

MODEL PARTICIPATION RULES GUIDANCE NOTE

INSTRUCTING PRACTITIONER ENGAGING A SUBSCRIBER (E-LODGMENT SUBSCRIBER)

1 INTRODUCTION

This guidance note aligns with Version 6 of the Model Participation Rules and explains:

- what an e-lodgment Subscriber is;
- how a Client Authorisation is completed when an e-lodgment Subscriber is engaged;
- how Verification of Identity (VOI) is conducted when an e-lodgment Subscriber is engaged;
- how verification of right to deal is conducted when an e-lodgment Subscriber is engaged;
- how certifications are made when an e-lodgment Subscriber is engaged; and
- how evidence is retained when an e-lodgment Subscriber is engaged.

Capitalised terms have the meanings given to them in the Model Participation Rules, Model Operating Requirements or Electronic Conveyancing National Law.

This guide does not constitute legal advice nor does it replace prudent conveyancing practice. Nothing written in this guide overrides the Electronic Conveyancing National Law, Participation Rules, any other relevant legislation or Registrar's Prescribed Requirements.

2 WHAT IS AN E-LODGMENT SUBSCRIBER?

A conveyancer or lawyer (Instructing Practitioner) may instruct a conveyancer or lawyer who is a Subscriber to act on behalf of the Instructing Practitioner's Client to undertake work in an Electronic Lodgment Network, including creating and Digitally Signing electronic Registry Instruments and other electronic Documents. The Subscriber instructed by the Instructing Practitioner is referred to in this guidance note as an 'e-lodgment Subscriber'.

An e-lodgment Subscriber must ensure that its professional indemnity insurance covers this role, including the approach it adopts to fulfilling its obligation under the Model Participation Rules.

3 HOW IS A CLIENT AUTHORISATION COMPLETED WHEN AN E-LODGMET SUBSCRIBER IS ENGAGED?

A Client Authorisation must be made directly between the e-lodgment Subscriber and the Client. The e-lodgment Subscriber is the Representative and should be noted on the Client Authorisation as such. The Instructing Practitioner should not sign the Client Authorisation except as set out below.

Representative Agent means a person authorised by a Representative to act as the Representative's agent including to sign the Client Authorisation. The Instructing Practitioner is not the Representative Agent and should not sign the Client Authorisation as such, unless the e-lodgment Subscriber specifically appoints the Instructing Practitioner as its Representative Agent by a written agency agreement. Where the Instructing Practitioner signs the Client Authorisation as Representative Agent, the e-lodgment Subscriber's details should still be noted in the Representative section.

The Instructing Practitioner is not the Client Agent and should not sign the Client Authorisation as such unless the Instructing Practitioner has been appointed as attorney for the Client under a power of attorney.

There must be a Client Authorisation directly between the e-lodgment Subscriber and each Client, including where those Clients are referred to the e-lodgment Subscriber by the same Instructing Practitioner.

Examples of completed Client Authorisation are annexed to this guidance note. Note that these are just examples, and consideration should be given to the particular circumstances of each case.

For further information see Model Participation Rules Guidance Note #1: Client Authorisation.

4 HOW IS VERIFICATION OF IDENTITY CONDUCTED WHEN AN E-LODGMET SUBSCRIBER IS ENGAGED?

The e-lodgment Subscriber must take reasonable steps to verify the identity of the Client. The e-lodgment Subscriber may specifically appoint the Instructing Practitioner to undertake the verification of identity by a written agency agreement, either as an agent who must

undertake reasonable steps as required by the e-lodgment Subscriber or as an Identity Agent.

Identity Agent means a Person who is an agent of either a Subscriber, or a mortgagee represented by a Subscriber, appointed in writing, and who:

- (a) the Subscriber or mortgagee reasonably believes is reputable, competent and insured in compliance with Insurance Rule 2; and
- (b) is authorised by the Subscriber or mortgagee to conduct verification of identity on behalf of the Subscriber or mortgagee in accordance with the Verification of Identity Standard.

If the Instructing Practitioner is appointed as an Identity Agent, the e-lodgment Subscriber must ensure that the Instructing Practitioner complies with the requirements for Identity Agents under the Model Participation Rules. This includes meeting the requirements to be an Identity Agent, applying the Verification of Identity Standard and providing an Identity Agent Certification as set out in Schedule 9 of the Model Participation Rules. The e-lodgment Subscriber will need to check that the Instructing Practitioner's professional indemnity insurance covers being an Identity Agent.

If the e-lodgment Subscriber appoints the Instructing Practitioner as an agent (not as an Identity Agent), the Instructing Practitioner does not need to apply the Verification of Identity Standard but must verify identity in some other way that constitutes taking reasonable steps. If this is the case, the e-lodgment Subscriber cannot rely on the deeming provision in Model Participation Rules 6.5.6.

For further information see Model Participation Rules Guidance Note #2: Verification of Identity.

5 HOW IS VERIFICATION OF THE RIGHT TO DEAL CONDUCTED WHEN AN E-LODGMET SUBSCRIBER IS ENGAGED?

The e-lodgment Subscriber must take reasonable steps to verify that the Client is a legal Person and has the right to enter into the Conveyancing Transaction. This verification must be undertaken by the e-lodgment Subscriber, not the Instructing Practitioner, unless the Instructing Practitioner has been appointed as the e-lodgment Subscriber's agent. The e-lodgment Subscriber will need to check that the Instructing Practitioner's professional indemnity insurance covers being such an agent.

For further information see Model Participation Rules Guidance Note #4: Right to Deal.

6 HOW ARE CERTIFICATIONS MADE WHEN AN E-LODGMENT SUBSCRIBER IS ENGAGED?

The e-lodgment Subscriber must provide the certifications as to Identity, Authority, Evidence and Correctness when Digitally Signing electronic Registry Instruments and other electronic Documents. These certifications are made by the e-lodgment Subscriber, not the Instructing Practitioner.

For further information see Model Participation Rules Guidance Note #3: Certifications.

7 HOW IS EVIDENCE RETAINED WHEN AN E-LODGMENT SUBSCRIBER IS ENGAGED?

Under the Model Participation Rules, the e-lodgment Subscriber, not the Instructing Practitioner, must retain the supporting evidence for the transaction for at least seven years.

For further information see Model Participation Rules Guidance Note #5: Retention of Evidence.

8 FREQUENTLY ASKED QUESTIONS

Q1: Is the e-lodgment Subscriber or Instructing Practitioner responsible for responding to and complying with a Compliance Examination?

A1: It is the e-lodgment Subscriber who must respond to a Compliance Examination and who must comply with any requirements of a Compliance Examination, including producing all the requested documentation.

For further information see Model Participation Rules Guidance Note #6: Compliance Examinations.

Q2: I am an e-lodgment Subscriber. Can I enter into a single Client Authorisation for each Instructing Practitioner that refers work to me?

A2: The Client Authorisation operates between you and the Client, not between you and the Instructing Practitioner. Therefore, you will need a properly completed Client Authorisation for each Client. If the Instructing Practitioner has a particular Client with multiple matters that will be referred to you, you could seek to complete a Standing Authority or Batch Authority Client Authorisation and have that signed by the Client.

For further information see Model Participation Rules Guidance Note #1: Client Authorisation.

EXAMPLE OF A CLIENT AUTHORISATION

ABC Pty Ltd (e-lodgment Subscriber) completes the Client Authorisation which is signed by Frederick Albert Bloggs and Freda Amy Bloggs (Clients) and Eric Lodge, an employee of ABC Pty Ltd.

[Note the 'Terms of this Client Authorisation' form part of the Client Authorisation but have not been set out in this example.]

CLIENT AUTHORISATION

Version 6

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: **BLOGGS-16-4-15**

CLIENT DETAILS	CLIENT 1	CLIENT 2	
	NAME ACN/ARBN ADDRESS	<u>FREDERICK ALBERT BLOGGS</u> <u>11/53 ALBERT ST, BRISBANE</u>	<u>FREDA AMY BLOGGS</u> <u>11/53 ALBERT ST, BRISBANE</u>

TRANSACTION DETAILS	AUTHORITY TYPE	<input checked="" type="checkbox"/> SPECIFIC AUTHORITY (set out conveyancing transaction details below)	<input type="checkbox"/> STANDING AUTHORITY ends on revocation or expiration date: ___/___/___ (tick relevant conveyancing transaction(s) below)	<input type="checkbox"/> BATCH AUTHORITY (attach details of conveyancing transaction(s))
	PROPERTY ADDRESS	<u>11/53 ALBERT ST, BRISBANE</u>	<u>10/100 QUEEN ST, BRISBANE</u>	
	LAND TITLE REFERENCE(S) (and/or property description)	<u>71011681 LOT 1 ON RP 1569</u>		
CONVEYANCING TRANSACTION(S)	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> PRIORITY NOTICE <input type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	<input type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	<input type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	
ADDITIONAL INSTRUCTIONS	<u>SALE OF THIS PROPERTY</u>	<u>PURCHASE OF THIS PROPERTY</u>		

CLIENT AUTHORISATION AND SIGNING	CLIENT 1 / CLIENT AGENT 1	CLIENT 2 / CLIENT AGENT 2
	<p>I CERTIFY that:</p> <p>(a) I am the Client or Client Agent; and</p> <p>(b) I have the legal authority to instruct the Representative in relation to the Conveyancing Transaction(s); and</p> <p>(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.</p> <p>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:</p> <p>(a) sign documents on my behalf as required for the Conveyancing Transaction(s); and</p> <p>(b) submit or authorise submission of documents for lodgment with the relevant Land Registry; and</p> <p>(c) authorise any financial settlement involved in the Conveyancing Transaction(s); and</p> <p>(d) do anything else necessary to complete the Conveyancing Transaction(s).</p>	
	<p><u>Frederick Albert Bloggs</u></p> <p>DATE <u>12/4/21</u></p> <p>CLIENT/CLIENT AGENT NAME CAPACITY: <u>FREDERICK ALBERT BLOGGS</u></p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME DATE</p>	<p><u>Freda Amy Bloggs</u></p> <p>DATE <u>12/4/21</u></p> <p>CLIENT/CLIENT AGENT NAME CAPACITY: <u>FREDA AMY BLOGGS</u></p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME DATE</p>

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)	
	NAME ACN/ARBN ADDRESS	<u>ABC Pty Ltd</u> <u>101 469 148</u> <u>1/100 KING STREET, BRISBANE</u>	
	<p>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.</p> <p>SIGNATURE OF REPRESENTATIVE OR REPRESENTATIVE AGENT IF APPLICABLE:</p>		
	<p><u>Eric Lodge</u></p> <p>DATE <u>12/4/21</u></p> <p>SIGNATORY NAME: <u>ERIC LODGE</u></p> <p>CAPACITY:</p>	<p>DATE / /</p> <p>SIGNATORY NAME:</p> <p>CAPACITY:</p>	

EXAMPLE OF A CLIENT AUTHORISATION

ABC Pty Ltd (e-lodgment Subscriber) appoints Lamb Lawyers (Instructing Practitioner) as its Identity Agent and Lawrence Lawyer, an employee of Lamb Lawyers, verifies the identity of Frederick Albert Bloggs and Freda Amy Bloggs (Clients) and ABC Pty Ltd completes the Client Authorisation which is signed by Frederick Albert Bloggs and Freda Amy Bloggs in person and Eric Lodge, an employee of ABC Pty Ltd.

[Note the 'Terms of this Client Authorisation' form part of the Client Authorisation but have not been set out in this example.]

CLIENT AUTHORISATION

Version 6

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: **BLOGGS-16-4-15**

CLIENT DETAILS	CLIENT 1	CLIENT 2
	NAME ACN/ARBN ADDRESS	FREDERICK ALBERT BLOGGS 11/53 ALBERT ST, BRISBANE

TRANSACTION DETAILS	AUTHORITY TYPE	
	<input checked="" type="checkbox"/> SPECIFIC AUTHORITY (set out conveyancing transaction details below) CONVEYANCING TRANSACTION(S) 1	<input type="checkbox"/> STANDING AUTHORITY ends on revocation or expiration date: __/__/__ (tick relevant conveyancing transaction(s) below) CONVEYANCING TRANSACTION(S) 2
PROPERTY ADDRESS	11/53 ALBERT ST, BRISBANE	10/100 QUEEN ST, BRISBANE
LAND TITLE REFERENCE(S) (and/or property description)	71011681 LOT 1 ON RP 1569	
CONVEYANCING TRANSACTION(S)	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> PRIORITY <input type="checkbox"/> DISCHARGE/ <input type="checkbox"/> RELEASE OF <input type="checkbox"/> WITHDRAWAL <input type="checkbox"/> OF CAVEAT <input type="checkbox"/> MORTGAGE <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> PRIORITY <input type="checkbox"/> DISCHARGE/ <input type="checkbox"/> RELEASE <input type="checkbox"/> WITHDRAWAL OF <input type="checkbox"/> OF CAVEAT <input type="checkbox"/> MORTGAGE <input type="checkbox"/> OTHER
ADDITIONAL INSTRUCTIONS	SALE OF THIS PROPERTY	PURCHASE OF THIS PROPERTY

CLIENT AUTHORISATION AND SIGNING	CLIENT 1 / CLIENT AGENT 1	CLIENT 2 / CLIENT AGENT 2
	<p>I CERTIFY that:</p> <p>(d) I am the Client or Client Agent; and</p> <p>(e) I have the legal authority to instruct the Representative in relation to the Conveyancing Transaction(s); and</p> <p>(f) 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.</p> <p>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:</p> <p>(e) sign documents on my behalf as required for the Conveyancing Transaction(s); and</p> <p>(f) submit or authorise submission of documents for lodgment with the relevant Land Registry; and</p> <p>(g) authorise any financial settlement involved in the Conveyancing Transaction(s); and</p> <p>(h) do anything else necessary to complete the Conveyancing Transaction(s).</p>	
<p>Frederick Albert Bloggs</p> <p>DATE 12/4/21</p> <p>CLIENT/CLIENT AGENT NAME CAPACITY: FREDERICK ALBERT BLOGGS</p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME Lawrence Lawyer DATE 12/4/21</p>	<p>SIGN HERE</p>	<p>Freda Amy Bloggs</p> <p>DATE 12/4/21</p> <p>CLIENT/CLIENT AGENT NAME CAPACITY: FREDA AMY BLOGGS</p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME Lawrence Lawyer DATE 12/4/21</p>

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
	NAME ACN/ARBN ADDRESS	ABC Pty Ltd 101 469 148 1/100 KING STREET, BRISBANE
<p>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.</p> <p>SIGNATURE OF REPRESENTATIVE OR REPRESENTATIVE AGENT IF APPLICABLE:</p>		
<p>Eric Lodge</p> <p>DATE 12/4/21</p> <p>SIGNATORY NAME: ERIC LODGE</p> <p>CAPACITY:</p>	<p>SIGN HERE</p>	<p>DATE //</p> <p>SIGNATORY NAME: CAPACITY:</p>

EXAMPLE OF A CLIENT AUTHORISATION

ABC Pty Ltd (e-lodgment Subscriber) appoints Lamb Lawyers (Instructing Practitioner) as its Representative Agent and Lawrence Lawyer, an employee of Lamb Lawyers, completes the verification of identity and the Client Authorisation which is signed by Frederick Albert Bloggs and Freda Amy Bloggs (Clients) and Lawrence Lawyer.

[Note the 'Terms of this Client Authorisation' form part of the Client Authorisation but have not been set out in this example.]

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Representative Reference: **BLOGGS-16-4-15**

CLIENT DETAILS	CLIENT 1	CLIENT 2
	NAME <u>FREDERICK ALBERT BLOGGS</u>	<u>FREDA AMY BLOGGS</u>
	ACN/ARBN <u>11/53 ALBERT ST, BRISBANE</u>	<u>11/53 ALBERT ST, BRISBANE</u>

TRANSACTION DETAILS	AUTHORITY TYPE	<input checked="" type="checkbox"/> SPECIFIC AUTHORITY (set out conveyancing transaction details below)	<input type="checkbox"/> STANDING AUTHORITY ends on revocation or expiration date: ___/___/___ (tick relevant conveyancing transaction(s) below)	<input type="checkbox"/> BATCH AUTHORITY (attach details of conveyancing transaction(s))
	PROPERTY ADDRESS	<u>11/53 ALBERT ST, BRISBANE</u>	<u>10/100 QUEEN ST, BRISBANE</u>	
	LAND TITLE REFERENCE(S) (and/or property description)	<u>71011681 LOT 1 ON RP 1569</u>		
	CONVEYANCING TRANSACTION(S)	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> PRIORITY NOTICE <input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> PRIORITY NOTICE <input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	
ADDITIONAL INSTRUCTIONS	<u>SALE OF THIS PROPERTY</u>	<u>PURCHASE OF THIS PROPERTY</u>		

CLIENT AUTHORISATION AND SIGNING	CLIENT 1 / CLIENT AGENT 1	CLIENT 2 / CLIENT AGENT 2
	<p>I CERTIFY that:</p> <ul style="list-style-type: none"> (g) I am the Client or Client Agent; and (h) I have the legal authority to instruct the Representative in relation to the Conveyancing Transaction(s); and (i) 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. <p>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:</p> <ul style="list-style-type: none"> (i) sign documents on my behalf as required for the Conveyancing Transaction(s); and (j) submit or authorise submission of documents for lodgment with the relevant Land Registry; and (k) authorise any financial settlement involved in the Conveyancing Transaction(s); and (l) do anything else necessary to complete the Conveyancing Transaction(s). 	
	<p><u>Frederick Albert Bloggs</u></p> <p>DATE <u>12/4/21</u></p> <p>CLIENT/CLIENT AGENT NAME <u>FREDERICK ALBERT BLOGGS</u></p> <p>CAPACITY _____</p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME _____ DATE _____</p>	<p><u>Freda Amy Bloggs</u></p> <p>DATE <u>12/4/21</u></p> <p>CLIENT/CLIENT AGENT NAME <u>FREDA AMY BLOGGS</u></p> <p>CAPACITY _____</p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME _____ DATE _____</p>

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
	NAME <u>ABC Pty Ltd</u>	<u>Lamb Lawyers</u>
	ACN/ARBN <u>101 469 148</u>	<u>101 469 147</u>
ADDRESS <u>1/100 KING STREET, BRISBANE</u>	<u>1/100 QUEEN STREET, BRISBANE</u>	
<p>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.</p> <p>SIGNATURE OF REPRESENTATIVE OR REPRESENTATIVE AGENT IF APPLICABLE:</p>		
<p>DATE / /</p> <p>SIGNATORY NAME: _____</p> <p>CAPACITY: _____</p>	<p><u>Lawrence Lawyer</u></p> <p>DATE <u>12/4/21</u></p> <p>SIGNATORY NAME: <u>Lawrence Lawyer</u></p> <p>CAPACITY: _____</p>	

EXAMPLE OF A CLIENT AUTHORISATION

Frederick Albert Bloggs and Freda Amy Bloggs (Clients) appoint Lawrence Lawyer as a Client Agent through a power of attorney and ABC Pty Ltd (e-lodgment Subscriber) verifies the identity of Lawrence Lawyer and completes the Client Authorisation which is signed by Lawrence Lawyer (Client Agent) and Eric Lodge, an employee of ABC Pty Ltd.

[Note the 'Terms of this Client Authorisation' form part of the Client Authorisation but have not been set out in this example.]

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Representative Reference: **BLOGGS-16-4-15**

CLIENT DETAILS	CLIENT 1	CLIENT 2
NAME	FREDERICK Albert BLOGGS	FREDA Amy BLOGGS
ACN/ARBN		
ADDRESS	11/53 ALBERT ST, BRISBANE	11/53 ALBERT ST, BRISBANE

TRANSACTION DETAILS	AUTHORITY TYPE	
	<input checked="" type="checkbox"/> SPECIFIC AUTHORITY (set out conveyancing transaction details below) CONVEYANCING TRANSACTION(S) 1	<input type="checkbox"/> STANDING AUTHORITY ends on revocation or expiration date: ___/___/___ (tick relevant conveyancing transaction(s) below) CONVEYANCING TRANSACTION(S) 2
PROPERTY ADDRESS	11/53 ALBERT ST, BRISBANE	10/100 QUEEN ST, BRISBANE
LAND TITLE REFERENCE(S) (and/or property description)	71011681 LOT 1 ON RP 1569	
CONVEYANCING TRANSACTION(S)	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> PRIORITY NOTICE <input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> PRIORITY NOTICE <input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER
ADDITIONAL INSTRUCTIONS	SALE OF THIS PROPERTY	PURCHASE OF THIS PROPERTY

CLIENT AUTHORISATION AND SIGNING	CLIENT 1 / CLIENT AGENT 1	CLIENT 2 / CLIENT AGENT 2
	<p>I CERTIFY that:</p> <ul style="list-style-type: none"> (j) I am the Client or Client Agent; and (k) I have the legal authority to instruct the Representative in relation to the Conveyancing Transaction(s); and (l) 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. <p>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:</p> <ul style="list-style-type: none"> (m) sign documents on my behalf as required for the Conveyancing Transaction(s); and (n) submit or authorise submission of documents for lodgment with the relevant Land Registry; and (o) authorise any financial settlement involved in the Conveyancing Transaction(s); and (p) do anything else necessary to complete the Conveyancing Transaction(s). 	
<p>Lawrence Lawyer</p> <p>DATE 12/4/21</p> <p>CLIENT/CLIENT AGENT NAME CAPACITY LAWRENCE LAWYER ATTORNEY</p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME DATE</p>	<p>Lawrence Lawyer</p> <p>DATE 12/4/21</p> <p>CLIENT/CLIENT AGENT NAME CAPACITY LAWRENCE LAWYER ATTORNEY</p> <p>If applicable AUSTRALIAN CONSULAR OFFICE WITNESS or IDENTITY AGENT (if not a Representative Agent) NAME DATE</p>	

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
	<p>NAME: ABC Pty Ltd</p> <p>ACN/ARBN: 101 469 148</p> <p>ADDRESS: 1/100 KING STREET, BRISBANE</p>	
<p>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.</p> <p>SIGNATURE OF REPRESENTATIVE OR REPRESENTATIVE AGENT IF APPLICABLE:</p>		
<p>Eric Lodge</p> <p>DATE 12/4/21</p> <p>SIGNATORY NAME: ERIC LODGE</p> <p>CAPACITY:</p>	<p>DATE / /</p> <p>SIGNATORY NAME:</p> <p>CAPACITY:</p>	