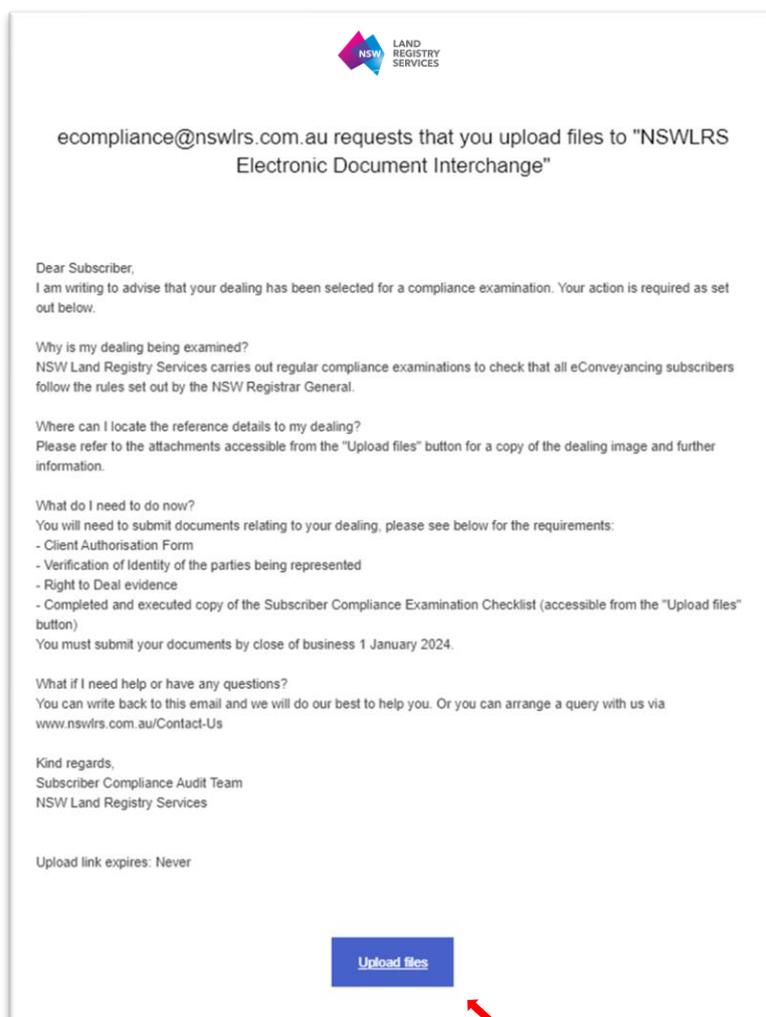


## How to Upload Documents through the Subscriber Compliance Portal

**Step 1:** Access the initial notice email received from [ecompliance@nswlrs.com.au](mailto:ecompliance@nswlrs.com.au) (example shown below)



Click here to access files

Click on the blue 'Upload files' button. This button will take you to the Kiteworks page where you can download the documents that have been shared to you and upload the requested documents.

## Step 2: This is the page you will access to download the shared documents

**Kiteworks | File Request**

Files have been requested from you.

**Subject:** File request: Subscriber Compliance Audit

Dear Subscriber,  
I am writing to advise that your dealing has been selected for a compliance examination. Your action is required as set out below.

Why is my dealing being examined?  
NSW Land Registry Services carries out regular compliance examinations to check that all eConveyancing subscribers follow the rules set out by the NSW Registrar General.

Where can I locate the reference details to my dealing?  
Please refer to the attachments accessible from the "Upload files" button for a copy of the dealing image and further information.

What do I need to do now?  
You will need to submit documents relating to your dealing, please see below for the requirements:

- Client Authorisation Form
- Verification of Identity of the parties being represented
- Right to Deal evidence
- Completed and executed copy of the Subscriber Compliance Examination Checklist (accessible from the "Upload files" button)

You must submit your documents by close of business 1 January 2024.

What if I need help or have any questions?  
You can write back to this email and we will do our best to help you. Or you can arrange a query with us via [www.nswlrs.com.au/Contact-Us](http://www.nswlrs.com.au/Contact-Us)

Kind regards,  
Subscriber Compliance Audit Team  
NSW Land Registry Services

**Files shared with you: 5:**

AU89914.pdf 4.5 KB	Compliance Examination Notice Letter.pdf 148.0 KB
How to upload documents in Kiteworks - Subscriber ... 268.9 KB	Subscriber Audit Request (Including MPR Guidance ... 1.3 MB

[+1 files](#)

Number of files that can be uploaded: Unlimited

Drag and drop files or folders to upload.  
(Folders will be compressed and uploaded as 1 item.)

[Browse files](#) | [Browse folders](#)

**Upload**

Once the maximum number of files are uploaded, this link to upload files will no longer be valid.

Click here to show all documents provided

Click here to download documents

## Step 3: Uploading documents through Kiteworks

**Files shared with you: 5:**

AU89914.pdf 4.5 KB	Compliance Examination Notice Letter.pdf 148.0 KB
How to upload documents in Kiteworks - Subscriber ... 268.9 KB	Subscriber Audit Request (Including MPR Guidance ... 1.3 MB
Subscriber Compliance Examination Checklist.pdf 577.7 KB	

[Collapse](#)

Number of files that can be uploaded: Unlimited

Subscriber Compliance Examination Checklist.pdf ✕  
577.7 KB

Drag and drop files or folders to upload.  
(Folders will be compressed and uploaded as 1 item.)

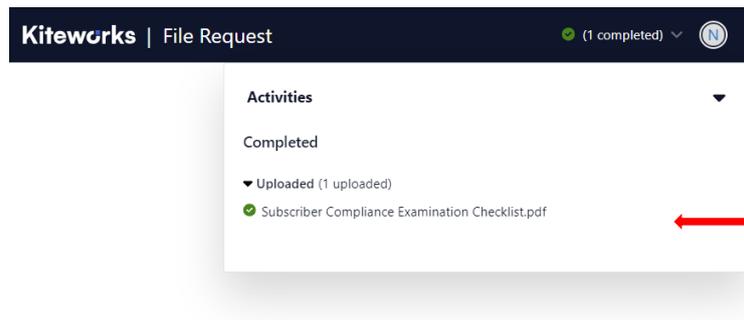
[Browse files](#) | [Browse folders](#)

**Upload**

Once the maximum number of files are uploaded, this link to upload files will no longer be valid.

Click here to upload or drop the files into the box to upload documents

**Step 4:** Once the documents have been uploaded, the below confirmation message will be displayed.



This pop-up will show the documents that have been successfully uploaded



Thanks for uploading the files requested to you.

Your files have been uploaded. You have uploaded 1 file. [Upload more files.](#)