

Representative Checklist

Registry Instrument	
Registry Instrument / Document:	
Client Authorisation/Client Authorisation Declaration	
Copy of Client Authorisation completed and retained	
Written details of the steps (including the timing of the steps) taken to ensure Client Authorisation form signed by the Client/Client Agent	
Any supporting evidence of the steps taken provided	
Written details of the steps taken (including the timing of the steps) to verify the authority of each Person entering into a Client Authorisation on behalf of a Client to both bind the Client to the Client Authorisation and to the Conveyancing Transaction(s) the subject of the Client Authorisation	
Any supporting evidence of the steps taken provided	
Copy of Client Authorisation Declaration completed and attached to instruments to be lodged at the Land Titles office	
Verification of Identity	
Written details of the steps taken (including the timing of the steps) to verify identity of each (i) Client (ii) Client Agent or (iii) person signing the Client Authorisation on behalf of a Client (as applicable) If the Verification of Identity Standard has not been applied, a written description of the reasonable steps taken and why they were reasonable must be provided	
Any supporting evidence of the steps taken provided, including: <ul style="list-style-type: none"> where the Verification of Identity Standard has been applied – copies of the identity documents and copies of any Identifier Declarations or statutory declarations relied upon where an Identity Agent was appointed – a copy of the Identity Agent Certification and a copy of the written appointment of the Identity Agent where the Verification of Identity Standard has not been applied – copies of the identity documents or other evidence relied upon (if any)	
For a mortgage or an amendment or variation of mortgage– for the verification of identity of each mortgagor or mortgagor agent, either:	
Written details of the steps (including the timing of the steps) taken to verify the identity of each mortgagor or mortgagor’s agent.	

<p>If the Verification of Identity Standard has not been applied, a written description of the reasonable steps taken and why they were reasonable must be provided.</p> <p>Any supporting evidence of the steps taken provided, including:</p> <ul style="list-style-type: none"> • where the Verification of Identity Standard has been applied – copies of the identity documents and copies of any Identifier Declarations or statutory declarations relied upon • where an Identity Agent was appointed – a copy of the Identity Agent Certification and a copy of the written appointment of the Identity Agent • where the Verification of Identity Standard has not been applied – copies of the identity documents or other evidence relied upon (if any) 	
<p>Where the Representative represents a mortgagee and was reasonably satisfied that the mortgagee has taken reasonable steps to verify the identity of each mortgagor or mortgagor's agent – written details of the basis on which the Representative was reasonably satisfied.</p> <p>Any supporting evidence of the steps taken provided</p>	

Please note: The Client Authorisation is not to be lodged at the Land Titles Office. The Client Authorisation form should only be retained.