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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| When this form is signed, the representative is authorised to act for the client in a conveyancing transaction/s. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Client details | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Representative reference number (if known): | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Client 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First name | | | | |  | | | | | | | | | | | | Family name | | |  | | | | | | | |
| ACN/ARBN | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Client 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First name | | | | |  | | | | | | | | | | | | Family name | | |  | | | | | | | |
| ACN/ARBN | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Transaction details | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authority type – mark with an ‘X’ which you are applying for | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Specific authority – you will need to also provide conveyancing transaction details below | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Standing authority – provide the revocation or expiry date | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Batch authority – you will need to attach details of conveyancing transactions | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Conveyancing transactions 1 – mark with an ‘X’ which applies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfer | | |  | Mortgage | | | | | |  | Caveat | |  | **Discharge/release of mortgage** | | | | | | |  | | **Withdrawal of caveat** | | | |  |
| Other | | |  | **If ‘other’, include information or attach details** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property address | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit number | | | |  | | **Street name and number** | | | | | | | | | |  | | | | | | | | | | | |
| Suburb |  | | | | | | | | | | | | | | | State | |  | | | | Post code | |  | | | |
| Land title information | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | |  | |  | | | |  | |  | | | |
| Additional instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conveyancing transactions 2 – mark with an ‘X’ which applies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfer | | |  | Mortgage | | | | | |  | Caveat | |  | **Discharge/release of mortgage** | | | | | | |  | | **Withdrawal of caveat** | | | |  |
| Other | | |  | If other, provide details or attach information | | | | | | | | | | | | | | | | | | | | | | | |
| Property address | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit number | | | |  | | **Street name and number** | | | | | | | | | |  | | | | | | | | | | | |
| Suburb |  | | | | | | | | | | | | | | | State | |  | | | | Post code | |  | | | |
| Land title information | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | |  | |  | | | |  | |  | | | |
| Additional instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Client 1/client agent 1 - authorisation and signing – mark with an ‘X’ which applies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Client 1** | |  | | **Client agent 1** | | | | | | |  |  | | | | | | | | | | | | | | | |
| **I certify that:**   1. **I am the client or client agent, and** 2. **I have the legal authority to instruct the representative in relation to the conveyancing transactions/ and** 3. **If I am acting as a client agent, I have no notice of the revocation of my authority to act on behalf of the client.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I authorise the representative to act on my behalf, or where I am a client agent to act on behalf of the client, in accordance with the terms of this client authorisation and any participation rules and any prescribed requirement to:**   1. **sign documents on my behalf as required for the conveyancing transaction/s, and** 2. **submit or authorise submission of documents for lodgement with the relevant Land Registry, and** 3. **authorise any financial settlement involved in the conveyancing transaction/s, and** 4. **do anything else necessary to complete the conveyancing transaction/s.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Client/client agent name** | | | | | | | | |  | | | | | | | | | | **Signature** | | | |  | | | | |
| **Capacity** | | |  | | | | | | | | | | | | | | | | | | | | **Date** | |  | | |
| **If applicable, Australian Consular Office witness or identity agent (if not a representative agent).** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | | | | | |  | | | | | | | | | | | | | | | **Date** | |  | | |
| Client 2/client agent 2 - authorisation and signing – mark with an ‘X’ which applies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Client 2** | |  | | **Client agent 2** | | | | | | |  |  | | | | | | | | | | | | | | | |
| **I certify that:**   1. **I am the client or client agent, and** 2. **I have the legal authority to instruct the representative in relation to the conveyancing transactions/ and** 3. **If I am acting as a client agent, I have no notice of the revocation of my authority to act on behalf of the client.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I authorise the representative to act on my behalf, or where I am a client agent to act on behalf of the client, in accordance with the terms of this client authorisation and any participation rules and any prescribed requirement to:**   1. **sign documents on my behalf as required for the conveyancing transaction/s, and** 2. **submit or authorise submission of documents for lodgement with the relevant Land Registry, and** 3. **authorise any financial settlement involved in the conveyancing transaction/s, and** 4. **do anything else necessary to complete the conveyancing transaction/s.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Client/client agent name** | | | | | | | | |  | | | | | | | | | | **Signature** | | | |  | | | | |
| **Capacity** | | |  | | | | | | | | | | | | | | | | | | | | **Date** | |  | | |
| **If applicable, Australian Consular Office witness or identity agent (if not a representative agent).** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | | | | | |  | | | | | | | | | | | | | | | **Date** | |  | | |
| Representative Details and Signing | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I certify that reasonable steps have been taken to ensure that this Client Authorisation was signed by each of the persons named above as Client or Client Agent.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Representative name** | | | | | | | | |  | | | | | | | | | | **Signature** | | | |  | | | | |
| **Capacity** | | | | | | | |  | | | | | | | | | | | | | | | **Date** | |  | | |
| Collection noticeThe information in this form may be collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes and for the other purposes as required.Further information The Client Authorisation is to be completed and retained. The Client authorisation is not required to be lodged at the Land Titles Office. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| End of form | | | | | | | | | | | | | | | | | | | | | | | | | | | |