

## Information sheet on the lodgement of Electronic Powers of Attorney and Old Systems Deeds through ELNOs (PEXA)

To help speed up the registration of Electronic Powers of Attorney, NSW LRS has created the below reference guide to help avoid common errors.

### Guide to completing Powers of Attorney

#### Preparation and how to avoid delays in registration

- **Make sure you include a Deeds Index Particulars Form.** This form must be attached to every Old System Deed and Power of Attorney as one document and comply with PEXA document type requirements. The Deeds Index Particulars should form the first page of the document submitted as NSW LRS is given one file only to view. Download the form [here](#).
- **Pay the lodgement fee.** This must be paid **prior** to registration of the document. PEXA invoices do not include the lodgment fee. After lodgement through the PEXA workspace, an invoice will be emailed to you from NSW LRS on the email address you have provided in the form.
- Please ensure payments are made as soon as an invoice is emailed from NSW LRS. Holding an account with NSW LRS will assist. To become an account holder and access these features, please contact our Finance team at [account.inquiry@nswlrs.com.au](mailto:account.inquiry@nswlrs.com.au) For more information please see <https://www.nswlrs.com.au/About/About/Announcements/80>
- **No digital signatures.** All Powers of Attorney in the prescribed form and other documents relating to Powers of Attorney and Guardianships must be wet signed by the principal and attorney. Digital signatures are only acceptable for the execution by the witness to the principal or attorney.
- **Original required.** The original Power of Attorney or Old System Deed is required to be scanned and uploaded. A certified copy is not acceptable for registration.
- The quality of the images must satisfy NSW LRS requirements as set out in the [Registrar General's Guidelines](#).
- Enduring Power of Attorney made under the legislation of another State or Territory can be registered provided a Section 25 Certificate is supplied. For more information please see [here](#)

#### Lodgement

When lodging your electronic Power of Attorney in the PEXA workspace:

- Enter the land title NO/REF/99999 into the workspace.
- Select the appropriate document type from the options: Power of Attorney/Old System Deed/Miscellaneous/Memorandum.
- Attach a PDF of the completed Deeds Index Particulars form together with the Power of Attorney or Deed to the workspace.

## Delivery

- A digital NSW LRS seal will be affixed to the document submitted through the PEXA platform.
- Upon receiving payment, the registration copy of the Power of Attorney will be delivered via the email address linked to your PEXA account. NSW LRS is unable to update this email address, please contact PEXA for assistance.

**NOTE: Please print and attach the registration copy and coversheet to the original deed. The registration copy and the coversheet must be retained with the original deed at all times.**

## Customer enquiries

For more information please call our Contact Centre on [8776 3575](tel:87763575), Contact Us online or email our eConveyancing team at [eConveyancingNSW@nswlrs.com.au](mailto:eConveyancingNSW@nswlrs.com.au).