of Notary Public by the Supreme Court of the Northern Territory or any other court in Australia.

Nurse means a person currently registered under the *Health Practitioner Regulation (National Uniform Legislation) Act 2010* or a corresponding law of another State or Territory, to practice in the nursing and midwifery profession as a nurse (other than as a student).

Person Being Identified means a person listed at Annexure E whose identity must be verified in accordance with these Requirements.

Photo Card means a card issued by any State or Territory showing a photograph of the holder and enabling the holder to evidence their age and/or their identity.

Police Officer means a member of Northern Territory Police under the *Police Administration Act 1978,* or the police force of another State or Territory under corresponding legislation, or the Australian Federal Police under the *Australian Federal Police Act 1979* (Cth).

Power of Attorney means a written Document by which a Donor appoints an Attorney to act as agent on the Donor's behalf.

Proclaimed Police Officer means a Police Officer appointed to take declarations and attest the execution of instruments under the *Oaths, Affidavits and Declarations Act 2010* or an equivalent officer under a corresponding law of another State or Territory.

Public Servant means a person currently employed in the Public Service under the *Public Sector Employment and Management Act 1993* or a corresponding law of another State or Territory or the Australian Public Service under the *Public Service Act 1999* (Cth).

Registry Instrument means an Instrument as defined under the *Land Title Act 2000*.

Relative means a person's spouse or domestic partner or a child, grandchild, sibling, parent or grandparent of the person or of the person's spouse or domestic partner.

Representative means a Conveyancing Agent currently registered underthe *Agents Licensing Act 1979* or a Legal Practitioner currently entitled to practice the profession of law under the *Legal Profession Act 2006* who is authorised to execute a Registry Instrument pursuant to a Client Authorisation; or to execute a caveat, on behalf of a party to that instrument; or to prepare a Instrument on behalf of a party to that instrument, for execution by that party, or that party's attorney.

Requisition has meaning given to it in the *Land Title Act 2000*

State means Australian Capital Territory, New South Wales, Northern Territory of Australia, Queensland, South Australia, Tasmania, Victoria or Western Australia.

Statutory Body means a statutory authority, body or corporation including a State or Territory owned corporation (however described) established under any Commonwealth, State or Territory law.

Verification of Identity Standard means the Verification of Identity Standard set out in clause 6 of these Requirements.

2.2 Interpretation

2.2.1 A reference to these Registrar-General's Guidelines and Directions is a reference to these Registrar-General's Guidelines and Directions as amended, varied or substituted from time to time.

2.2.2 A reference to any legislation or to any provision of any legislation includes:

a) all legislation, regulations, proclamations, ordinances, by-laws and instruments issued under that legislation or provision; and

b) any modification, consolidation, amendment, re-enactment or substitution of that legislation or provision.

2.2.3 A word importing:

a) the singular includes the plural; and
b) the plural includes the singular; and
c) a gender includes every other gender.

2.2.4 A reference to a party includes that party's administrator's, successors and permitted assigns.

2.2.5 If any act pursuant to these Registrar-General's Guidelines and Directions would otherwise be required to be done on a day which is not a Business Day then that act may be done on the next Business Day, and when an action is required by a party within a specified period of Business Days, the period will be deemed to commence on the Business Day immediately following the day on which the obligation is incurred.

2.2.6 Where a word or phrase is given a defined meaning, any other part of speech or grammatical form in respect of that word or phrase has a corresponding meaning.

2.2.7 A reference to two or more Persons is a reference to those Persons jointly and severally.

2.2.8 A reference to a requirement or schedule is a reference to a requirement of, or a schedule to, these Registrar-General's Guidelines and Directions.

2.2.9 A reference to a Registrar-General's Guidelines and Directions includes a reference to all of its sub-requirements.

2.2.10 A reference to dollars is to Australian dollars.

2.2.11 Where general words are associated with specific words which define a class, the general words are not limited by reference to that class.

2.2.12 The Registrar-General's Guidelines and Directions headings are for convenience only and they do not form part of these Registrar-General's Guidelines and Directions.

2.2.13 The word "or" is not exclusive.

2.2.14 Where there is any inconsistency between the description of a Representative's obligations in these Registrar-General's Guidelines and Directions and in a schedule to these Registrar-General's Guidelines and Directions, the Registrar-General's Guidelines and Directions will prevail to the extent of the inconsistency.

3. General Matters

Section 210 *Registrar-General's directions*:
(1) The Registrar-General may issue directions relating to the requirements to be followed in:
(a) lodging, registering, serving or publishing documents and plans under this Act or any other Act; and
(b) giving a notice in the approved form or any other type of document under this Act to the Registrar-General or any other person.
(2) In issuing the Registrar-General's directions, the Registrar-General must have regard to:
(a) the object of this Act; and
(ab) the object of any other Act for which directions are issued; and
(b) the principle that the registered interest of a person in land is not to be adversely affected, other than with the consent of the person.
(2A) The Registrar-General's directions must be consistent with this Act and any other Act for which they are issued.
(3) Without limiting subsection (1), the Registrar-General's directions may provide for:
(a) the form and content of and the requirements in respect of documents and plans;

(b) the number of copies of documents and plans to be lodged;
(c) the need for lodging consents, certificates and other documents;
(d) the signing of documents (including in electronic form and by codes);
(e) the practice of carrying forward registered interests onto new titles; and
(f) the time and method of paying fees.

(4) The Registrar-General's directions must be complied with unless the Registrar-General dispenses with compliance.

(5) Directions take effect on the date the Registrar-General gives notice in the Gazette that the directions have been issued.

(6) The notice must include advice that the directions are available for inspection by members of the public at the Land Titles Office, without charge, during normal office hours.

(7) The Registrar-General must comply with any direction from the Minister concerning an amendment to the Registrar-General's directions.

3.1 Approved Forms

An approved form is a form published in the document entitled "Land Titles Office Forms" kept at the Land Titles Office and available on the website of the Land Titles Office.

3.2 Requirements relating to lodgement of approved form

3.2.1 An approved form must be printed on paper that:

a) Is of International Paper size A4; and
b) Has a weight of 80 gsm; and
c) is white; and
d) is not transparent.

3.2.2 A person who lodges an approved form must comply with the notes on the form

3.3 Waiver of requirement for transferee to execute transfer

For section 61(3)(a) of the *Land Title Act 2000* (the Act), in each case where a lot is transferred to the Territory, the Registrar-General may waive the requirement that the transfer be executed by the transferee.

3.4. Waiver of requirement for the value of the lot to be included in a transfer

For section 61(3)(b) of the *Land Title Act 2000* (the Act), the Registrar-General may waive the requirement for the value of the lot to be included in the instrument of transfer without monetary consideration.

3.5 Witness to the execution of instrument by natural person

3.5.1 For section 159(2)(b) of the Act and Schedule 1 to the Act, the following persons are approved to witness the execution of an instrument by a natural person:

a) if the place of execution is in the Northern Territory – a person specified in Annexure A;
b) if the place of execution is in a State, Territory or place within Australia – a person who holds an office specified in Annexure B in a State, Territory or place of execution;

c) if the place of execution is in a place outside Australia that is a member of the Commonwealth of Nations – a person specified in Annexure C; or
d) if the place of execution is any other place outside Australia – a person specified in Annexure D.

Note for subclause (1)(a)
Schedule 1 to the Act also specifies certain classes of persons who may witness the execution of an instrument by a natural person in the Northern Territory.

3.5.2 In addition to complying with section 160 of the Act, a person who witnesses the execution of an instrument by a natural person must write on the instrument the person's full name and qualification as witness.

4. Verification of Identity

Section 197B Verification of identity requirements
(1) The identity of the following must be verified in accordance with any prescribed requirements (the verification of identity requirements
(a) a party to an instrument;
(b) a person executing a document for this Act (other than a legal practitioner or conveyancing agent acting under a client authorisation).
(2) The verification of identity requirements prescribed under subsection (1) may adopt or apply requirements determined, in writing, by the Registrar-General, as in force at a particular time or from time to time.
(3) If requirements determined by the Registrar-General are adopted or applied by the regulations:
(a) the Registrar-General must ensure the following are published on the Agency's website:
(i) the current verification of identity requirements;
(ii) all superseded versions of the verification of identity requirements; and
(b) if the regulations adopt or apply the requirements as in force from time to time, any new version of the requirements will come into force:
(i) on the day on which the version is published on the Agency's website; or
(ii) on a later day specified by the Registrar-General in the requirements.
(4) The verification of identity requirements may:
(a) require verification of identity in relation to all, or specified classes of, instruments or documents; and
(b) include a requirement for a person to retain a document or record produced in connection with the verification of another person's identity for a period specified in the requirements.
(5) A reference in this Act to the verification of identity requirements, in relation to an instrument or other document, is a reference to the verification of identity requirements in force under this section at the time the identity of a party to the instrument or other document is verified (or purportedly verified).
(6) In civil proceedings (other than review proceedings under this Act) if it is alleged that a person failed to comply with a requirement under the verification of identity requirements, that person bears the onus of proving the person's compliance with the requirement.
(7) In this section:

party to an instrument includes a person executing an instrument on behalf of another (whether under a power of attorney or otherwise) but does not include a legal practitioner or conveyancing agent acting under a client authorisation.

4.1 Summary

These Requirements apply to paper instruments and documents under the *Land Titles Act 2000* (the Act). However, they are consistent with the verification of identity rules introduced for National Electronic Conveyancing in the Northern Territory.

The identity of a party to a Registry Instrument must have their identity verified in accordance with these Requirements [1].

The Act requires a Representative to verify the identity of their Client in accordance with these Requirements, prior to executing a Registry Instrument on behalf of their Client[2].

According to clause 4.4 of these Requirements, in order to verify the identity of their Client in accordance with these Requirements, the Representative must take "reasonable steps" to verify the identity of their Client when their Client signs a Client Authorisation form authorising the Representative to execute the Registry Instrument.

Some Registry Instruments are not executed by a Representative under a Client Authorisation; they are executed by the party to the Registry Instrument (or that party's attorney). Clause 4.4 of these Requirements requires Representatives to take "reasonable steps" to verify the identity of their Client when their Client executes a Registry Instrument (or to verify the identity of their Client's attorney if their Client executes through an attorney).

Clause 4.4 also requires a Representative to take "reasonable steps" to verify the identity of their Client when they execute a caveat on behalf of their Client.

Clause 4.4 of these Requirements also requires mortgagees to take "reasonable steps" to verify the identity of mortgagors when a mortgage is entered into, renewed or extended.

Clause 4.9 of these Requirements sets out a Verification of Identity Standard. Where identity is verified in accordance with the Verification of Identity Standard this will constitute "reasonable steps" for the purpose of clause 4.4 of these Requirements.

4.2 Purpose of these Requirements

These Requirements have been introduced to reduce the risk of land title fraud in the Northern Territory, thereby strengthening the security, certainty and integrity of NT's Torrens Land title System.

4.3 When do these Requirements apply?

These Requirements apply when a Conveyancing Document is executed.

[1] Section 197B *Land Title Act 2000*
[2] Section 197C *Land Title Act 2000*

These Requirements apply to Registry Instruments and Client Authorisations under the Act. However, they are consistent with the verification of identity rules for National Electronic Conveyancing in the NT under the *Electronic Conveyancing (National Uniform Legislation) Act 2013*.

4.4 Verification of Identity by Representatives and mortgagees

a) Representatives and mortgagees must take reasonable steps to verify the identity of:

   a) Clients: A Representative must take reasonable steps to verify the identity of each of their client or, if the Client is executing through an agent (such as an attorney), that agent.

   b) Mortgagors:

      (i) the mortgagee must take reasonable steps to verify the identity of each mortgagor (or their agent, if the mortgagor if executing through an agent);

      (ii) where the Representative is authorised to execute the mortgage on behalf of the mortgagee, the Representative must take reasonable steps to verify the identity of each mortgagor (or their agents). However, the Representative need not take reasonable steps to verify the identity of a mortgagor (or their agent) if the Representative is reasonably satisfied that the mortgagee has taken reasonable steps to verify the identity of the mortgagor (or their agent).

4.5 Method of compliance

For the purposes of complying with clause 4.4 the Representative or mortgagee, can either:

(a) apply the Verification of Identity Standard; or

(b) verify the identity of a person in some other way that constitutes the taking of reasonable steps.

4.6 Further checks for identity may be required

The Representative or mortgagee must satisfy themselves that the Person Being Identified and any Identity Declarant is the person they purport to be.

The Representative or mortgagee must undertake further steps to verify the identity of the Person Being Identified or the Identity Declarant where:

(a) the Representative or mortgagee knows or ought reasonably to know that:

   (i) any identity document produced by the Person Being Identified and/or any Identity Declarant is not genuine; or

   (ii) any photograph on an identity document produced by the Person Being Identified and/or any Identity Declarant is not a reasonable likeness of the Person Being Identified or the Identity Declarant; or

   (iii) the Person Being Identified and/or any Identity Declarant does not appear to be the person to whom the identity document(s) relate; or

(b) It would otherwise be reasonable to do so.

4.7 Previous verification of identity

The Representative or mortgagee need not verify the identity of the Person Being identified if:

(a) the Representative or mortgagee complied with clause 4.4 in relation to the Person Being Identified within the previous 2 years; and

(b) the Representative or mortgagee takes reasonable steps to ensure that it is dealing with the Person Being Identified.

4.8 Use of Identity Agent

If the Verification of Identity Standard is used for the purposes of complying with clause 4.4:

(a) the Representative or mortgagee may use an Identity Agent; and

(b) where an Identity Agent is used, the Representative or mortgagee must direct the Identity Agent to use the Verification of Identity Standard; and

(c) the Identity Verifier must be:

(i) the Representative and/or the Representative's Identity Agent; or

(ii) the mortgagee and/or the mortgagee's Identity Agent; and

(d) the Representative or the mortgagee must receive from any Identity Agent:

(i) copies of the documents produced to verify the identity of the Person Being Identified and any Identity Declarant signed, dated and endorsed as a true copy of the original by the Identity Agent; and

(ii) an Identity Agent Certification.

4.9 Compliance with Verification of Identity Standard deemed "reasonable steps"

Subject to clause 4.6 compliance with the Verification of Identity Standard by:

(a) the Representative and/or its Identity Agent; or

(b) the mortgagee and/or its Identity Agent;

will be deemed to constitute "taking reasonable steps to verify the identity" of a person for the purposes of complying with clause 4.4 of these Requirements. The Verification of Identity Standard is one set of reasonable steps but there are other reasonable steps that can be taken to verify identity.

4.10 What is Reasonable steps?

"Reasonable steps" is a commonly used legal concept. When applied to Representatives and mortgagees, it means the taking of such steps as an ordinarily prudent Representative or mortgagee would have taken in the circumstances and in the ordinary course of his or her business. Whether reasonable steps were taken will be a question of fact depending on the circumstances of the individual case. Ultimately, this would be determined by a Court on an objective basis. The Representative decides what steps to take to verify the Person's identity. What constitutes reasonable steps may be influenced by various factors that when taken into account contribute to a Representative being able to reasonably have confidence in the Person's identity. Examples of these factors might include the length of time a Representative has known the Person or whether they have represented the Person on previous occasions. Where a mortgagee represented by a Representative undertakes the verification of identity and therefore determines what steps to take to verify the mortgagor's identity, the Representative must be reasonably satisfied that the mortgagee took reasonable steps. It is for a Representative to assess how it can be reasonably satisfied in the circumstances.

4.11 Verification of Identity for self-represented parties

a) Requirement to have identity verified

When a Registry Instrument is executed by a self-represented party, and the Registry Instrument is not a mortgage, the self-represented party (or their Attorney if they are executing through an Attorney), is to have their identity verified in accordance with clauses 4.12 to 4.14 inclusive, and clauses 4.16 and 4.18 of the Requirements. However, the Identity Verifier must be an Authorised Person.

Authorised Persons, who may verify the identity of self-represented parties, are listed at Annexure G.

b) Supporting evidence and certification

After the Authorised Person has verified the identity of the self-represented party (or their Attorney, if they are executing through an Attorney), the self-represented party (or their Attorney, if they are executing through an Attorney) is to obtain from the Authorised Person:

(a) copies of all documents inspected by the Authorised Person for the purposes of verification of identity, signed, dated and endorsed as a true copy of the original by the Authorised Person; and

(b) a duly completed certificate in a form consistent with Annexure I.

4.11.3 Verifying at execution

When the Authorised Person will also be witnessing the execution of the Registry Instrument, the verification of identity is to occur immediately prior to the execution of the Registry Instrument.

4.12 Verification of Identity Standard

a) A face-to-face interview is required

The verification of identity must be conducted during a face-to-face in-person interview between the Identity Verifier and the Person Being Identified.

Verification of identity is to be undertaken by the Person Being Identified producing all the documents in one of the Categories in the table at Annexure F and the Identity Verifier satisfying themselves that the documents are authentic and identify the person.

Where the documents containing photographs are produced by the Person Being Identified, the Identity Verifier must be satisfied that the person is a reasonable likeness (for example the shape of the person's mouth, nose, eyes and the position of their cheek bones) to the person depicted in those photographs.

As the use of the Standard may not be practical in some circumstances, a Representative will need to verify the identity of a Person in some other way that constitutes the taking of reasonable steps. What constitutes reasonable steps is dependent on the circumstances of each individual. Where the Standard is not used and there is a dispute, the Representative will be required to establish that the method used to verify the identity of a Person constituted "taking reasonable steps" in the particular circumstances.

Accordingly, where the Standard is not being used, a Representative may consider that use of video technology, such as Skype or FaceTime, is useful in the particular circumstances. However, its use should be considered by the Representative who will have to justify that, in the circumstances of that particular verification of identity, use of video technology and any other measures used, constitute the taking of reasonable steps.

Note that video technology may be manipulated or forged, therefore caution is recommended. The use of this technology is at the discretion and risk of the Representative.

4.13 Categories of identification documents

The Identity Verifier is to ensure that the Person Being Identified produces original and current documents. However, an expired Australian Passport which has not been cancelled and was current within the preceding 2 years may be produced.

The documents listed in Category 1 in Annexure F must be used where possible to identify a person who is an Australian citizen or resident. If these documents are not available, Category 2 documents are to be used. If these are not available identity is to be verified using Category 3 documents. If these are not available identity is to be verified using Category 4 documents.

Where the requirements of:

(a) Categories 1 to 4 cannot be met, Category 5(a) may be used; and

(b) Category 5(a) cannot be met, Category 5(b) may be used.

The documents listed in Category 6(a) are to be used where possible to identify a person who is not an Australian citizen or resident. If these documents are not available, the documents listed in Category 6(b) are to be used.

The Identity Verifier must be reasonably satisfied that a prior Category of documents cannot be provided before using a subsequent Category.

4.14 Identifier Declaration

Where the documents listed in Category 5 are used, an Identifier Declaration is to be provided in accordance with this clause.

The Identity Verifier is to verify the identity of the Identity Declarant in accordance with the Verification Identity Standard.

However, if the Identity Declarant cannot utilise Category 5 documents to prove their identity.

(a) The Identity Verifier is to undertake reasonable enquiries to satisfy themselves that the Identity Declarant is:

(i) an Adult; and

(ii) an individual who has known the Person Being Identified for more than one year; and

(iii) not a Relative of the Person Being Identified; and

(iv) not a part to the Registry Instrument; and

(v) where Category 5(b) is used, a Bank Manager, Community Leader, Court Officer, Medical Practitioner, Land Council Officeholder, Local Government Officeholder, Nurse, Public Servant, Legal Practitioner, Conveyancer or Police Officer.

(b) The Identity Declarant is to provide the Identity Verifier with a statutory declaration in which the Identity Declarant declares the following:

(i) the Identity Declarant's name and address; and

(ii) the Identity Declarant's occupation; and

(iii) the Identity Declarant's date of birth; and

(iv) the nature of the Identity Declarant's relationship with the Person Being Identified; and

(v) that the Identity Declarant is not a Relative of the Person Being Identified; and

(vi) that the Identity Declarant is not a party to the Registry Instrument; and

(vii) the length of time that the Identity Declarant has known the Person Being Identified; and

(viii) that to the Identity Declarant's knowledge, information and belief the Person Being Identified is who they purport to be; and

(ix) where Category 5(b) is used, that the Identity Declarant is a Bank Manager, a Community Leader, Court Officer, Medical Practitioner, Land Council Officeholder, Local Government Officeholder, Nurse, Public Servant, Legal Practitioner, Conveyancer or Police Officer.

4.15 Body Corporate

When the person Being Identified is a Body Corporate, the Identity Verifier is to:

(a) confirm the existence and identity of the Body Corporate by conducting a search of the records of the Australian Securities and Investments Commission or other regulatory body with whom the Body Corporate is required to be registered; and

(b) take reasonable steps to establish who is authorised to sign or witness the affixing of the seal on behalf of the Body Corporate; and

(c) verify the identity of each individual signing or witnessing the affixing of the seal on behalf of the Body Corporate in accordance with the Verification of Identity Standard as if that individual is themselves a Person Being Identified.

4.16 Individual as Attorney

When the Person Being Identified is an Attorney, the Identity Verifier is to:

(a) confirm from the registered Power of Attorney, or the unregistered Power of Attorney intended to be lodged in series with the Registry Instrument, the details of the Attorney and the Donor; and

(b) take reasonable steps to establish that the Registry Instrument is authorised by the Power of Attorney; and

(c) verify the identity of the Attorney in accordance with the Verification of Identity Standard.

4.17 Body Corporate as Attorney

When the Person Being Identified is an Attorney that is a Body Corporate, the Identity Verifier is to:

(a) confirm from the registered Power of Attorney, or the unregistered Power of Attorney intended to be lodged in series with the Registry Instrument, the details of the Attorney and the Donor; and

(b) take reasonable steps to establish that execution of the Conveyancing Document is authorised by the Power of Attorney; and

(c) comply with clause 4.15.

4.18 Further checks

Mere mechanical compliance with clause 4.11, without attention to detail, is not sufficient.

The Identity Verifier is to undertake further steps to verify the identity of the Person Being Identified and/or the Identity Declarant where:

a) The Identity Verifier knows or ought reasonably to know that:

(i) any identity document produced by the Person Being Identified and/or any Identity Declarant is not genuine; or

(ii) any photograph on an identity document produced by the Person Being Identified and/or any Identity Declarant is not a reasonable likeness of the Person Being Identified or the Identity Declarant; or

(iii) the Person Being Identified and/or the Identity Declarant does not appear to be the person to whom the identity document(s) relate; or

b) it would otherwise be reasonable to do so.

5 Client Authorisation

If a Client is represented by a Representative, the Representative must:

a) for any Client Authorisation it enters into, use a form in substantial compliance with the form set out in Annexure J of these Directions as at the date of signing the form; and

b) except for Caveats, Priority Notices, and withdrawals of Priority Notices, for which a Client Authorisation is optional, enter into a Client Authorisation with its Client and must do so before the signing of any Registry Instrument or other Document (whether the signing is by the Representative or by its Client or otherwise); and

c) comply with the Client Authorisation and act in accordance with its terms; and

d) take reasonable steps to verify the authority of each Person entering into a Client Authorisation on behalf of a Client to both bind the Client to the Client Authorisation and to the Conveyancing Transaction(s) the subject of the Client Authorisation; and

e) take reasonable steps to ensure that a Client Authorisation is signed by the Representative's Client or their Client Agent; and

f) for Caveats, Priority Notices, and withdrawals of Priority Notices, for which Client Authorisation is not obtained, take reasonable steps to verify the authority of each Person providing instructions on behalf of a Client to bind the Client to the Caveat, Priority Notice, or withdrawal of Priority Notice.

Note: If a client authorisation is properly completed, the requirements of any other law of the Territory relating to the execution, signing, witnessing, attestation or sealing of documents must be regarded as having been fully satisfied.

6 Verification of Authority

Section 210A Verification of authority guidelines
(1) The Registrar-General may issue guidelines to be observed by a party to a transaction, or the legal practitioner or conveyancing agent representing a party to a transaction.
(2) If a party, legal practitioner or conveyancing agent representing a party is required under this Act to verify the party, legal practitioner or conveyancing agent's authority, or the authority of a party to the transaction, the party, legal practitioner or conveyancing agent must follow the verification of authority guidelines before entering into the transaction or executing an instrument or document in connection with the transaction.
(3) The Registrar-General must ensure that current and superseded versions of the verification of authority guidelines are published on the Agency's website.

When must Verification of Authority be verified

6.1 The Representative, for each Conveyancing Transaction must take reasonable steps to verify that it's Client is a legal Person and has the right to enter into the Conveyancing Transaction.

6.2 Where the Representative is a mortgagee, or represents a mortgagee, for each mortgage the Representative must take reasonable steps to verify that the mortgagor is a legal Person and has the right to enter into the mortgage – however, the Representative need not take reasonable steps to verify that the mortgagor is a legal Person and has the right to enter into the mortgage if the Representative is reasonably satisfied that the mortgagee it represents has taken reasonable steps to verify that the mortgagor is a legal Person and has the right to enter into the mortgage.

6.3 The following are examples of documents that may be used to verify a person's authority to enter into common conveyancing transactions:

a) Outgoing Party and Mortgagor

For a party that is relinquishing its interest, such as a transferor, or a mortgagor, supporting documentation that may assist in verifying the party's authority could include:

a) a current local council or water rates notice for the land;
b) current utility bills for the land;
c) a current land tax assessment notice for the property;
d) loan documentation connecting the party and the land; or
e) the mortgage granted by the mortgagor.

Reliance on any one document to verify authority is unlikely to satisfy the requirement to take "reasonable steps".

A Register search should also be undertaken to confirm that the party is named as a registered interest holder for the land.

Legal Practitioners and Registered Conveyancers representing a Caveator should take reasonable steps to verify their client's authority to deal with the land. This is done by determining that a caveatable interest exists and that you believe the claims made by the Caveator are true in substance and in fact.

Caveator (Withdrawal of Caveat)

Legal Practitioners and Registered Conveyancers representing the Caveator named in the Caveat should take reasonable steps to ensure the Caveator is the same person you initially represented. If you did not originally represent the Caveator named in the Caveat, production

by the Caveator of supporting documentation for the Caveat could assist in establishing the Caveator's right to deal with the land.

6.3.2 Incoming Party

For a party gaining an interest in the land in the conveyancing transaction, such as a transferee or a mortgagee, supporting documentation that may assist in verifying authority to deal with the land could include the following

a) the contract of sale for the land; or
b) loan documentation connecting the party to the land.

The list is not exhaustive. What constitutes "reasonable steps" will depend on the circumstances

6.4 Further Considerations

There are many instances where further consideration is required of what steps need to be taken to establish a Person's right to deal. For example, consideration should be given to the following:

- Does the transacting Party's name differ on the supporting documentation? If so, have they changed their name and can they provide documentation to show this?
- Is the transacting Party subject to a trust? If yes, is the Conveyancing Transaction permitted under the trust? Who are the current trustees?
- Is there an Insolvency Event involving one of the transacting parties? If there is an Insolvency Event, is the Conveyancing Transaction permitted under the relevant legislation?
- Is the transacting Party a Statutory Body? What is the correct name of the Statutory Body? Is the Conveyancing Transaction permitted under the relevant legislation? Are delegations permitted under the relevant legislation? Are the delegations relevant to the Conveyancing Transaction correct?
- Is the transacting Party a successor at law to the registered owner? On what basis is it a successor at law - statutory vesting, transfer of business or another basis?
- Is the transacting Party an executor? Is the Conveyancing Transaction contemplated by the will?
- Is the transacting Party a represented Person, e.g. under the Jurisdiction's guardianship and administration legislation? Is the Conveyancing Transaction permitted by the relevant orders and under the relevant legislation?
- Is a Person acting under a power of attorney? If there is a power of attorney, is the Conveyancing Transaction permitted under the power? Is the power still current or has it been revoked? Has the correct Person been identified as attorney? Are the attorneys required to act jointly or severally?
- Is the transacting Party an incorporated association? If the Party is an incorporated association, is the Conveyancing Transaction permitted under the relevant rules or constitution and legislation? Does the Conveyancing Transaction purport to give effect to a Court order? Is the Conveyancing Transaction contemplated by the order?

What constitutes reasonable steps is dependent on the circumstances of each individual case. Further enquiries should be made where doubt arises, or should reasonably have arisen, in relation to a transaction and a Person's right to deal. For example, where you know or ought to know:

- that the Documents being produced for verification of right to deal are not genuine; or

- that the age of the Person whose right to deal is being verified does not align with the likely age of the Person who has the right to deal (for example the purported transferor is too young to have purchased the property at the time it was purchased); or
- of any other circumstance that raises suspicion or should be investigated further.

Other circumstances could include where your Client is more than one Person and only one Person provides instructions, such as where your Client consists of a couple as joint tenants. You must verify the right to deal of all of the Persons constituting your Client. You should contact all Persons comprising your Client to confirm their instructions.

Similarly, where your Client is an incorporated entity you should ensure you are dealing with the Representatives of the incorporated entity that are duly authorised to provide instructions.

Some circumstances may not be directly linked to right to deal but may raise awareness that greater care should be taken in relation to a particular transaction. For example, the transaction is urgent, you doubt the veracity of the instructions, it involves a non-standard mortgage of an unencumbered title or your Client has limited English. Whilst such transactions may be legitimate, it may be necessary to verify the circumstances surrounding the transaction, for example, by checking the reason for urgency or engaging an independent interpreter.

7 Retention of evidence

The Representative must retain the evidence supporting a Registry Instrument or other Document for at least seven years from the date of Lodgement of the Registry Instrument or other Document that is registered or recorded including:

a) Any evidence required by the Territory Revenue Office; and
b) Any Client Authorisation and any evidence supporting that Client Authorisation; and
c) Any evidence supporting a Party's right to enter into the Conveyancing Transaction; and
d) Any other evidence demonstration compliance with Prescribed Requirements.

8 Certifications

8.1 Only Mortgagees that are an ADI or a party who is a Representative of an ADI can provide certifications

8.2 Certifications cannot be provided on annexure pages

8.3 Where a mortgagee is an ADI and is self-represented the following certifications apply:

a) The Certifier has retained the evidence supporting this Registry Instrument or Document.
b) The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant law and any Prescribed Requirement.
c) The Certifier, or the Certifier is reasonably satisfied that the mortgagee it represents:

    a) has taken reasonable steps to verify the identity of the mortgagor; or his, her or its administrator or attorney and
    b) holds a mortgage granted by the mortgagor on the same terms as this Registry Instrument or Document.

8.4 Where a mortgagee is an ADI and is being represented, the following certifications apply:

a) The Certifier has taken reasonable steps to verify the identity of the [transferor/transferee/mortgagor/mortgagee/ caveator/applicant/covenantor/covenantee/encumbrancer/encumbrancee/grantor/ grantee/lienor/lessor/lessee/receiving party/relinquishing party] or his, her or its administrator or attorney.
b) The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
c) The Certifier has retained the evidence supporting this Registry Instrument or Document.
d) The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant law and any Prescribed Requirement.
e) The Certifier, or the Certifier is reasonably satisfied that the mortgagee it represents:

    a) has taken reasonable steps to verify the identity of the mortgagor; or his, her or its administrator or attorney and
    b) holds a mortgage granted by the mortgagor on the same terms as this Registry Instrument or Document.

9 Requisitions

9.1 Where a Representative, Mortgagee, Body Corporate, Statutory Body, or Business Entity lodges or deposits an Instrument, that party must:

a) Maintain an active account with the Registrar-General's requisition portal; and
b) Provide a lodgement slip and responsible party slip with each dealing group.

9.2 If the Registrar-General gives a requisition to a person who has lodged or deposited an Instrument or other document, the Registrar-General may send the notice of requisition through the Registrar-General's requisition portal.

9.3 For the Registrar-General to consider registering an Instrument or document that has been lodged, which has been subject to a requisition, account users need to:

a) Respond to requisitions within timeframes as determined by the Registrar-General; and
b) upload any documents requested through the requisition portal unless otherwise specified.

9.4 Where a requisition is not complied with, the Registrar-General may refuse to deal with the Instrument or document lodged or deposited by the person and may also reject that Instrument (and any Instrument that depends on it for registration), in accordance with section 156 of the *Land Title Act 2000*.

Annexure A Instruments executed in NT

Accountant

Branch or Lending Manager of a bank, building society or credit union Branch or Lending Manager of Territory Insurance Office

Chief executive officer of a local government council constituted under the *Local Government Act*

Headmaster or Principal of a Northern Territory school

Justice of the Peace

Licensed surveyor under the *Licensed Surveyors Act*

Medical practitioner

Pharmacist

Postmaster or Manager of a post office

Annexure B Instruments executed in Australia

Accountant

Branch or Lending Manager of a bank, building society or credit union

Commissioner for Declarations

Commissioner for Oaths

Headmaster or Principal of a school

Justice of the Peace

Legal Practitioner

Licensed Conveyancing Agent

Licensed Real Estate Agent

Licensed Surveyor

Medical practitioner

Pharmacist

Postmaster or Manager of a post office

Town clerk or Chief executive officer of a local government council

Annexure C Instruments executed outside Australia but in a Commonwealth Nation

An Australian Consular Officer or Australian Diplomatic Officer, as defined in section 2 of the *Consular Fees Act 1955* (Cth), or a person authorised, as mentioned in section 3(c) or (d) of the *Consular Fees Act 1955* (Cth), to administer an oath (a ***consular official)***

A person who has authority in the place of execution to take an oath or declaration and whose authority to do so is verified by one of the following:

a) an officer or judge of the superior court of that place;
b) a British diplomat or a consular agent in the place of execution;
c) a consular official in the place of execution.

British diplomat or a consular agent in the place of execution

Notary Public

Annexure D Instruments executed outside of Australia

British diplomat or a consular agent in the place of execution

Consular official in the place of execution

Notary Public

Annexure E Conveyancing Documents and Persons Being Identified

Conveyancing Document	Person Being Identified
A Client Authorisation authorising execution of a Registry Instrument when that Client Authorisation has been executed by a party to that Registry Instrument	The party to the Registry Instrument
A Registry Instrument executed by a party to the Registry Instrument	The party to the Registry Instrument
A caveat	The caveator
A mortgage	The mortgagor
A Registry Instrument renewing or extending a mortgage	The mortgagor
A Conveyancing Document listed above, executed by an agent of a party to a Registry Instrument, unless that agent is a Representative of the party	The agent

Annexure F Identification Document Categories

Category	Minimum Document Requirements
	For persons who are Australian citizens or residents:
1	An Australian passport or a foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* plus an Australian driver's licence or Photo Card plus change of name or marriage certificate if necessary.
2	An Australian passport or a foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary.
3	Australian driver's licence or Photo Card plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary.
4	(a) Australian passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* plus another form of government issued photographic identity document plus change of name or marriage certificate if necessary. (b) Australian passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* plus full birth certificate plus another form of government issued identity document plus a change of name or marriage certificate if necessary.
5	(a) Identifier Declaration plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. (b) Identifier Declaration by a person specified in clause 4.14 (a)(v) plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. *Note: Refer to Verification of Identity Standard clause 4.14*
	For persons who are not Australian citizens or residents:
6	(a) Foreign passport plus another form of government issued photographic identity document plus change of name or marriage certificate if necessary. (b) Foreign passport plus full birth certificate plus another form of government issued identity document plus change of name or marriage certificate if necessary.

Annexure G Persons Authorised to Identify Self-Represented Parties

	Authorised Person	Information/Locations for Authorised Persons within the Northern Territory
1	Legal Practitioner or Conveyancer	Legal Practitioner- Law Society of Northern Territory - https://lawsocietynt.asn.au/nt-legal-directory/current-nt-practitioners.html[3] Conveyancer- Find a Conveyancer - AIC NT (aicntconveyancers.com.au)[4] Australian Institute of Conveyancers - http://www.aicsa.com.au/[5] Consumer and Business Services - https://consumeraffairs.nt.gov.au[6]
2	Australia Post	Identity verification for conveyancing practitioners and mortgagees - Australia Post (auspost.com.au)[7]
3	VOI Agents	Must meet requirements set out in Annexure H (Identity Agent Insurance Requirements)

[3] https://lawsocietynt.asn.au/nt-legal-directory/current-nt-practitioners.html
[4] https://aicntconveyancers.com.au/find-a-conveyancer/
[5] http://www.aicsa.com.au/
[6] https://consumeraffairs.nt.gov.au/
[7] https://auspost.com.au/business/identity/voi-solutions-for-conveyancing-practitioners-and-mortgagees

Annexure H Identity Agent Insurance Requirements

1. Identity Agent Insurance Requirements

1.1 Each Identity Agent must maintain professional indemnity insurance:

(a) which specifically names the Identity Agent as being insured; and

(b) with an Approved Insurer; and

(c) for an insured amount of at least $1,500,000 per claim (including legal costs); and

(d) having an excess per claim of no greater than $20,000; and

(e) having an annual aggregate amount of not less than $20,000,000; and

(f) which includes coverage for verification of identity for the purposes of these Requirements; and

(g) the terms of which do not limit compliance with 1.1 (a) to (f).

1.2 Each Identity Agent must maintain fidelity insurance:

(a) which specifically names the Identity Agent as being insured; and

(b) with an Approved Insurer; and

(c) for an insured amount of at least $1,500,000 per claim (including legal costs); and

(d) having an excess per claim of no greater than $20,000; and

(e) having an annual aggregate amount of not less than $20,000,000; and

(f) which provides coverage for third party claims arising from dishonest and fraudulent acts; and

(g) which includes coverage for verification of identity for the purposes of these Requirements; and

(h) the terms of which do not limit compliance with 1.2 (a) to (g).

1.3 If the Identity Agent does not comply with insurance requirements 1.1 and 1.2, the Identity Agent must maintain professional indemnity insurance:

(a) which specifically names the Identity Agent as being insured; and

(b) with an Approved Insurer; and

(c) for an insured amount of at least $1,500,000 per claim (including legal costs); and

(d) having an excess per claim of no greater than $20,000; and

(e) having an annual aggregate amount of not less than $20,000,000; and

(f) which provides coverage for third party claims arising from dishonest and fraudulent acts; and

(g) which includes coverage for verification of identity for the purposes of these Requirements; and

(h) the terms of which do not limit compliance with 1.3 (a) to (g).

1.4 An Identity Agent may maintain fidelity insurance held through a mutual fund by paying a levy or contribution rather than an annual insurance premium. The insurance must

otherwise comply with insurance requirement 1.2.

2. Self-insuring Identity Agents

2.1 Despite insurance requirement 1 the following persons need not take out insurance to become or remain an Identity Agent:

(a) an ADI; or

(b) the Crown in right of the Commonwealth, a State or a Territory; or

(c) a Local Government Organisation or a Statutory Body:

(i) creating, dealing with, or making an application with respect to, an estate or interest in its land; or

(ii) purchasing, acquiring, or making an application with respect to, an estate or interest in land; or

(iii) lodging caveats, withdrawals of caveats, priority notices, extensions of priority notices and withdrawals of priority notices; or

(iv) using administrative notices required to manage certificates of title.

3. Deemed compliance with insurance requirements

3.1 The following are deemed to comply with insurance requirement 1:

(a) a Legal Practitioner who holds or is covered by professional indemnity insurance which indemnifies the Legal Practitioner for claims arising from the conduct of a conveyancing transaction and either holds or is covered by fidelity insurance or contributes to, or on whose behalf a contribution is made to, or is covered by a fidelity fund operated pursuant to legislative requirements which includes coverage for claims arising from the conduct of a conveyancing transaction.

(b) a conveyancer who holds or is covered by professional indemnity insurance which includes coverage for claims arising from the conduct of a conveyancing transaction and either holds or is covered by fidelity insurance or contributes to, or on whose behalf a contribution is made to, or is covered by a fidelity fund operated pursuant to legislative requirements which includes coverage for claims arising from the conduct of a conveyancing transaction.

3.2 A Mortgage Broker, when acting as Identity Agent of a mortgagee, is deemed to comply with insurance requirement 1 if:

(a) pursuant to legislative requirements, either it holds or is covered by:

(i) professional indemnity insurance and fidelity insurance, or

(ii) professional indemnity insurance which provides cover for third party claims arising from dishonest and fraudulent acts, and

(b) that insurance covers the verification of identity.

4. Compliance

The Identity Agent must comply with any requirements set by its insurer.

Annexure I Identity Agent Certification

Identity Agent Certification

I, [*full name of the Person who is undertaking the verification of identity*], of [*full name of Identity Agent*] of [*address of Identity Agent*] being a [*occupation of Identity Agent*] and having been appointed in writing and directed to use the Verification of Identity Standard by [Representative's or mortgagee's name] hereby certify that:

(a) The identification relates to [*full name of the Person Being Identified OR full name of Identity Declarant*]; and

(b) The identification was carried out on [*date*]; and

(c) The original identification documents listed below were produced to me and copies of these documents endorsed by me as true copies are attached to this certification; and

(d) The verification of identity was conducted in accordance with the Verification of Identity Standard; and

(e) I witnessed [*full name of the Person Being Identified* execute the completed Client Authorisation or the instrument or grant the mortgage]*

....

Date Signature of Identity Agent

List of identification documents produced - see (c) above:

Description of identity documents produced and endorsed	Page number in set of copies
[E.g. Australian Passport]	1

*Delete where Identity Agent not requested to witness the document

Annexure J Client Authorisation

CLIENT AUTHORISATION

Version 7

When this form is signed, the Representative is authorised to act for the Client in a Conveyancing Transaction(s)

Privacy Collection Statement: The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes and for the other purposes set out in clause 4.1 of this form.

Representative Reference:_____

CLIENT DETAILS

	CLIENT 1	CLIENT 2
NAME		
ACN/ARBN		
ADDRESS		

TRANSACTION DETAILS

AUTHORITY TYPE ☐ SPECIFIC AUTHORITY (set out conveyancing transaction details below) ☐ STANDING AUTHORITY ends on revocation or expiration date:___/___/___ (tick relevant conveyancing transaction(s) below) ☐ BATCH AUTHORITY (attach details of conveyancing transaction(s))

	CONVEYANCING TRANSACTION(S) 1	CONVEYANCING TRANSACTION(S) 2
PROPERTY ADDRESS		
LAND TITLE REFERENCE(S) (and/or property description)		
CONVEYANCING TRANSACTION(S)	☐ TRANSFER ☐ MORTGAGE ☐ CAVEAT ☐ PRIORITY NOTICE ☐ DISCHARGE/ RELEASE OF MORTGAGE ☐ WITHDRAWAL OF CAVEAT ☐ OTHER (set out below or attach details))	☐ TRANSFER ☐ MORTGAGE ☐ CAVEAT ☐ PRIORITY NOTICE ☐ DISCHARGE/ RELEASE OF MORTGAGE ☐ WITHDRAWAL OF CAVEAT ☐ OTHER (set out below or attach details)
ADDITIONAL INSTRUCTIONS		

CLIENT AUTHORISATION AND SIGNING

	CLIENT 1 / CLIENT AGENT 1	CLIENT 2 / CLIENT AGENT 2
	I CERTIFY that: (a) I am the Client or Client Agent; and (b) I have the legal authority to instruct the Representative in relation to the Conveyancing Transaction(s); and (c) if I am acting as a Client Agent that I have no notice of the revocation of my authority to act on behalf of the Client. **I AUTHORISE** the Representative to act on my behalf, or where I am a Client Agent to act on behalf of the Client, in accordance with the terms of this Client Authorisation and any Participation Rules and any Prescribed Requirement to: (a) sign documents on my behalf as required for the Conveyancing Transaction(s); and (b) submit or authorise submission of documents for lodgment with the relevant Land Registry; and (c) authorise any financial settlement involved in the Conveyancing Transaction(s); and (d) do anything else necessary to complete the Conveyancing Transaction(s).	
	DATE / / SIGN HERE	DATE / / SIGN HERE
	CLIENT/CLIENT AGENT NAME	CLIENT/CLIENT AGENT NAME
	CAPACITY	CAPACITY
	If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent)	If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent)
	NAME DATE	NAME DATE

REPRESENTATIVE DETAILS AND SIGNING

	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
NAME		
ACN/ARBN		
ADDRESS		

I/We CERTIFY that reasonable steps have been taken to ensure that this Client Authorisation was signed by each of the persons named above as Client or Client Agent.

SIGNATURE OF REPRESENTATIVE OR REPRESENTATIVE AGENT IF APPLICABLE:

	DATE / / SIGN HERE	DATE / / SIGN HERE
	SIGNATORY NAME:	SIGNATORY NAME:
	CAPACITY:	CAPACITY: