

1. Setup Workspace

Click **Create New Workspace** and add the following key details:

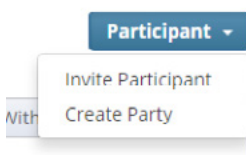
- **VIC** Jurisdiction
- Land Title(s)
- Role = **Incoming Caveator**
- Subscriber Workspace Reference
- Workgroup
- Financial Settlement? = **No**
- Request Land Title Data = **Now**

2. Review Land Titles

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

3. Add Party

- Navigate to the Participants screen.
- Select **Participant > Create Party**.







- Select **I Represent this Party**.
- Role = **Incoming Caveator**.
- Select **Individual** or **Organisation**.
- Enter Party details.
- Click **Save**.

4. Create Caveat

- Navigate to the **Documents** screen.
- Click **Create Document**.
- Select the **Caveator Party** record.
- Confirm the **Service of Notice** details are correct.
- Confirm the correct **Land title(s)** are selected.
- Select the **Claim Category, Statement of Claim** and other relevant details.
- Select the **Estate** or **Interest Claimed**.
- Select a type of **Prohibition**.
- Enter a **Customer Reference** number.

5. Sign and Lodge

- From the action cog  , click **Sign > Caveat and Lodgement Instructions**.
- From the action cog  , click **Submit for Lodgement > Caveat**.

For more information visit:
pexa.com.au/caveats

1. Setup Workspace


Click **Create New Workspace** and add the following key details:

- **VIC** Jurisdiction
- Land Title(s)
- Role = **Caveator on Title**
- Subscriber Workspace Reference
- Workgroup
- Financial Settlement? = **No**
- Request Land Title Data = **Now**

2. Review Land Titles

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



3. Confirm Representation of Party

- Navigate to the Participants screen.
- Locate the party in the **Caveator on Title** role.
- In the action cog  , click **Edit Party** to display the **Party** screen.
- Select **I Represent this Party**.
- Role = **Caveator on Title**.
- Confirm details.
- Click **Save**.

4. Create Withdrawal of Caveat

- Navigate to the **Documents** screen.
- Click **Create Document**.
- If there are multiple caveats on the title, select the correct caveat for the caveator you represent.
- Click **Save**.

5. Sign and Lodge

- From the action cog  , click **Sign > Withdrawal of Caveat and Lodgement Instructions**.
- From the action cog  , click **Submit for Lodgement**.

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