
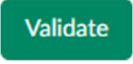


## Create Workspace

- > Click  and add the following details:
- > Select Jurisdiction = **NSW**
- > Transaction Type = **Other**

You can click the tick box to 'Make this my default Transaction Type' this is optional.

- > Other Type = **Residual Documents**
- > Role:
  - **Select To Deal with an Interest**
- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **No**

### Note:

The question defaults to 'No' based on whether the Transaction Type would most likely include Financial Settlement.


Select 'Yes' if funds are required to be paid as part of a financial settlement.

- > Request Land Title Data = **Now**
- > Workgroup
- > Click .

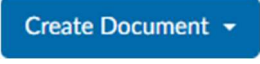

## Review Land Titles

- > Navigate to the **Land Titles** screen
- > Review the land title details returned from the Land Registry.

## Create Interest Holder

- > Navigate to the **Participants** screen
- > Select:
  - **Create Party**
- > Complete outstanding details
- > Click .

## Create Document

- > Navigate to the **Documents** screen
- > Click  > **Other Documents**
- > Search for **Dealing with Exception**
- > Complete outstanding details
- > Click .

**Note:** Repeat the above process for *each* dealing you are submitting to NSW Land Registry. You will need to create a Dealing with Exception document per dealing required to be lodged. This is to be completed in the same Workspace if the dealings are under the same lodgement instructions.

ie. 1 Paper Discharge of Mortgage = 1 Dealing with Exception document (Attach applicable file)  
 1 Paper Transfer = 1 the Dealing with Exception document (Attach applicable file)

## Attach File

Refer to NSW Land Registry Services – Registrar General's Guidelines website, with regards to any supporting documents that may be required.  
<https://rg-guidelines.nswlrs.com.au/e-dealings/elodgment/Residual-Documents>

**The complete paper dealing is required to be uploaded in one PDF per dealing (max file size of**

100MB). As explained above, this is per dealing created.

> Navigate to **Files** screen

> Select 

> Browse and select the File to upload

> Select the **File Description > Dealing**

> Select 

> Click  > **Attach.**

## View, Sign and Lodge


> Navigate back to the **Documents** screen

> Click  > **Lodgement**

**Instructions > Edit**

> Click  > **Document > View**

> Click  > **Document > Sign**

> Click  >

**Lodgement Instructions > Submit for**

**Lodgement.**

**For further information visit:**

<https://www.registrargeneral.nsw.gov.au/property-and-conveyancing/eConveyancing/schedule-of-eDealings> - see Batch 3 'Dealing with Exception'