

## Eligible documents for paperless conveyancing

This document is to assist parties using the Electronic Lodgement Network (ELN). Not all titles and document types are supported in the ELN. Eligible transactions that can be completed via electronic conveyancing will meet the criteria as listed.

This document is correct as of 22 December 2020 and will be updated as new functionality is added to the electronic lodgement network in future releases.

### Summary of updates as of 22 December 2020

- titles with an endorsement for the registered proprietor of “senior”, “junior” or “minor born...” in their name are now eligible, noting that PEXA are currently unable to deal on these title types where the name is being justified as changed e.g. John Doe formerly John Doe Junior
- Australian companies that have a company status on ASIC other than “registered”, such as “in liquidation”, are now eligible, provided the evidence to support the transaction has been uploaded and attached to the electronic document.

### Title scope

- title must not be manual
- title must not have unstructured text in the tenancy type detail – e.g. Life Estates
- title must not be cancelled or superseded
- titles on Cocos (Keeling) and Christmas Island are excluded
- titles where the name of the mortgagee cannot be returned are excluded

## Document types

### Caveat

- must be caveating a proprietor of the land, caveating a proprietor of an interest is not currently supported within PEXA
- if the caveat is over part of the land the land description must clearly state the part caveated, such as “part of Lot 1 on Plan 12345 as shown hachured on the attached plan”. Any plan or sketch must be uploaded and attached with the caveat.
- all caveators named in the caveat must be represented by the same subscriber
- if the caveat is over Crown land, and consent is required, the consent must be able to be attached in the ELNO
- if a party to the document is a company with an ACN (Australian company) and the status of the company is something other than “registered” (e.g. in receivership, in liquidation etc), then the evidence to support the transaction must be uploaded and attached to the document. For required evidence, please refer to “SIG-04 Signing by a Liquidator,

Administrator, Official Manager or Receiver” in the [Land Titles Registration Policy and Procedure Guides](#)

- if a party in the transaction is considered an incapable person pursuant to a State Administrative Tribunal order, the SAT order and statutory declaration must be uploaded and attached with the document. For more information on required evidence for incapable parties, please refer to “CAP-02 Incapable Persons” in the [Land Titles Registration Policy and Procedure Guides](#)

## Withdrawal of caveat

- a withdrawal of caveat must not include a removal of caveat by a party that is not a caveator
- withdrawal of caveat must cover all the land in the caveat for that particular title. If the original caveat was over multiple titles, it can be withdrawn as to one title only.
- all caveators named in the withdrawal of caveat must be represented by the same Subscriber
- the name of the caveator represented must be the same or justified to be the same as the caveator on the title.
- if a party to the document is a company with an ACN (Australian company) and the status of the company is something other than “registered” (e.g. in receivership, in liquidation etc), then the evidence to support the transaction must be uploaded and attached to the document. For required evidence, please refer to “SIG-04 Signing by a Liquidator, Administrator, Official Manager or Receiver” in the [Land Titles Registration Policy and Procedure Guides](#)
- if a party in the transaction is considered an incapable person pursuant to a State Administrative Tribunal order, the SAT order and statutory declaration must be uploaded and attached with the document. For more information on required evidence for incapable parties, please refer to “CAP-02 Incapable Persons” in the [Land Titles Registration Policy and Procedure Guides](#)

## Transfer

- a transfer does not include mortgagees exercising power of sale, transfer of an interest, transfer under property (seizure and sale) order, transfer for sale for rates or transfer of the fee simple in crown land
- transfer must include all the land described in a title
- all registered proprietors must be named as transferors
- all titles included in the transfer must have the same transferors and the same tenancy
- the name of the transferor must be the same or justified to be the same as the registered proprietor
- the transfer must have a consideration type that is either monetary, desire to make a gift, or natural love and affection
- the transfer must be pursuant to a contract of sale or a written agreement
- the WA Online Duties system must be used to assess the stamp duty to be paid on the transfer. Some examples of transactions that currently cannot be assessed using Online Duties are:
  - Transfer where the transferor or transferee is a foreign company;
  - Transfer where a party is acting in capacity such as executor or administrator;
  - Transfer where foreign transfer duty is payable.

For the full list and further information on Online Duties please refer to [Department of Finance - Lodge, self-assess and pay duty](#)

- all registered proprietors must be recorded on the title without reference to any legal capacity, e.g. a registered proprietor of the land held on behalf of another person or entity who is the beneficial owner of that property, such as executors, administrators of estates and trustees of a trust
- transfers of Crown land are currently excluded from electronic conveyancing

- if a restrictive covenant is registered on a title, and has expired, a letter requesting its removal can be uploaded and attached with the transfer document.
- if a party to the document is a company with an ACN (Australian company) and the status of the company is something other than “registered” (e.g. in receivership, in liquidation etc), then the evidence to support the transaction must be uploaded and attached to the document. For required evidence, please refer to “SIG-04 Signing by a Liquidator, Administrator, Official Manager or Receiver” in the [Land Titles Registration Policy and Procedure Guides](#)
- if a party in the transaction is considered an incapable person pursuant to a State Administrative Tribunal order, the SAT order and statutory declaration must be uploaded and attached with the document. For more information on required evidence for incapable parties, please refer to “CAP-02 Incapable Persons” in the [Land Titles Registration Policy and Procedure Guides](#)

## Mortgage

- mortgage can be over all of the land in a title, all of a lot in a multi-lot title, or all of an interest on a title (e.g. a registered lease)
- all registered proprietors must be mortgagors
- all titles included in the mortgage must have the same registered proprietors
- all mortgagees named in the mortgage must be represented by the same Subscriber
- if a party to the document is a company with an ACN (Australian company) and the status of the company is something other than “registered” (e.g. in receivership, in liquidation etc), then the evidence to support the transaction must be uploaded and attached to the document. For required evidence, please refer to “SIG-04 Signing by a Liquidator, Administrator, Official Manager or Receiver” in the [Land Titles Registration Policy and Procedure Guides](#)
- if a party in the transaction is considered an incapable person pursuant to a State Administrative Tribunal order, the SAT order and statutory declaration must be uploaded and attached with the document. For more information on required evidence for incapable parties, please refer to “CAP-02 Incapable Persons” in the [Land Titles Registration Policy and Procedure Guides](#)

## Discharge of mortgage

- the discharge of mortgage must discharge the mortgage from all of the land on that title or all of the interest that the mortgage effects on that title.
- the discharge of mortgage must discharge all of the mortgagees in the mortgage
- all mortgagees named in the discharge of mortgage must be represented by the same Subscriber
- the name of the mortgagee represented must be the same or justified to be the same as the mortgagee on the title
- if a party to the document is a company with an ACN (Australian company) and the status of the company is something other than “registered” (e.g. in receivership, in liquidation etc), then the evidence to support the transaction must be uploaded and attached to the document. For required evidence, please refer to “SIG-04 Signing by a Liquidator, Administrator, Official Manager or Receiver” in the [Land Titles Registration Policy and Procedure Guides](#)
- if a party in the transaction is considered an incapable person pursuant to a State Administrative Tribunal order, the SAT order and statutory declaration must be uploaded and attached with the document. For more information on required evidence for incapable parties, please refer to “CAP-02 Incapable Persons” in the [Land Titles Registration Policy and Procedure Guides](#)

## Change of name

- maximum of one party changing their name per document
- can amend the name of a proprietor of land or proprietor of an interest
- represented party must not have the endorsement of “senior”, “junior”, or “minor born...” in their name
- if a party to the document is a company with an ACN (Australian company) and the status of the company is something other than “registered” (e.g. in receivership, in liquidation etc), then the evidence to support the transaction must be uploaded and attached to the document. For required evidence, please refer to “SIG-04 Signing by a Liquidator, Administrator, Official Manager or Receiver” in the [Land Titles Registration Policy and Procedure Guides](#)
- if a party in the transaction is considered an incapable person pursuant to a State Administrative Tribunal order, the SAT order and statutory declaration must be uploaded and attached with the document. For more information on required evidence for incapable parties, please refer to “CAP-02 Incapable Persons” in the [Land Titles Registration Policy and Procedure Guides](#)

## Survivorship Application – Available in PEXA from 18 Jan 2021

- must be an application for survivorship over a proprietor of the land, an application for survivorship for a proprietor of an interest is not currently supported within PEXA.
- the evidence to support the application must be uploaded and attached to the application prior to lodgement
- all surviving joint tenants must be represented as applicants
- there can be multiple deceased persons in the same application
- if a party to the document is a company with an ACN (Australian company) and the status of the company is something other than “registered” (e.g. in receivership, in liquidation etc), then the evidence to support the transaction must be uploaded and attached to the document. For required evidence, please refer to “SIG-04 Signing by a Liquidator, Administrator, Official Manager or Receiver” in the [Land Titles Registration Policy and Procedure Guides](#)
- if a party in the transaction is considered an incapable person pursuant to a State Administrative Tribunal order, the SAT order and statutory declaration must be uploaded and attached with the document. For more information on required evidence for incapable parties, please refer to “CAP-02 Incapable Persons” in the [Land Titles Registration Policy and Procedure Guides](#)