Residual Documents with Stamp Duty (NSW)

Help Card

Create Workspace

- Click Create New 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 Validate
- 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 Save.

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 Party > **Edit Unrepresented Party** if you represent an on-title party
- Complete outstanding details
- Click Save.

Create Document

- Navigate to the **Documents** screen
- Click Create Document > **Other Documents**
- Search for the relevant Act/Legislation/Document
- Complete outstanding details
- Click Save.

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 Upload File
> Browse and select the File to upload
> Select the appropriate **File Description**
> Select Upload
> 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 Save.

Edit Lodgement Instructions, View and Sign all documents

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