

Information Sheet

COVID-19 Residual Lodgment Phase 2

NSW Land Registry Services (NSW LRS) continues to put in place measures to assist customers and lodging parties unable to attend our Lodgment Office due to COVID-19 (novel coronavirus) disruptions. NSW LRS has implemented a new lodgment process, *COVID-19 residual lodgment* to enable close to 100% digital lodgment and submission of documents within NSW LRS.

This lodgment channel is released in two phases for Subscribers to the Electronic Lodgment Network known as PEXA.

Phase 1 – Available now

From 10 May 2021, this procedure will be superseded by the final delivery for Residual documents. Please refer to the [Guidance for lodging a Paper Dealing document](#) for more information on this option.

Please refer to the [Key Links](#) page available on the NSW LRS website for more information on the availability and requirements of documents enabled as part of Phase 1.

Phase 2 – Available from 25 May 2020

From **25 May 2020**, paper documents which don't have a Real Property Act Land Title Reference or where the Land Title is not electronically tradable can be lodged through the PEXA workspace using a prescribed Title reference, *NO/REF/99999* and submitted as a document in PDF format. This includes the following five document types:

Memorandum

- The land title NO/REF/99999 is entered into the workspace
- Memorandum is selected
- A PDF of the document is attached to the PEXA workspace

Resumption of Non-RPA/Primary Application

- The land title NO/REF/99999 is entered into the workspace
- Resumption of Non-RPA/Primary Application is selected
- A PDF of the document together with any further evidence and manual Notice of Sale form is attached to the PEXA workspace

Old System Deed

For a list of documents lodged as part of this document type, please click [here](#).

Lodgment

- The land title NO/REF/99999 is entered into the workspace
- Old System Deed is selected
- A PDF of the completed Deeds Index Particulars form together with the Deed and any other required documents e.g. Manual Notice of Sale form is attached to the PEXA workspace

Delivery

- A digital NSW LRS seal will be affixed to the document submitted through the PEXA platform
- Upon receiving payment, the Registration Copy will be delivered

Please note: The Registration Copy must be retained with the original document at all times.

Power of Attorney

NSW LRS will not accept Powers of Attorney which been signed electronically

Lodgment

- The land title NO/REF/99999 is entered into the workspace
- Power of Attorney is selected
- A PDF of the completed Deeds Index Particulars form together with the document is attached 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 will be delivered.

Please note: The Registration Copy must be retained with the original document at all times.

Miscellaneous documents

This document type is selected in the following circumstances:

- Where a dealing enabled as part of Phase 1 is lodged and the title is not electronically tradeable including Lease folios, Lot in an Auto Consol, Sub-Folio Base Title,. For more information visit [here](#)
- Where at least one Title in the transaction is not electronically tradeable – e.g. a Transfer affecting 20 titles, and one Title is not electronically tradeable
- Where a document is affecting more than 20 Titles

Procedure

- The land title NO/REF/99999 is entered into the workspace
- Miscellaneous Document is selected
- A PDF of the document is attached to the workspace

Customer enquiries

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