



Duties Client Identification

Effective Monday 12 December 2011, OSR will be collecting Client Identification (CI) information for all parties liable to or exempt from transfer duty under Chapters 2, 4, 11 and 12 of the *Duties Act 1997*.

There are four key drivers for collecting this information:

1. OSR readiness for National Electronic Conveyancing System (NECS).
2. Identity assurance.
3. Transaction verification with Land and Property Information (LPI).
4. Better upfront compliance programs for property taxes and grants we administer (duties, land tax and First Home Owner Grant Scheme).

Individuals will require evidence of their date of birth and for companies their ABN/ACN/ARBN number.

Documents that will require CI include:

Document description	CI documents required
Agreement for Sale of Land	All purchasers
Transfer of Real Property	All transferees
Agreement for Sale of Business	All purchasers
Transfer of Lease	All transferees
Transmission Application	All beneficiaries/devisees
Trust Deeds	All trustees
Surrender of Lease	All lessors
Assignment of Lease	All assignees

Where there are multiple liable parties (e.g. two purchasers), CI documents will be required for each party.

An original or certified copy of the CI documents will be required for all conveyancing matters lodged for assessment (OSR or approved settlement rooms) or processed through our Electronic Duties Program.

Certified copy

A certified copy is a true copy of an original document that has been sighted and certified by an acceptable person and noted as follows:

'I certify that I have sighted the original document and this is a true copy of it.'

The certification must have the certifier's name, title, registration number (where applicable) and be signed and dated.

Who can certify?

Acceptable people who may certify documents for the purpose of client identification are:

Legal practitioner	Commissioner for Declarations
Licensed conveyancer	Member of Parliament
Justice of the Peace (JP)	Police officer
Certified practising accountant	Pharmacist
Chartered Accountant	Minister of religion
Magistrate	Medical practitioner
Officers of OSR	Dentist
Public notary	Veterinary practitioner

Note: Documents can be certified outside Australia by a Public Notary or Justice of the Peace.

CI documents

Individuals

For individuals, evidence of their date of birth is required. A certified copy of one of the following documents must be provided:

- Australian Birth Certificate
- Australian Driver Licence (current)
- Passport (current)
- Foreign Passport and Visa used for entry into Australia
- Firearms Licence (current)
- Proof of Age Card
- Australian Citizenship Certificate.

Note: If the name on the CI documents vary to that on the documents presented for assessment, evidence of a change of name must be provided, e.g. certified copy of a marriage certificate, divorce certificate, change of name certificate, etc.

Foreign persons

If a foreign person cannot provide one of the prescribed documents an equivalent CI document from their home country will be acceptable (e.g. current driver licence, birth certificate or current passport etc.).

If the document provided is not in English a translated version of the document is required.

Companies

For companies, evidence of the ABN/ACN/ARBN number is required. If this information is displayed on the relevant document (e.g. agreement for sale) no further evidence is required. If the document does not display this information OSR will require one of the following:

- Certificate of incorporation of the company
- ASIC National Names Index search
- ABN Lookup search
- Australian Business Register (ABR) search.

MORE INFORMATION



www.osr.nsw.gov.au



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Help in community languages is available.

Office of State Revenue: ISO 9001–Quality Certified
Department of Finance & Services

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Foreign Companies

Some foreign companies will not have an ABN, ACN or ARBN number.

These matters must be lodged with OSR for assessment.

A statutory declaration or letter from an officer of the company is required stating that the company:

- is a foreign company
- is not a registered foreign company
- does not have an ARBN and
- does not carry on business in Australia

Lodgement with OSR

From Monday 12 December 2011, all conveyancing matters lodged with OSR for assessment must be lodged with required CI documents.

CI documents **must** be originals or certified copies, original documents will be returned when your matter has been finalised.

Failure to lodge this information will result in the assessment of your matter being delayed as this information is mandatory for OSR assessment purposes.

Lodgement with an OSR approved settlement room

From Monday 12 December 2011, all conveyancing matters presented at an OSR approved settlement room for assessment must be lodged with the required CI documents.

CI documents **must** be originals or certified copies, original documents will be returned when your matter has been finalised.

Copies of CI documents will be retained if the assessed matter is selected as part of our Random Verification Audit Program.

Failure to lodge CI documents will result in the assessment of your matter being delayed as this information is mandatory for OSR assessment purposes.

EDR requirements

From Monday 12 December 2011, all conveyancing transactions available through EDR will require CI information to be entered as part of the assessment details.

EDR clients **must** retain certified copies of the CI documents for audit purposes.

EDR approved agents (special approval) **must** retain copies of the certified CI documents if the matter is selected as part of our Random Verification Audit Program.

Read more about Duties Client Identification at www.osr.nsw.gov.au