



**PURPOSEFUL PLANNING FOR PEXA**





**ACTING FOR BUYER {SellerNamesFull}**

VOI ON APP

**File Ref: {FilePrefix}{FileRef}**

Settlement: {ContSettDate}

Title Ref: **Volume {TitlesVolume} Folio {TitlesFolio}**

**Property: {PropAddressFull}**

Price: {ContSalePrice}

**Buyer Details**

{BuyerNamesFull}

**Seller Details**

**{SELLERNAMESFULL}**

Address: {FrClientStrAddr1}{FrClientStrAddr2} {FrClientSuburb} {FrClientState} {FrClientPostcode}

Phone: {FrClientPhoneHm}

Phone Work: {FrClientPhoneWk}

Phone Mobile: {FrClientMobile}

Email: {FrClientEmail}

**Buyer's Broker**

Name: {BrokerName}

Share Searches: Y / N

Phone: {BrokerPhone}

Fax: {BrokerFax}

Email: {BrokerEmail}

**Agent Name**

{AgentCoyName}

Phone: {AgentPhone}

Fax: {AgentFax}

Mobile: {AgentMobile}

Deposit: {ContDeposit}

Paid: Y / N

Bal Due To / From: \$

**BOD Received**

**Finance Details**

Outgoing Mortgagee: {OutLenderName}

Subject to Finance: Y / N

Contact:

Subject to Sale/Settlement: Y / N

Reference:

Full Proceeds or \$:

	Notes	Date
Contract Checked and allocated		
PEXA File – can it be done – if so send invite		
Check search		
Check Contract & F1		
Are searches current? Update – Council, Land Tax, ESL, SA Water		
Called Client – Confirm client address and email, Confirm who their mortgage is with		
ASIC Search if required		
Initial letters posted / emailed		
Request BOD from Agent & diarise		
Seller's authorities returned / details updated in system		
Discharge returned and sent to bank		
Order SMR if required		
<b>IS PEXA TRANSACTION AN OPTION?</b>		
Workspace opened		
Invitations sent		
Transfer Prepared /Copy of Transfer rec'd from Buyers Solicitor		
Buyer's address updated in system		
Client Authorisation on File – signed by client in presence of firm		
Client Authorisation on File – signed by client in presence of VOI Provider		
Right to deal on file – copy of rates notice, and ESL		
Annexure created / letter to Seller enclosing provisional statement		
Copy transfer received from Buyer Solicitor		
Adjustment statement to Buyer Solicitor.		
Provisional statement to Seller.		
Final Settlement statement to Seller		
Settlement statement to bank if taking full proceeds		
Cheques to Buyer Solicitor		
Contact Seller to advise settlement ready to go ahead		
Contact Agent to advise settlement is booked		
Final letters		
<b>Thank you email Infusion Soft</b>	<b>Y/N</b>	

12<sup>th</sup> July, 2018

Dear Fred,

**RE: PURCHASE OF 1234 Torrens Title Lane, Fortitude Valley QLD**

We refer to the above matter and enclose;

▪ **Authority to Act forms (BC Lawyers Office and Client Authorisation Form)**

The attached Client Authorisation Form authorises us to process your conveyancing transaction on PEXA. Please complete all fields as marked on both forms and sign where indicated.

In 2013, Queensland introduced legislation *Electronic Conveyancing National Law(Queensland) Act 2013* enabling property transactions to be completed online using an eConveyancing platform called PEXA. PEXA facilitates property transfers **without** exchanging hard copy transfer documents. It is more efficient and enables the transfer of settlement funds electronically (rather than drawing bank cheques).

To use eConveyancing, all parties related to the transaction must be PEXA subscribers (including includes lawyers, conveyancers and banks). BC Lawyers Office will use PEXA for all eligible transactions and your file manager will advise you if this is possible.

**Verification of Identity**

The above Client Authorisation Form requires your identify to be verified via a face to face interview before settlement (please refer to the attached checklist for further details).

The simplest way to have your ID verified is by attending our office with the required documentation or, if coming to our office is not possible, we also offer the following services:

IDSecure - a professional IDSecure Agent can meet you at an agreed alternative location. IDSecure has an extensive network of fully trained Agents that are professional, police checked and qualified to verify your identity on our behalf.

Australia Post - by appointment at your nearest participating outlet (form enclosed).

**Please advise this office of your choice as soon as possible.**

<< Continue on with other enclosures >>

**\*Disclaimer - this is an example only and not intended for use**  
**Refer to LEXON For Additional Clauses**

**VOI / RIGHT TO DEAL FILE TEMPLATE - EXAMPLE ONLY**

File No:

Client:

Client < INSERT FULL NAME >	
Face to Face ID	Date: Time: Person Responsible: ID Sighted and Collected: (Circle) Passport Drivers Licence Medicare Card Birth Certificate Name Change Docs as required Other (please list) <b>ID Copies stored in APP Y/N</b>
External ID	What provider was used; Aus Post ID Secure Zip ID Nil Ref No: If Nil – why not and what steps have been taken to ensure they are who they say they are:
Client Authorisation	Signed at same time as interview: Y/N  If No – note reason why; (could be done by external agent etc)  Signed CAF held on file? Y/N
Right to Deal	Have documents been collected to confirm clients right to deal? Y/N Copies of documents collected: Copy of Council Rates Copy of Water Rates Copy of Certificate of Title  If not why not?
Does all data collected match the CAF/ Title & PEXA ?	Y/N  If no – why not;

## EXAMPLE SOP FOR STAMPING PROCESSES

### Stamping Procedure in PEXA

1. Ensure that the Transfer and Form 24 documents have all information completed to ensure all date required for stamping is saved in the PEXA workspace.
2. Stamping **MUST ALWAYS** be initiated in the PEXA workspace by navigating to the **Transfer Duty** tab and clicking on the “**Enter Duty Information**” button and selecting the method of payment (see below) and clicking Save.

Select how duty will be paid

- (i) Paid to the commissioner before electronic lodgement network settlement**  
Select this option if payment will be made to OSR prior to settlement taking place  
Please note depending on the method of payment you will need to ensure that sufficient time is allowed for the receipt and clearance of payment by OSR prior to the scheduled settlement date
- (ii) Received by the self assessor before electronic lodgement network settlement**  
Select this option if you have arranged for duty to be provided to you for remittance once settlement has taken place (ie you hold funds for transfer duty in your trust account or you hold a cheque from your client for the duty amount) – you would also select this option if the duty is a nil consideration transaction ie first home concession.
- (iii) Committed to be paid as part of the electronic lodgement network settlement**  
Select this option if transfer duty is to be received at settlement (ie if the Incoming Mortgagee is provided all funds including the amount to cover transfer duty). Please note you will need to have set up a duty disbursement account (generally the firms trust account) in PEXA to select this option.

3. Open and login to OSR connect
4. In the **Lodgement Obligations** section find and select the unique ELN transaction that was created
5. Ensure the transaction number reflects the transaction number noted in the Transfer Duty tab
6. Complete all fields, check all information for accuracy and submit stamping
7. Open PEXA workspace and in the Transfer Duty tab choose the Action toggle and select **Verify Duty**
8. If transfer successfully stamped the Transfer Duty Verification result will note “Successful”

