**eConveyancing Mandate
Exemption Request Form**

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:

|  |  |
| --- | --- |
| [ ]  | 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.
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|[ ]  1. **Functionality:** The Electronic Lodgment Network and/or Titles Queensland system does not have the functionality to complete the particular transaction.
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|[ ]  1. **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* |
|[ ]  1. **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.*
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|[ ]  1. **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.
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|[ ]  1. **Rejected or withdrawn instruments with an associated financial transaction:** The instrument:
	* + replaces an instrument that was lodged using eConveyancing and subsequently rejected or withdrawn under section 157 or section 159 of the *Land Title Act 1994*; **and**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.*  |
|[ ]  1. ***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.
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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