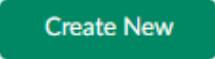




Either create a new Workspace

Click  and add the following key details:

- Jurisdiction: SA
- Role = **Proprietor on Title**
OR
To Deal with an Interest (for all other interest parties)
- Land Title(s) and **Validate**
- Subscriber Workspace Reference
- Financial Settlement? = **Yes**
- Request Land Title Data = **Now**
- Workgroup
- Click .

Or, accept an Invitation



- Review the Invitation
- Select **Accept**
- Enter your Subscriber Workspace reference
- Workgroup
- Click .

Review Land Titles


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

Confirm Representation

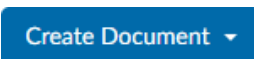

- Navigate to the **Participants** screen
- Locate the **Proprietor on Title/ Interest holder** party

- Click  and ensure **I Represent this Party** is automatically selected
- Complete details
- Click .

Invite other Participants (if not already in the Workspace)



- Select 
- Complete the details and **Send Invitation**.

Create Surrender of Lease/Underlease Document (If you represent the Lessor)

- Navigate to the **Documents** screen
- Click  > **Surrender of Lease**
 - Confirm Extent
 - Interest Affected
 - Confirm Lessor/Lessee details
 - Enter Surrender Details, including Consideration Detail
- Click .

Upload & Attach Documents (If applicable and if you represent the Lessor)

Note: Check your Land Registry Practice Manual for information on what (if any) documents are required to be uploaded and attached. Documents will differ depending on circumstances.

- Navigate to **Files** > 
- Browse and select the File to upload
- Select **File Description**
- Click  > **Attach**.

Note: A Consent may be required if the title is encumbered.

Complete stamp duty assessment

It is the Lessor's responsibility to prepare an application for a duty assessment.

- Complete duty assessment in RevenueSA,
- Navigate to the **Stamp Duty** screen click



> Complete details

- Click

Edit Lodgement Instructions, Sign and Lodge all documents

- Click down arrow > **Lodgement**

Instructions > Edit

- Click > **Surrender of Lease > View**

- Click > **Surrender of Lease > Sign**

Note: The Lessor and Lessee must sign the Surrender of Lease Document.

Complete Financial Settlement Schedule

- Navigate to **Financial Settlement Screen**

Destinations

- Select Destinations/Payments & Adjustments tab
- Add **Destinations** as applicable

- Click > **Sign** to digitally sign the settlement schedule.

Note: Unless you are providing Source funds, your steps end here.

Sources

- Select the Sources/Source Funds tab

- Click **Add a Source**

- Complete details and select

- Click > **Verify Funds**

- Click > **Authorise Funds**

- Select > **Sign** to digitally sign the settlement schedule.

Ensure the Workspace is at Ready status on the day of settlement

For more information visit:

community.pexa.com.au