



<b>User information</b>			
Given names(s)		Family name	
Company name			
Address			
Phone		Mobile	
Email			
myAccount functionality to be attached to which companies – please provide all details			
<b>Company name</b>	<b>ABN</b>	<b>NSW LRS' SAP account number</b>	
<p>I have read and agree to the terms and conditions related to the use of the NSW LRS Online portal as published on the NSW LRS Online portal site.</p> <p>Signature of requestor.....Date.....</p>			
<p><b>Approval</b></p> <p>I approve access to the portal services selected above for the above named person. I am authorised to sign this form on behalf of the company/s named above.</p> <p>I agree to inform NSW LRS when the person resigns, or no longer requires access to the portal.</p>			
<p>Approver's name ..... Approver's position .....</p>			
<p>Signature ..... Date.....</p>			
<p>Please email completed form to the relevant NSW LRS business area. Incomplete fields may result in processing delays.</p>			
<p><b>Office use only</b> <span style="float: right;">LoginID.....</span></p> <p>Approval by product manager – name.....</p> <p>Signature..... <span style="float: right;">Date.....</span></p>			

# Terms and Conditions of Use

By entering and using the portal, the client and its authorised users agree to comply with all terms and conditions.

- At the time of each log in the clients and its authorised user must accept the Terms and Conditions.
- The authorised user must not reveal his or her userid or password to any other person.
- The authorised user must not use any userid and password details other than their own.
- The authorised user must use information accessed via the portal only in conjunction with official duties.
- The authorised user must not give that information to any other person, except in conjunction with official duties.
- The authorised user will change the password when requested.
- The authorised user agrees that if he or she is in breach of any of these terms and conditions his or her access to the portal may be terminated.
- The authorised user acknowledges that system logs are kept by NSW LRS of all portal activity, and that these are monitored for misuse of the system.
- The authorised user acknowledges that in the event a userid is not used for a period in excess of three months, the userid may be terminated.
- Copyright of the information on the portal is owned by NSW LRS for and on behalf of the NSW Government.
- While the material on the portal has been created with due care, NSW LRS does not warrant or represent that the information is free from errors or omissions, or that it is exhaustive.
- NSW LRS will not accept liability for any loss, damage, cost or expense that the authorised user may incur as a result of the use or reliance upon the information on the portal or any linked sites.

## Privacy Notice

By law, NSW LRS is required to grant public access to information held in public registers maintained under the *Conveyancing Act 1919* and the *Real Property Act 1900*. The information is made available for purposes associated with conveyancing, historical research, land development and land management. You must ensure that you do not use or disclose the information for any other purpose [see s18 (2) of the *Privacy and Personal Information Protection Act 1998*].

NSW LRS advises that the provision of personal information through the portal may not in itself amount to authorised or permitted collection and use by its clients. Information must only be accessed if it is to be used for a purpose associated with the purposes for which NSW LRS collected it and in accordance with the intended use stated in your application for access to the portal.

Authorised Users of the portal acknowledge that they are bound by the privacy policy of NSW LRS in accordance with the principles underpinning the New South Wales *Privacy and Personal Information Protection Act, 1998* and the *Commonwealth Privacy Act, 1988*.