

Paper Lodgement Coversheet – FAQs

When will the coversheet be required?

The coversheet will be required after 1 December 2018 for all paper lodgements, standalone or in combination, of the 'big 5' documents (Discharge of Mortgage, Mortgage, Transfer of Land, Caveat and Withdrawal of Caveat).

Will I need to use a coversheet when the document is dated prior to 1 December 2018?

Yes. Standalone caveat/withdrawal of caveats dated prior to 1 Dec 2018 will need the coversheet accompanying it.

Will I need to use the coversheet for a lodgement that results from an Offer & Acceptance dated prior to 1 December 2018?

Yes, lodgements deriving from an Offer & Acceptance dated prior to 1 December 2018 will require the coversheet.

Who needs to provide the coversheet?

The settlement agent, lawyer or financial institution who is seeking to lodge the dealing in paper is responsible for the provision and signing of the coversheet. Best practice would suggest that they notify all parties to the dealing as soon as possible of the requirement to lodge in paper to ensure all parties can be prepared.

Do I need approval to lodge a transaction in paper that is eligible but can't be lodged electronically?

At this stage, no, the coversheet will suffice. The Registrar reserves the right to call in evidence to monitor compliance and should audit reporting show repeated misuse of the coversheet to avoid electronic lodgement an approval process will be introduced.

Why do I need to hold evidence that it could not be lodged electronically?

To ensure compliance with the regulations, the Registrar is requesting evidence be available to support the paper lodgement request for the transaction. This is like the need to retain evidence supporting the transaction.

What is an eligible transaction?

An eligible transaction is one that meets the current eligibility requirements which can be found here:

- [Eligible documents for paperless conveyancing](#)

What happens if I don't provide the coversheet?

Failure to provide a correctly completed coversheet for a case involving any combination of 'big 5' documents (or singularly) will result in the case being rejected for lodgement.

Who can sign the coversheet?

The coversheet needs to be signed by the Settlement Agent, Lawyer or financial institution representative responsible for seeking lodgement in paper.

Does the coversheet need to be an original or will a scanned copy suffice?

To facilitate lodgement and to not cause unnecessary delays the coversheet can be provided as an original or scanned copy. It is important that the contents of the coversheet are legible and that it is completed correctly.

I have a self-represented party on the other side of my transaction, will I need to provide a coversheet or will they?

In this instance the settlement agent or lawyer will need to provide the coversheet. The coversheet allows for such a lodgement.

I have not been able to assess the duty payable via the self-serve function of Revenue Online (ROL), will I need to provide a coversheet?

Yes. The coversheet allows for such an instance.

One of the banks in the transaction has told me they are unable to proceed with eConveyancing for this deal, will they need to provide a coversheet? If not, will I need to provide one on the bank's behalf?

The bank, or its agent, will need to provide a coversheet.

I have an old discharge of mortgage document provided to me by my client, is that enough reason for me to lodge in paper?

To enable industry to successfully complete their transactions electronically, Landgate will on a case by case basis accept these discharges in paper where it is not feasible to lodge them electronically and where it will enable the remainder of the transaction to go electronic. Where it is not viable to lodge the discharge as a standalone in paper then the case will be accepted for lodgement with the provision of the coversheet detailing why it needs to be lodged in paper.

The coversheet has recently changed. Will the older version of the coversheet continue to be accepted?

Yes, both versions of the coversheet will continue to be accepted, provided the reason selected on the coversheet is correct, and the evidence is retained to support the reason.