
This Exemption Request Form **must** be deposited by the lodger with a lodgement, when a 'required instrument' is lodged in paper form.

To: Registrar of Titles

I hereby request the Registrar of Titles accept this paper lodgement relating to title reference: [insert no.]

This instrument cannot be lodged using eConveyancing because of the reason(s) indicated below:
(Please tick as appropriate)

1. **A party is an unrepresented individual:** A party to the instrument, who is a natural person, is not a Subscriber to an Electronic Lodgment Network Operator and is not represented by an Australian legal practitioner or an incorporated legal practice.
2. **Functionality:** The Electronic Lodgment Network and/or Titles Queensland system does not have the functionality to complete the particular transaction.
3. **Circumstances beyond control:** When the eConveyancing lodgement was attempted, circumstances beyond the lodger's control prevented the lodgement from proceeding.
E.g. internet access issues for the entire day, the Electronic Lodgment Network is unavailable for use for the entire day.
4. **Combined lodgements / instruments:** The instrument is required to be lodged with another instrument that cannot be lodged using eConveyancing.
E.g. a transfer that must be lodged with a plan of survey and the plan of survey cannot be lodged using eConveyancing.
5. **Combined lodgements / instruments involving unrepresented individuals:** The instrument is required to be lodged with another instrument which includes a party who is an unrepresented person.
6. **Rejected or withdrawn instruments with an associated financial transaction:** The instrument:
- replaces an instrument that was lodged using eConveyancing and subsequently rejected or withdrawn under section 157 or section 159 of the *Land Title Act 1994*; **and**
 - for which an associated financial transaction has been completed.
- E.g. purchase price for the property has been paid; money has been given in return for granting a mortgage or charge over the property; taxes, duty (including transfer duty), fees or charges payable relating to the transaction have been paid.*
7. **Duties Act 2001 (Qld) exemption:** The instrument(s) being lodged give effect to a transaction that is not an ELN lodgement or ELN transfer within the meaning of the *Duties Act 2001* (Qld) section 156D.

I confirm that the above is true and correct to the best of my knowledge.

Name:
(insert lodging party / legal representative / agent's name and any other relevant details)

Company / Firm Name:
(if applicable)

Signature: Date: / /
DD/MM/YEAR