

Land Title Verification of Identity Form

Complete sections A, B and C (if applicable) in full before presenting your form at an Australia Post Land Title ID Check post office.



*2756 50179 0

Use black ink || - only and print within the boxes in **B L O C K L E T T E R S**

Name of your conveyancer / lawyer / mortgagee (only use this form if provided by the party named below)

L	A	W	Y	E	R	S	R	E	A	L	E	S	T	A	T	E				

A. Details of applicant

Title Family name / surname

Given name(s) (full name no initials)

Date of birth (DD / MM / YYYY) Contact phone number

B. Current residential address

Unit number / street number / street name

Suburb / locality State Postcode

C. Property details - of property being transacted (if applicable)

Unit number / street number / street name or legal land description (lot / plan)

Suburb / locality State Postcode

D. Declaration by applicant

Do not sign until you present this form at Australia Post.
Your signature must be witnessed by the Australia Post verifier.
 I acknowledge that the information on this form is true and correct.

Please sign in black ink only inside the box

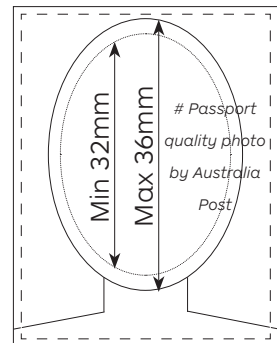
Date (DD / MM / YY)

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Verifier to attach photo face up#

Australia Post verifier will take (and attach when applicable) a photo of the applicant.

 (Land Title ID Check express service post offices will use a digital photo.)



Privacy Notice - Australia Post collects your personal information as an agent for the third party conveyancer / lawyer / mortgagee stated above in order to verify your identity on their behalf.

Your personal information may be disclosed to Decipha (an entity wholly owned by Australia Post) and certain third parties contracted to assist in the administration of these services and to relevant entities in compliance with applicable obligations or laws. Whilst in our possession, your personal information is handled in accordance with Australia Post Group Privacy Policy which outlines how to access and / or correct your personal information or make a privacy related complaint. You may contact the Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3001 for privacy related queries. For more information please visit www.auspost.com.au/privacy

E. Australia Post use only

- I, the Verifier listed below, hereby certify that:
1. this identification relates to the person listed in Section A
 2. the identification was carried out on the date shown below
 3. the identification documents presented appear to be original and current; certified copies are attached to this form
 4. each photograph in the identification documents produced to me appears to be a reasonable likeness of the person being identified
 5. the identity verification has been conducted in accordance with the Registrar's Verification of Identity Standard
 6. I witnessed the person listed in Section A sign a Client Authorisation Form, registry instrument or other document (if presented by the applicant)

Verifier's name

Comments Date (DD / MM / YY)

Work centre code

Verifier's signature

Identity verified by



Land Title Verification of Identity Form

How to present your application at Australia Post

- Ensure you have the appropriate identification documents to be presented to the highest possible category. Identification documents to be presented must contain matching personal information, be original and current (except for an expired Australian Passport which has not been cancelled and was current within the preceding two year(s)).
 - If you have changed your name from that on an identification document, you will also need to provide a change of name document(s).
 - A translation will be required for passports, driver licences and birth certificates if not in English. The translation is to be completed by a NAATI accredited translator (go to www.naati.com.au for details).

You should produce two Category 1 documents, if these have been issued to you. If you cannot satisfy Category 1 requirements, you must produce documents from the next highest category possible.

Australian citizen or resident						Non Australian citizen or resident
Category 1	Category 2	Category 3	Category 4 (a)	Category 4 (b)	Category 6	
ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	ONE of the following <ul style="list-style-type: none"> Australian driver licence Proof of age card (issued by the Commonwealth, a state or territory) Photo card (issued by the Commonwealth, a state or territory) 	ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	<ul style="list-style-type: none"> Foreign passport AND ONE of the following <ul style="list-style-type: none"> (a) Australian / foreign driver licence (issued by the Commonwealth, a state or territory) Photo card (issued by the Commonwealth, a state or territory) OR <ul style="list-style-type: none"> (b) Full birth certificate AND ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card Foreign government issued identity document 	
AND ONE of the following <ul style="list-style-type: none"> Australian driver licence Proof of age card (issued by the Commonwealth, a state or territory) Photo card (issued by the Commonwealth, a state or territory) 	AND ONE of the following <ul style="list-style-type: none"> Full birth certificate Citizenship certificate 	AND ONE of the following <ul style="list-style-type: none"> Full birth certificate Citizenship certificate 	AND ONE of the following government issued licences (with photo) <ul style="list-style-type: none"> Australian boat licence Australian firearms licence Private security licence Australian WorkCover licence 	AND <ul style="list-style-type: none"> Full birth certificate 	AND ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	
AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	

2. Present your form at any participating post office.

- If you require verification of Identity (VOI) urgently, an express service is available at selected post offices which can be found at auspost.com.au/find/landtitleexpressservice. The VOI Report will be delivered on the same day you present your form.
- A standard service is available at other participating post offices which can be found at auspost.com.au/find/landtitle. The VOI Report will typically be delivered within 2-5 business days.

3. Do not complete Section D in advance.

- (a) Do not sign until you present this form at Australia Post. Your signature must be witnessed by the Australia Post verifier.

4. Certified copies of your identification documents and photo taken by Australia Post will be delivered to your conveyancer / lawyer / mortgagee as part of the VOI Report.

5. The fee for the VOI service includes the taking of your photo and is payable to Australia Post when you present your form. Fees can be paid by cash, EFTPOS, Visa or MasterCard. Cheques are not accepted.

6. If you require a Client Authorisation Form or other registry instrument or document to be witnessed, it can be presented to Australia Post along with this form.

* Must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.

Category 5 (a) and 5 (b) are not performed by Australia Post

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CLIENT AUTHORISATION

Version:4.0

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.

Representative Reference: _____

CLIENT DETAILS	CLIENT 1	CLIENT 2	
	NAME	_____	_____
	ACN/ARBN	_____	_____
	ADDRESS	_____	_____

TRANSACTION DETAILS	AUTHORITY TYPE	<input type="checkbox"/> SPECIFIC AUTHORITY <small>(set out conveyancing transaction details below)</small>	<input checked="" type="checkbox"/> STANDING AUTHORITY <small>ends on revocation or expiration date: ___/___/___ (tick relevant conveyancing transaction(s) below)</small>	<input type="checkbox"/> BATCH AUTHORITY <small>(attach details of conveyancing transaction(s))</small>
	CONVEYANCING TRANSACTION(S) 1	CONVEYANCING TRANSACTION(S) 2		
	LAND TITLE REFERENCE(S) <small>(and/or property description)</small>	Any land in the State of Victoria in relation to which the Client is registered as proprietor, or is the Director of any corporate entity registered as proprietor, or has gained an interest by way of a contract of sale, Court Order or other equitable interest, or in relation to which the Client is empowered to act pursuant to a Power of Attorney.		
	CONVEYANCING TRANSACTION(S)	<input checked="" type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input checked="" type="checkbox"/> OTHER	<input checked="" type="checkbox"/> MORTGAGE <input checked="" type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE	<input checked="" type="checkbox"/> CAVEAT <input checked="" type="checkbox"/> WITHDRAWAL OF CAVEAT
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 / / _____ CLIENT/CLIENT AGENT NAME _____ CAPACITY _____ AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME _____ DATE _____	DATE / / _____ CLIENT/CLIENT AGENT NAME _____ CAPACITY _____ AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME _____ DATE _____
	SIGN HERE	SIGN HERE

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			
SIGNATORY NAME: _____ CAPACITY: _____			

TERMS OF THIS CLIENT AUTHORISATION

1. What is Authorised

The Client authorises the Representative 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 the Client's 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).

The Client acknowledges that the Client is bound by any Documents required in connection with a Conveyancing Transaction that the Representative signs on the Client's behalf in accordance with this Client Authorisation.

2. Mortgagees

Where:

- (a) the Representative represents the Client in the Client's capacity as mortgagee; and
- (b) the Client represents to the Representative that the Client has taken reasonable steps to verify the identity of the mortgagor the Client indemnifies the Representative for any loss resulting from the Client's failure to take reasonable steps to verify the identity of the mortgagor.

3. Revocation

This Client Authorisation may be revoked by either the Client or the Representative giving notice in writing to the other that they wish to end this Client Authorisation.

4. Privacy and Client Information

The Client acknowledges that information relating to the Client that is required to complete a Conveyancing Transaction, including the Client's Personal Information, may be collected by and disclosed to the Duty Authority, the ELNO, the Land Registry, the Registrar and third parties (who may be located overseas) involved in the completion of the Conveyancing Transaction or the processing of it, and consents to the collection and disclosure of that information to any of those recipients, including to those who are overseas. For further information about the collection and disclosure of your Personal Information, refer to the relevant party's privacy policy.

5. Applicable Law

This Client Authorisation is governed by the law in force in the Jurisdiction in which the Property is situated. The Client and the Representative submit to the non-exclusive jurisdiction of the courts of that place.

6. Meaning of Words Used in this Client Authorisation

In this Client Authorisation, capitalised terms have the meaning set out below:

Australian Legal Practitioner has the meaning given to it in the relevant legislation of the Jurisdiction in which the property is situated and in South Australia is a legal practitioner for the purposes of the *Legal Practitioners Act 1981* (SA).

Batch Authority means an authority for the Representative to act for the Client in a batch of Conveyancing Transactions details of which are attached to this Client Authorisation.

Capacity means the role of the signatory (for example an attorney or a director of a company).

Caveat means a Document giving notice of a claim to an interest in land that may have the effect of an injunction to stop the registration of a Registry Instrument or other Document in the Titles Register.

Client means the Person or Persons named in this Client Authorisation.

Client Agent means a Person authorised to act as the Client's agent but does not include the Representative acting solely in this role.

Conveyancing Transaction has the meaning given to it in the ECNL.

Discharge/Release of Mortgage means a Document that discharges or releases a Mortgage.

Document has the meaning given to it in the ECNL.

Duty Authority means the State Revenue Office of the Jurisdiction in which the property is situated.

ECNL means the Electronic Conveyancing National Law as adopted or implemented in a Jurisdiction by the application law, as amended from time to time.

ELNO means Electronic Lodgment Network Operator and has the meaning given to it in the ECNL.

Identity Agent means a Person who is an agent of either a Representative, or a mortgagee represented by a Representative, and who:

- (a) the Representative or mortgagee reasonably believes is reputable, competent and appropriately insured; 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.

Jurisdiction means an Australian State or Territory.

Land Registry means the agency of a State or Territory responsible for maintaining the Jurisdiction's Titles Register.

Land Title Reference means the relevant Land Registry's unique identifier(s) for the property.

Law Practice has the meaning given to it in the relevant legislation of the Jurisdiction in which the land the subject of the Conveyancing Transaction is situated.

Licensed Conveyancer means a Person licensed or registered under the relevant legislation of the Jurisdiction in which the property is situated and in Western Australia is a real estate settlement agent for the purposes of the *Settlement Agents Act 1981* (WA).

Mortgage means a Document by which a Person charges an estate or interest in land as security.

Participation Rules, as amended from time to time, has the meaning given to it in the ECNL.

Person has the meaning given to it in the ECNL.

Personal Information has the meaning given to it in the *Privacy Act 1988* (Cth).

Prescribed Requirement means any Published requirement of the Registrar that Representatives are required to comply with.

Priority/Settlement Notice means a notice (other than a Caveat) which prevents (subject to specified exceptions) registration or recording in the Titles Register of a Registry Instrument or other Document affecting land or an interest in land until the notice lapses or is withdrawn, removed or cancelled.

Publish means, for any information, to publish the information on the Registrar's website.

Registrar has the meaning given to it in the ECNL.

Registry Instrument has the meaning given to it in the ECNL.

Representative is the Australian Legal Practitioner, Law Practice or Licensed Conveyancer named in this Client Authorisation who acts on behalf of the Client and under the relevant legislation of the Jurisdiction in which the property is situated can conduct a Conveyancing Transaction.

Representative Agent means a Person authorised by a Representative to act as the Representative's agent. For the avoidance of doubt this can include an Identity Agent.

Specific Authority means an authority for the Representative to act for the Client in completing the Conveyancing Transactions described in this Client Authorisation.

Standing Authority means an authority for the Representative to act for the Client as described in this Client Authorisation for the period of time set out in this Client Authorisation.

Titles Register has the meaning given to it in the ECNL.

Transfer includes the preparation of all Documents required to effect a purchase or sale of land or any other transfer of land, and the liaison with, where relevant, any mortgagee or proposed mortgagee.

Withdrawal of Caveat means a Document which removes a Caveat.