

MODEL PARTICIPATION RULES GUIDANCE NOTE

CLIENT AUTHORISATION

1 INTRODUCTION

This guidance note aligns with Version 4 of the Model Participation Rules and explains:

- what a Client Authorisation is;
- why a Client Authorisation is required;
- when a Client Authorisation is required; and
- how a Client Authorisation is completed.

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 A CLIENT AUTHORISATION?

A Client Authorisation is a document that enables a party to a transaction (the client) to authorise a conveyancer or lawyer to act on their behalf in that transaction. While the Client Authorisation empowers a Representative to act for a client in a similar way to a power of attorney, legislation specifically states that the Client Authorisation is NOT a power of attorney. Accordingly a Client Authorisation does not need to comply with any legislative requirements relating to powers of attorney or to be registered in those jurisdictions where registration of powers of attorney is required.

While acting on behalf of the client under a Client Authorisation, the conveyancer or lawyer can:

- sign registry instruments or other documents;
- present registry instruments or other documents for lodgment with the Land Registry; and
- authorise or complete any associated financial aspects of the transaction.

The Client Authorisation clearly sets out the details of the authorisation and the completed form must be retained as supporting evidence of authority for the transaction.

3 WHY IS A CLIENT AUTHORISATION REQUIRED?

In electronic conveyancing a client will not be able to access the electronic lodgment network to sign a registry instrument or document.

A Client Authorisation is required to give the client's conveyancer or lawyer authority to sign the registry instrument or document on the client's behalf.

4 WHEN IS A CLIENT AUTHORISATION REQUIRED?

A Client Authorisation is required whenever a conveyancer or lawyer represents a client in a transaction in an electronic lodgment network, except where the conveyancer or lawyer is preparing and lodging a caveat or, in those jurisdictions that have them, a priority notice, extension of priority notice, withdrawal of priority notice, settlement notice or withdrawal of settlement notice.

For a caveat priority notice, extension of priority notice, withdrawal of priority notice, settlement notice or withdrawal of settlement notice a Client Authorisation is optional as the purpose of these documents is to provide notification of an interest. Whether a Client Authorisation will be obtained or not is dependent on the circumstances of the individual transaction.

For example, it may not be possible to obtain a Client Authorisation prior to processing a caveat. However, if it is a purchaser's caveat it may be dealt with as part of the transaction that is covered in a Client Authorisation.

5 HOW IS A CLIENT AUTHORISATION COMPLETED?

A Client Authorisation is completed by the client and the conveyancer or lawyer. Once complete, it is signed by the client or their attorney or agent as a granting of that authorisation.

The conveyancer or lawyer (or their agent) also needs to sign the form in order to certify that reasonable steps were taken to ensure the form was signed by the client or by the client's attorney or agent. If the Client Authorisation is signed by the conveyancer or lawyer's agent, the conveyancer or lawyer does not also need to sign the Client Authorisation.

A properly completed Client Authorisation form is one that is filled in, dated, and signed by the Client and the Representative or the Client and the Representative Agent.

Ideally, the verification of identity of the client would be completed at the time the client signs the Client Authorisation. Refer to MPR Guidance Note #2: Verification of Identity. However, there may be instances where these processes are not able to occur simultaneously and in these instances the conveyancer or lawyer needs to take reasonable steps to ensure that the Client Authorisation is being signed by their client or by the client's attorney or agent. This may be done by referencing the verification of identity supporting documentation and ensuring it is the same person signing.

Authorisation can be given:

- for a specific transaction or transactions, in which case the transactions should be listed on the Client Authorisation form; or
- as a standing authority, in which case the categories of transaction should be ticked on the Client Authorisation form, either until a specified date or until it is revoked; or
- for a batch of transactions, in which case details of the transactions the batch authority is intended to cover should be attached.

A Client Authorisation must be a standalone form and substantially comply with the form in Schedule 4 of the Model Participation Rules.

A Client Authorisation Smartform is available on the ARNECC website at <https://www.arnecc.gov.au/publications/forms>. This Smartform has been created for ease of use and has the same content as the Client Authorisation form in the Participation Rules.

A printable version of the form is also available and can be completed manually. For readability the Client Authorisation form should be completed in Arial font with a minimum font size of 10 point. If the form is completed manually blue or black ink should be used.

Examples of completed Client Authorisation forms are annexed to this guidance note.

6 FREQUENTLY ASKED QUESTIONS

Q1: Can I design my own version of the Client Authorisation?

A1: No. The Client Authorisation must be in the form required by the Participation Rules. This is to ensure that everyone is participating in a conveyancing transaction on the same terms. Slight variations in the format or style are permitted but there must be no change to the words.

Q2: Where can I get a Client Authorisation form?

A2: A Client Authorisation form is available on the ARNECC website at <https://www.arnecc.gov.au/publications/forms>.

Q3: If I am a conveyancer or lawyer and I use an agent to verify the identity of my client, do I need to sign the Client Authorisation as well as my agent?

A3: No. The form is signed either by the conveyancer or lawyer or their agent in order to certify that reasonable steps were taken to ensure the form was signed by the client or by the client's attorney or agent.

When a conveyancer or lawyer uses an agent to verify the identity of their client and the Client Authorisation is signed by the client at the same time only the agent needs to sign the Client Authorisation form.

Q4: Do I need to complete a Client Authorisation if I am a sole trader conveyancer or lawyer and I am representing myself?

A4: No. If you are a sole trader conveyancer or lawyer, you are allowed to represent yourself in an electronic lodgment network without signing a Client Authorisation.

Q5: If I am a financial institution acting on my own behalf, do I need a Client Authorisation to lodge a mortgage or discharge a mortgage over my customer's property?

A5: No. When lodging a mortgage or discharge of mortgage you are not representing your customer.

Q6: Does the Client Authorisation take the place of the usual retainer agreement or authority to act entered into between my client and me?

A6: No. The Client Authorisation is required in addition to the usual retainer agreement or authority to act. The usual retainer agreement or authority to act cannot be inconsistent with the Client Authorisation.

Q7: Can I incorporate the Client Authorisation in my usual retainer agreement or authority to act?

A7: No. As the Client Authorisation is a prescribed form and may be required for evidence it must be a separate document.

Q8: Can a Client Authorisation be signed overseas?

A8: Yes. An overseas client is to be treated the same as a client in Australia and therefore a Client Authorisation form can be signed overseas.

Q9: Does "substantial compliance" mean I can vary the terms of the client authorisation?

A9: No. Only superficial changes are permitted. Subscribers are not able to vary the terms of the Client Authorisation.

Q10: Does a batch authority need to list individual properties or can it reference a subdivision?

A10: It is up to the Client and the Representative to agree how best to describe what is covered by a batch authority so that there is no ambiguity. For example, if using the PDF form, particular transaction types could be ticked on the front page of the Client Authorisation form and details of the land affected annexed. Alternatively, if using the Client Authorisation Smartform, all the details must be set out in the attachment.

Q11: How do Representative Agents sign the Client Authorisation form when the Clients listed in the Client Authorisation form have their identity verified at a different time by different people?

A11: If the Clients listed in the Client Authorisation form are being verified at different times by different people, then two Client Authorisation forms should be prepared.

Q12: Can a Representative destroy a paper Client Authorisation form if they have an electronic copy of it?

A12: The Client Authorisation and any evidence supporting the Client Authorisation can be stored electronically. However, the medium and means in which a Client Authorisation and any evidence supporting the Client Authorisation are to be retained is to be determined by the Subscriber, in light of the possible need to produce those documents as evidence to a Court. Whichever medium is utilised the Client Authorisation and any evidence supporting the Client Authorisation should be safely and securely stored. A Client Authorisation and any evidence supporting the Client Authorisation is required to be kept for 7 years from lodgment. Refer to MPR Guidance Note #5: Retention of Evidence.

Q13: Can a Client Authorisation be digitally signed?

A13: There is no requirement in the Electronic Conveyancing National Law and Participation Rules that the Client Authorisation Form needs to be wet-signed. Therefore it is up to the Subscriber to determine whether the act of the client digitally signing the Client Authorisation Form complies with the Electronic Transactions Act relevant to the jurisdiction in question.

Q14: Do the Representative's details need to be completed if a Representative Agent is signing?

A14: Yes, the Representative's details are required for all Client Authorisations.

Q15: Who needs to have their identity verified and sign the Client Authorisation when a Subscriber is representing a government agency?

A15: A Subscriber representing a government agency must:

- identify the legal entity entitled to deal in the land in question (this could be a Minister, the Secretary of a Department, a Director of a Statutory Authority, or a statutory person as a corporation sole)
- have the Client Authorisation completed in the name of that legal entity
- have the Client Authorisation signed by a person with a written delegation to deal in land on behalf of that legal entity
- sight and retain a copy of the instrument of delegation held by that person, and
- take reasonable steps to verify the identity of the person signing the Client Authorisation.

Q16: What is the process for amending the Client Authorisation if we need to make amendments so that it is consistent with the terms of our service agreements with panel solicitors?

A16: The Client Authorisation is a prescribed form and must be used in substantially the same form as that set out in the Model Participation Rules (MPR). Neither the layout of the form nor its terms can be altered from that prescribed. In addition, its terms cannot be varied by any other agreement between the parties. The reason for this is to ensure everyone participating in a conveyancing transaction requiring the use of a Client Authorisation does so on the same terms.

The form and its terms are reviewed whenever the MPR is reviewed and any proposed amendments are subjected to industry consultation.

Q17: If financial institutions, as incoming and outgoing mortgagees, haven't ticked the "Transfer" box in the Client Authorisation Form does that mean we cannot act on their behalf in a purchase transaction where they are the incoming mortgagee?

A17: Rule 6.3(b) of the Participation Rules provides that "*a Representative ... must...enter into a Client Authorisation with its Client [ie the incoming and outgoing mortgagee] before the Subscriber Digitally Signs any Registry Instrument or other electronic Document...*".

Your client should tick the "MORTGAGE" and "DISCHARGE/RELEASE OF MORTGAGE" boxes as these are the only documents that they are giving you authority to Digitally Sign and lodge.

The intention of the reference to “all Documents required to effect a purchase or sale...” in the definition of “Transfer” is limited to transfer related documents, not Mortgages.

Q18: For those companies that have in-house lawyers (and those lawyers hold the necessary insurance requirements), do their own legal work internally and do not instruct an external law firm or conveyancer, are they classified as self-represented?

A18: A signed Client Authorisation is required where a Subscriber acts on behalf of a Client. Where a Lawyer acts for their Subscriber employer and that Subscriber is a participant in the transaction the Registrar has not specified a requirement for a Client Authorisation.

Q19: Where we have a client with multiple transactional matters, ie a developer/builder that buys and sells a lot, does the client sign a Client Authorisation Form for each individual matter?

A19: You should consider using a Batch Authority or Standing Authority.

Q20: If a company usually signs their documents under Power of Attorney and there are a number of different Attorney’s, does each and every Attorney need to sign a Client Authorisation Form each time?

A20: The answer would depend on the provisions in the power of attorney. You should review the power and make an assessment as to what is required. If a single attorney can sign documents on behalf of the company, then a single attorney would sign the Client Authorisation. If the power of attorney requires more than one attorney to sign on the company's behalf, you would need to comply with the power's requirements.

Q21: What does it mean to have a properly completed Client Authorisation?

A21: The Client Authorisation form must be filled in, dated, and signed by the Client and the Representative or the Client and the Representative Agent.

CLIENT AUTHORISATION

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	FREDERICK BLOGGS	NAME	FREDA BLOGGS
	ACN/ARBN		ACN/ARBN	
ADDRESS	11/53 ALBERT ST, BRISBANE	ADDRESS	11/53 ALBERT ST, BRISBANE	

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 transactions)		
	PROPERTY ADDRESS	11/53 ALBERT ST, BRISBANE	CONVEYANCING TRANSACTION(S) 1	CONVEYANCING TRANSACTION(S) 2		
	LAND TITLE REFERENCE(S) (and/or property description)	71011681 LOT 1 ON RP 1569		10/100 QUEEN ST, BRISBANE		
	CONVEYANCING TRANSACTION(S)	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input type="checkbox"/> OTHER	<input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE	<input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input type="checkbox"/> OTHER	<input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE
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">(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. <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">(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).	
	<p><i>Frederick Bloggs</i> DATE 16/4/15</p> <p>CLIENT/CLIENT AGENT NAME: FREDERICK BLOGGS</p> <p>CAPACITY:</p> <p>AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME: DATE:</p>	<p><i>Freda Bloggs</i> DATE 16/4/15</p> <p>CLIENT/CLIENT AGENT NAME: FREDA BLOGGS</p> <p>CAPACITY:</p> <p>AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME: DATE:</p>

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
	NAME	Lamb Lawyers
ACN/ARBN	101 469 147	
ADDRESS	1/100 QUEEN 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><i>Lawrence Lawyer</i> DATE 16/4/15</p> <p>SIGNATORY NAME: LAWRENCE LAWYER</p> <p>CAPACITY:</p>	<p>DATE / /</p> <p>SIGNATORY NAME:</p> <p>CAPACITY:</p>

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.

The following pages contain additional representative examples of the Client Authorisation Form:

- Standing Authority, Representative signs;
- Batch Authority, Representative signs;
- Specific Authority, Representative Agent signs;
- Specific Authority, witnessed overseas.

CLIENT AUTHORISATION



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 [BATCH AUTHORITY, REPRESENTATIVE SIGNS]**

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

TRANSACTION DETAILS	AUTHORITY TYPE		
	<input 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 checked="" type="checkbox"/> BATCH AUTHORITY (attach details of conveyancing transactions)
	CONVEYANCING TRANSACTION(S) 1	CONVEYANCING TRANSACTION(S) 2	
	PROPERTY ADDRESS 123 HIGH ST, BRISBANE LAND TITLE REFERENCE(S) (and/or property description) 71011681-10 LOTS 1-10 ON RP 1569	10/100 QUEEN ST, BRISBANE	
CONVEYANCING TRANSACTION(S)	<input type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input type="checkbox"/> OTHER	<input type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input type="checkbox"/> OTHER	<input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE <input type="checkbox"/> WITHDRAWAL OF CAVEAT
ADDITIONAL INSTRUCTIONS	SEE DETAILS IN ATTACHMENT	SEE DETAILS IN ATTACHMENT	

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).				
		SIGN HERE		SIGN HERE
	DATE 16/4/15		DATE 16/4/15	
	CLIENT/CLIENT AGENT NAME: FREDERICK BLOGGS		CLIENT/CLIENT AGENT NAME: FREDA BLOGGS	
	CAPACITY:		CAPACITY:	
	AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable)		AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable)	
	NAME: DATE:		NAME: DATE:	

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE		REPRESENTATIVE AGENT (if applicable)	
	NAME	Lamb Lawyers		
	ACN/ARBN	101 469 147		
	ADDRESS	1/100 QUEEN STREET, BRISBANE		
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:				
		SIGN HERE		SIGN HERE
	DATE 16/4/15		DATE / /	
	SIGNATORY NAME: LAWRENCE LAWYER		SIGNATORY NAME:	
	CAPACITY:		CAPACITY:	

CLIENT AUTHORISATION

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 [SPECIFIC AUTHORITY, REPRESENTATIVE AGENT SIGNS]**

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

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 transactions)
	CONVEYANCING TRANSACTION(S) 1		CONVEYANCING TRANSACTION(S) 2
	PROPERTY ADDRESS 11/53 ALBERT ST, BRISBANE	PROPERTY ADDRESS 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/ SETTLEMENT NOTICE <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE <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> <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><i>Frederick Bloggs</i> DATE 16/4/15</p> <p>CLIENT/CLIENT AGENT NAME: FREDERICK BLOGGS</p> <p>CAPACITY:</p> <p>AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME: DATE:</p>	<p><i>Freda Bloggs</i> DATE 16/4/15</p> <p>CLIENT/CLIENT AGENT NAME: FREDA BLOGGS</p> <p>CAPACITY:</p> <p>AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME: DATE:</p>

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
	NAME Lamb Lawyers	NAME Australia Post
	ACN/ARBN 101 469 147	ACN/ARBN 104 298 317
ADDRESS 1/100 QUEEN STREET, BRISBANE	ADDRESS 500 QUEEN 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>DATE / /</p> <p>SIGNATORY NAME:</p> <p>CAPACITY:</p>	<p><i>Jenny McKay</i> DATE 16/4/15</p> <p>SIGNATORY NAME: JENNY MCKAY</p> <p>CAPACITY:</p>	

CLIENT AUTHORISATION

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 [SPECIFIC AUTHORITY, WITNESSED OVERSEAS]**

CLIENT DETAILS	CLIENT 1	CLIENT 2	
	NAME	FREDERICK BLOGGS	FREDA 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)	<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 transactions)
	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/ SETTLEMENT NOTICE <input type="checkbox"/> OTHER	<input type="checkbox"/> MORTGAGE <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE	<input type="checkbox"/> CAVEAT <input type="checkbox"/> WITHDRAWAL OF CAVEAT
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>(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><i>Frederick Bloggs</i> DATE 16/4/15</p> <p>CLIENT/CLIENT AGENT NAME: FREDERICK BLOGGS</p> <p>CAPACITY:</p> <p>AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME: SUSAN JOHNSON DATE: 27/5/17</p>

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
	NAME	Lamb Lawyers
ACN/ARBN	101 469 147	
ADDRESS	1/100 QUEEN 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><i>Lawrence Lawyer</i> DATE 16/4/15</p> <p>SIGNATORY NAME: LAWRENCE LAWYER</p> <p>CAPACITY:</p>	<p>DATE / /</p> <p>SIGNATORY NAME:</p> <p>CAPACITY:</p>