

## Guidance for lodging a Paper Dealing document

Subscribers can lodge paper Real Property Act dealings using the Paper Dealing document via PEXA. This document will be used when lodging mandated documents which are eligible for a Conveyancing Rules Exemption as well as dealings which are not available as mainstream or residual documents. Paper Dealing documents can be lodged in combination with all residual documents in the same PEXA workspace.

If eligible for lodgment through the Paper Dealing option, the appropriate document type is selected in the PEXA workspace and the corresponding paper Real Property Act dealing will be attached in PDF format. All required supporting documentation must be included in the attachment where applicable. All mandated documents must be accompanied by a completed [Conveyancing Rules Exemption Form](#).

Examination by LRS will be based upon the paper dealing attachment and all paper dealing requirements must be satisfied. Please refer to the Registrar General's Guidelines for all requirements: [https://rg-guidelines.nswlrs.com.au/land\\_dealings/dealing\\_requirements](https://rg-guidelines.nswlrs.com.au/land_dealings/dealing_requirements).

### Documents available for lodgment under the Paper Dealing option

- Action affecting Crown Land (19MA)
- Amendment of Development Contract (21CSD)
- Amendment of Management Statement (21CSM)
- Amendment of Strata Development Contract (15SA)
- Annulment of Bankruptcy (04BAN)
- Application for a Possessory Title (04YA)
- Application for Preparation of Lapsing Notice (08LX)
- Application for Recording of Road Action Affecting a Western Lands Lease (19MB)
- Application for Removal of Notification (17BD)
- Application for Removal of Restrictions (13KR)
- Application for Replacement Certificate of Title (12PV)
- Application to Cancel Recording of Writ (09WW)
- Application to Dispense with Production of Certificate of Title Lost After Settlement (12AL)
- Application to Record a New Registered Proprietor (04RP)
- Application to Record a Registered Deed on a Qualified Title (17QD)
- Application to Record a Subsisting Interest on a Qualified Title (17QS)
- Application to Record Property Seizure Order (09PS)
- Application to Record Writ (09W)
- Bankruptcy Application (04BAP)
- Cancellation of Caution (17CC)
- Cancellation of Recording of Abandoned Easement (20EA)
- Cancellation or Extinguishment of Easement (20ECE)

- Caveat (08X)
- Change of Address of Association (21CAA)
- Change of Address of Owners Corporation (15CA)
- Change of Name (10CN)
- Charge (06C)
- Conservation Agreement (13NP)
- Consolidation/Change of By-laws (15CH)
- Covenant Charge (13CVC)
- Discharge of Charge (06DC)
- Discharge of Mortgage (05DM)
- Extinguishment of Obsolete Restrictive Covenant (13RCE)
- Foreclosure (04FM)
- Instrument of Conversion (21CE)
- Instrument of Severance (21CIS)
- Lease (07L)
- Lease by a Crown Land Manager (07LC)
- Lease by a Reserve Trust (07LR)
- Lease by the State of New South Wales (07LNSW)
- Modification of Easement (20EM)
- National Mortgage Form
- Native Title Determination (17NT)
- Notice of Change of Address for Service of Notices or Name of Caveator (08CX)
- Notice of Conversion of Strata Lot to Common Property (15CD)
- Notice of Death (02ND)
- Order Affecting a Strata Scheme (15SO)
- Partial Release or Extinguishment of Restriction on the Use of Land (13EU)
- Payment of Balance of Purchase Money (09PO)
- Positive Covenant (13PC)
- Positive Covenant Affecting Land Vested in a Prescribed Authority (13PVP)
- Postponement of Mortgage (05PM)
- Property Vegetation Plan (13VP)
- Record the State of New South Wales as Registered Proprietor of Fee Simple (19MR)
- Release or Extinguishment of Positive Covenant (13PRE)
- Release or Extinguishment of Restriction on the Use of Land (13RRE)
- Request (11R)
- Request to Note Retirement Village (11RN)
- Restriction on the Use of Land (3RU)
- Restriction on the Use of Land by a Prescribed Authority (13RPA)
- Restriction on the Use of Land Vested in a Prescribed Authority (13RVP)

- Sublease (07SL)
- Surrender of Lease (07DL)
- Termination of Strata Scheme (15ST)
- Transfer (01T)
- Transfer Altering Tenancy (01JT)
- Transfer and Closure of Crown Road (01TU)
- Transfer and Road Closure (01TX)
- Transfer by a Joint Tenant (01JI)
- Transfer by a Local Council (01TS)
- Transfer by Chargee Under Power of Sale (01CT)
- Transfer by Mortgagee Under Power of Sale (01TP)
- Transfer by Way of Discharge of Mortgage (01DT)
- Transfer Creating Profit a Prendre or Forestry Right (01TH)
- Transfer for Public Reserve or Drainage Reserve (01TD)
- Transfer Granting Easement (01TG)
- Transfer Granting Easement etc Over Own Land (01TO)
- Transfer Including Covenant (01TCV)
- Transfer Including Easement (01TE)
- Transfer of a Profit a Prendre or Forestry Right (01TI)
- Transfer of a Timeshare (01TF)
- Transfer of an Estate-In-Remainder (01TK)
- Transfer of Easement in Gross (01TY)
- Transfer of Lease, Mortgage or Charge (01TL)
- Transfer of Minerals or Coal (01TQ)
- Transfer Releasing Easement (01TR)
- Transfer Severing Joint Tenancy (01TJ)
- Transfer Without Monetary Consideration (01TWC)
- Transmission Application by Devisee, Beneficiary or Next of Kin (03AD)
- Transmission Application by Executor, Administrator or Trustee (03AE)
- Variation of Easement (20EV)
- Variation of Electricity Network Assets Lease (07VA)
- Variation of Lease (07VL)
- Variation of Mortgage (05VM)
- Variation or Modification of Positive Covenant (13PVM)
- Variation or Modification of Restriction on the Use of Land (13RVM)
- Withdrawal of Caveat (08WX)

## **Additional guidance for lodging electronic dealings with NSW LRS**

New information is available on the Registrar General's Guidelines to assist with the preparation of electronic dealings for electronic lodgment: <https://rg-guidelines.nswlrs.com.au/e-dealings/elodgment/Residual-Documents>

Consulting the Registrar General's Guidelines when preparing dealings for lodgment can reduce delays in their examination and lodgment by ensuring all requirements are addressed.

Several Frequently Asked Questions (FAQs) about eConveyancing are also available in the NSW LRS website's Help Hub: [www.nswlrs.com.au/Help/FAQ](http://www.nswlrs.com.au/Help/FAQ).

The Office of the Registrar General has information about eConveyancing and mandates in NSW on their website: <https://www.registrargeneral.nsw.gov.au/property-and-conveyancing/eConveyancing/schedule-of-edealings>

The Property Exchange Australia (PEXA) has provided information about the preparation of Residual documents including the Paper Dealing document on their website: <https://community.pexa.com.au/t5/Help-Centre/Residual-Documents-Help-Centre/ba-p/14746>

## **Customer enquiries**

For specific queries about eConveyancing please contact the team at [eConveyancingNSW@nswlrs.com.au](mailto:eConveyancingNSW@nswlrs.com.au).

Getting in touch with NSW Land Registry Services is easy. Call us on (02) 8776 3575, [contact us online](#) or visit [www.nswlrs.com.au](http://www.nswlrs.com.au)