

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

The NSW Land Registry Services (NSW LRS) has worked hard to increase the number of online options available for customers during Covid-19.

A temporary online lodgment process is in place for 'paper' documents that cannot be electronically lodged.

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

For more information on COVID-19 residual lodgment, please visit the [NSW LRS website](#).

Guide to completing Electronic 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 must form the first page of the document submitted. Download the form [here](#).
- **Pay the lodgment fee.** This must be paid **prior** to registration of the document. PEXA invoices do not include the lodgment fee. After lodgment through the PEXA workspace an invoice will be emailed to you by 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 For more information please see <https://www.nswlrs.com.au/About/About/Announcements/80>
- Currently, Powers of Attorney, Enduring Guardianships and associated documents must be wet-signed by the principal, attorney and witness in order to be acceptable for registration. The act of witnessing is currently permissible via audio visual link, see [Part 2B Division 1 Electronic Transactions Act 2000](#) and [section 14G Electronic Transactions Act 2000](#) sets out more information about how a witness may confirm having witnessed a signature in these circumstances
- **Scanned copy required.** One scanned copy of the original Power of Attorney or Old System Deed is required to be provided. An image of the certified copy of the document is not acceptable for registration.
- The quality of the images must satisfy NSW LRS requirements as set out in the [Registrar General's Guidelines](#).
- Please ensure there are no rulings through the operative clauses of the Power of Attorney.
- For interstate Power of Attorney, please ensure a section 25 Certificate is included.

Lodgment

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

- Enter the land title NO/REF/99999 into the workspace.
- Select Power of Attorney.
- Attach a PDF of the completed Deeds Index Particulars form together with the Power of Attorney to the workspace.

Delivery

When you receive the registered Power of Attorney:

- 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.

NOTE: The registration copy must be retained with the original document 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.