


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 applicable role

Refer to NSW Land Registry Services – Registrar General's Guidelines website, to determine which role you will need to create the Workspace in and which party to represent.

<https://rg-guidelines.nswlrs.com.au/e-dealings/elodgment/Residual-Documents>

> Land Title(s) and 

> Subscriber Workspace Reference

> Financial Settlement? = **Yes**

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

> 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 or Represent Interest Holder

> Navigate to the **Participants** screen

> Select:

- **Create Party** if the party is not currently on title

○ Click  > **Edit Unrepresented**

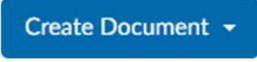
Party if you represent an on-title party

> Complete outstanding details

> Click .

Create Document

> Navigate to the **Documents** screen

> Click  > **Other**

Documents

> Search for the relevant Act/Legislation/Document




> Complete outstanding details

> Click .


If the instrument requires files to be attached for lodgement, the banner at the top of the document will state the **File Description** that is required for any applicable file attachments.

Attach File



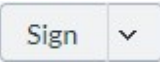
Refer to NSW Land Registry Services – Registrar General’s Guidelines – Residual Documents website, with regards to any supporting documents required. <https://rg-guidelines.nswlrs.com.au/e-dealings/elodgment/Residual-Documents>


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

Complete Stamp Duty Assessment




- > Once duty is assessed, navigate to the **Stamp Duty** screen and select **Enter Duty Information** > enter the **DAN** and click .

Edit Lodgement Instructions, View and Sign all documents

- > Click  > **Lodgement Instructions** > **Edit**
- > Review and complete any outstanding details and click 
- > Click down arrow  > Applicable document > **View**

- > Click  > Applicable document > **Sign**

Financial Settlement

- > Navigate to the **Settlement** screen
- > Add Destination and Source line items as applicable
- > For Source Funds:
 - > Click  > **Verify Funds**
 - > Click  > **Authorise Funds** to authorise the Trust Account payment
 - > Click  > **Sign** > **Financial Settlement Schedule**.

Monitor the Workspace

Check that:

- > All documents are signed, and lodgement verification is successful
- > Financial settlement is correct and balanced and signed.
- > Review your Workspace and monitor any changes to the Workspace via the Workspace Summary screen.

Note: The Workspace must be in a **Ready** status for settlement to commence

For further information visit:

community.pexa.com.au