

Lodging in PEXA after a failed paper lodgment (NSW)



1. Open PEXA Workspace

- > The Incoming Proprietor (IP) or Proprietor on Title (POT) opens a workspace in PEXA.
- > Invite the other party to join the workspace.
- > If either party is yet to subscribe to PEXA, contact teamNSW@pexa.com.au

2. VOI & Client Authorisation

- > Verify the identity of your client(s) and retain a signed Client Authorisation Form (CAF).
- > See [ARNECC's guidance note](#)
- > Even if the matter has "settled" the CAF needs to be completed before lodgment in PEXA.

3. Prepare Documents

- > The IP creates and signs a transfer document electronically, despite having a paper transfer.
- > The POT is also required to sign the transfer electronically.

4. Stamping Verification

- > Enter the reference number –located on the Notice of Assessment– into the PEXA Stamp Duty Screen, moving the transfer to "prepared" status.
- > If a cheque has been sent to Revenue NSW, the cheque must be receipted and recorded as PAID. This may take up to two weeks.

NB: Lodgment will not be possible until this step is completed.

5. Create Consent (POT)

- > The POT creates a CORD (Control of the Right to Deal) Holder Consent in PEXA, entering the CAC (Certificate Authentication Code).
- > The Certificate of Title (CT) must be returned to the POT to enable them to create the consent, and retain the CT on file for seven years (unmarked).
- > CTs without a CAC (pre-2004) must be produced to NSW LRS, using [this template](#)
- > The associated production receipt number is inserted into the consent document using the information re-supply functionality in PEXA (Land Titles Screen).

6. Financial Settlement

- > Financial settlement is required in the workspace to settle NSW LRS lodgment and PEXA fees, and any outstanding stamp duty.
- > The IP must provide funds using an approved source account (either the practitioner's trust account or the PEXA Source Account).
- > The POT also incurs a PEXA fee in the workspace. This must be allowed for in the settlement schedule.

For further information or assistance, please contact teamNSW@pexa.com.au