

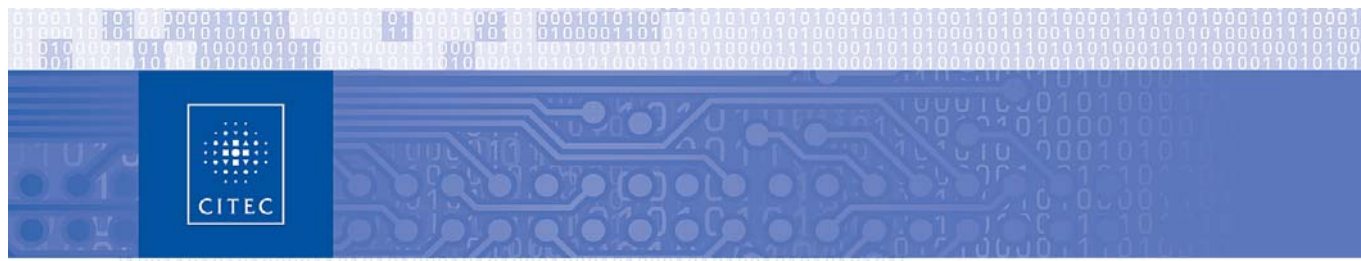


NSW OSR Document Stamping

Client Reference Guide

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1.0 Overview

The NSW OSR Document Stamping service allows approved clients to electronically self assess a wide range of duties transactions and make payment by way of periodic remittance. Information is sent via the CITEC Confirm Website to be processed by the NSW Office of State Revenue (NSW OSR). Document Stamping can be used by any organisation that processes duties transactions, including;

- Solicitors
- Conveyancers
- Financial Institutions
- Law Agents

For a full list of documents available for electronic stamping see Appendix A.

Each successful document submission will produce an electronic Confirmation Certificate (see Appendix B) containing information such as:

- Document Type and Details
- Payment Details
- Party Names
- Property ID's
- Stamping Details

1.1 Getting Access to NSW OSR Document Stamping

Clients wishing to use Electronic Document Stamping will need to be approved for access by the NSW Office of State Revenue. Access is granted on a per organisation basis.

1. Download the Office of State Revenue Application Form from the Confirm FAQs
2. Send your completed application form to the Office of State Revenue for approval (addresses are listed on the application). Please ensure to quote CITEC Confirm as your EDR CSP
3. Applications usually take around 1 - 2 weeks to process and once approved, you will need to complete Document Stamping training. This will be facilitated by the NSW OSR and you will be contacted accordingly at which time you will also receive confirmation of:
 - name and address of the approved organisation
 - Client number
 - Frequency for payment of tax (daily or weekly)
 - Commencing day of return period
 - Day by which returns must be lodged
 - You will also receive a booklet of remittance slips and a set of accountable stamps

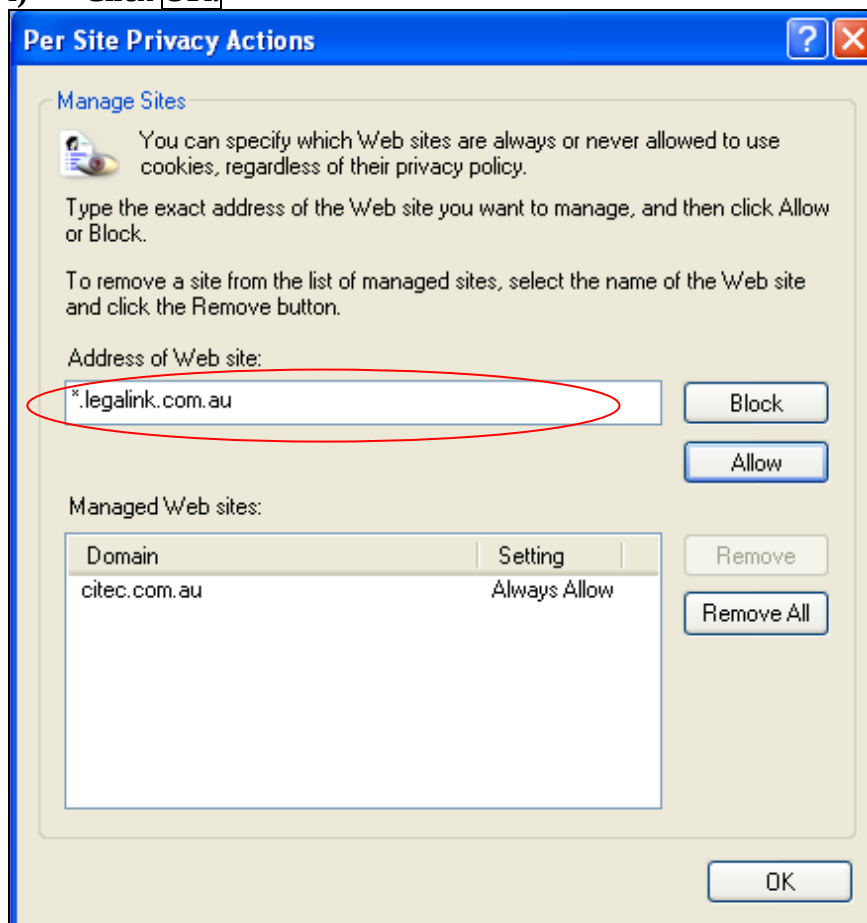
Note: If you are already a user of Document Stamping and have been given an EDR number from the NSW OSR, you do not need to reapply. Simply forward a copy of your NSW OSR letter of approval to Fax: 07 3222 2747 or email: confirm@citec.com.au with a covering letter requesting that your account be enabled with access. Please ensure to quote your Confirm account code and company details.

1.2 Initial Setup

To access the **NSW OSR Document Stamping** system, cookies and popups from our sites will need to be allowed. The following instructions will only need to be completed once.

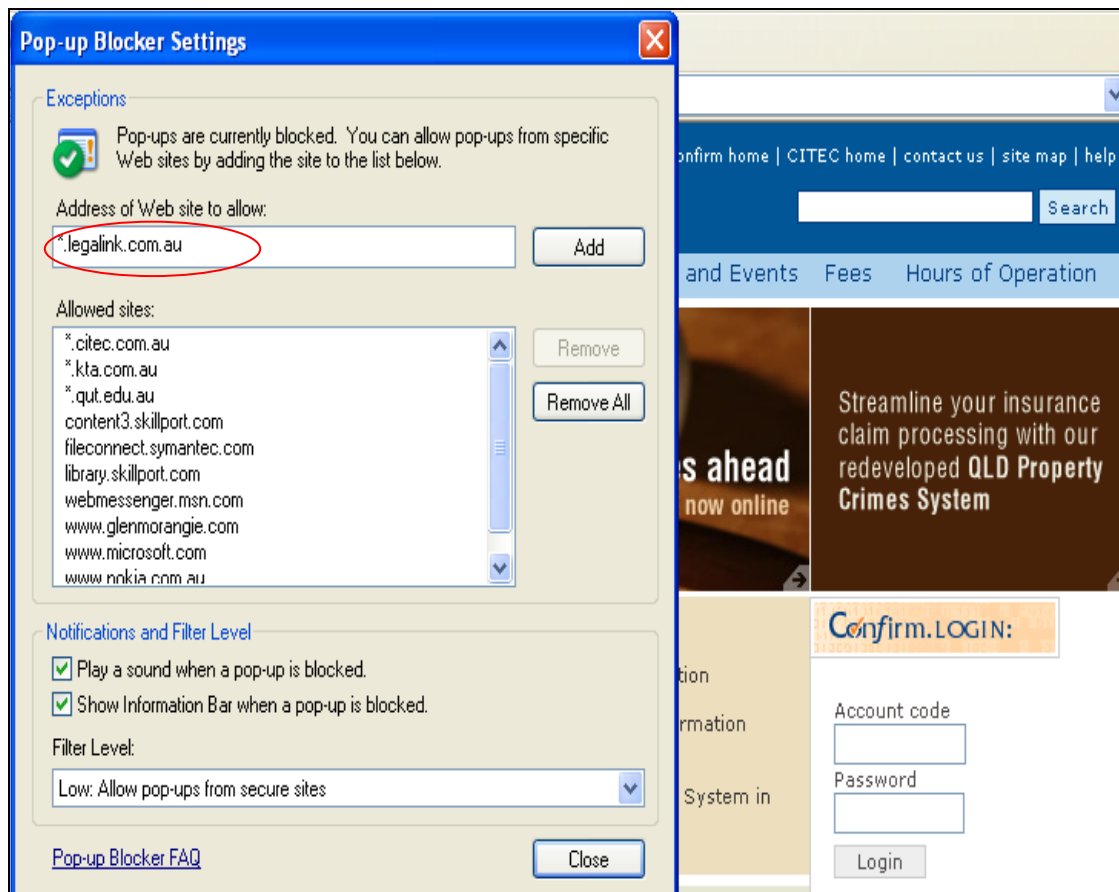
To Allow Cookies in Internet Explorer

- a) Select **Tools**.
- b) Choose **Internet Options**.
- c) Click **Privacy** tab.
- d) Under the **Settings** heading, click the **Sites** button.
- e) Within the **Per Site Privacy Actions** box.
- f) Enter ***.citec.com.au** in **Address of Web site**.
- g) Click **Allow**.
- h) Enter ***.legalink.com.au** in **Address of Web site**.
- i) Click **Allow**.
- j) Click **OK**.
- k) Click **Apply**.
- l) Click **OK**.



To Allow Pop-ups in Internet Explorer

- a) Select **Tools**.
- b) Choose **Internet Options**.
- c) Click **Privacy** tab.
- d) In the **Pop-up Blocker Settings** box
- e) Click **Settings**
- f) Enter ***.citec.com.au** in **Address of Web site**.
- g) Click **Add**
- h) Enter ***.legalink.com.au** in **Address of Web site to allow**
- i) Click **Add**
- j) Click **Close**
- k) Click **Apply**
- l) Click **OK**

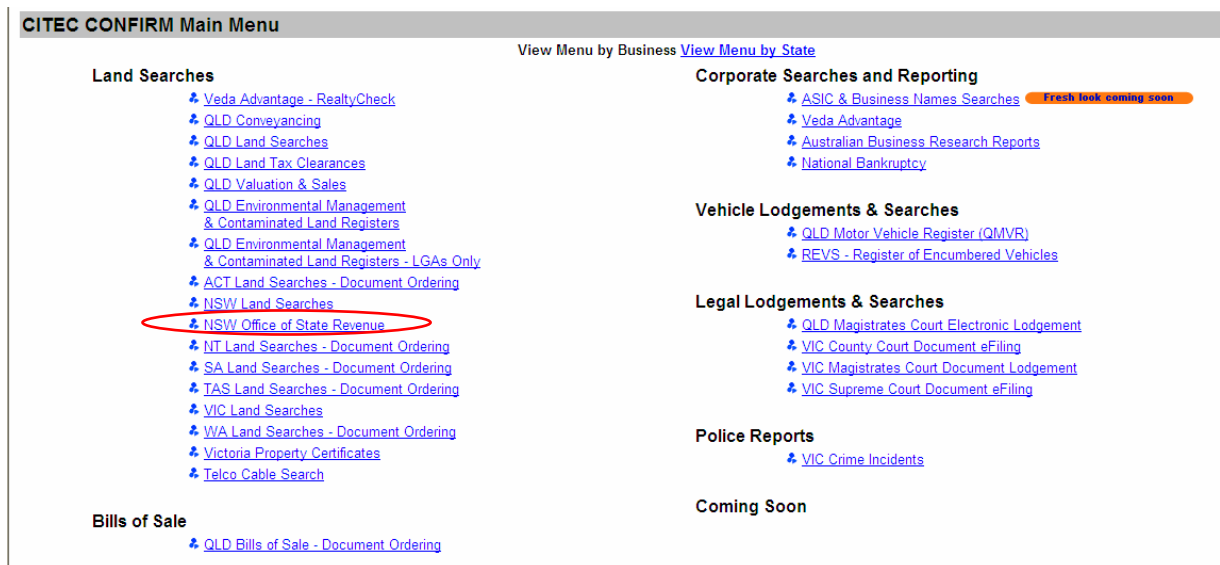
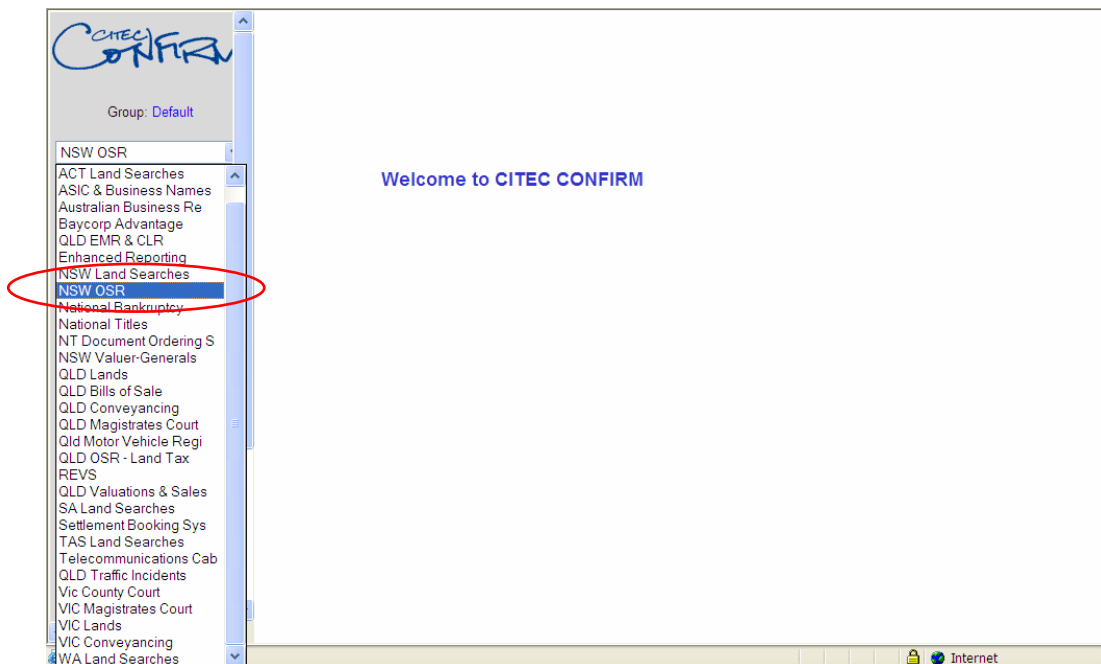


2.0 Getting Started

Before you can start stamping on-line you need to ensure that you have the correct documents; it is better to identify any problems before you start entering the data. See Appendix C for a table of information required for each document type.

When you are ready to proceed navigate to the NSW Office of State Revenue (NSW OSR) Menu.

a) Select **NSW OSR** from the Confirm Main Menu



b) Select Document Stamping (customised menu) or Lodge Document (regular menu)

NSW Office of State Revenue	
NSW Land Tax Clearance Certificates: Request Certificate	Document Stamping: Lodge Document Activity Log Return Period Summary
NSW Land Valuation Certificates: Request Certificate You must provide a valid phone number when submitting your certificate request so we can contact you to confirm your result delivery details.	Document stamping searches redirect to a new window. To remain logged in please do not close this window. Return to this window if other searches are required. To Lodge a document you will need to apply for access to the Document Stamping system from the NSW Office of State Revenue.

c) You will be presented with the Document Stamping data entry screen

Client Reference (Your Ref)	test 06/04/2006-16:16:55		
Document Type	Agreement for Sale of Land		
Description	An agreement for sale of land. May be stamped together with transfer in conformity, or separately		
OSR EDR Client Number	103534695		
Are the Parties related?	No		
Number of duplicates	1		
Number of transfers	0		
Exempt from duty?	No		
Execution Date	1 / 6 / 2005 (Format: dd/mm/yyyy)		
Dutiable Amount	\$ 350000 (whole dollars only)		
Duty Payable	\$ 2.00		
Party Name Details (Purchaser(s))	1		
1. John Doe			
Properties	1		
1. Folio Identifier 1/10832 Postcode 2000			
Land Use Code Residential - House Owner Occupied			
Cheques	1		
Cheque no. BSB no.			
1. 1234567 212 - 299			

d) Use the **Document Type** drop down list to select a document for stamping.

The screenshot shows the 'OSR Document Stamping Order' form. The 'Document Type' dropdown menu is open, showing a list of document types. A red circle highlights the 'Agreement for Sale of Land' option. A red arrow points from a text box to the 'Interactive Help' checkbox, which is checked. Another red arrow points from a text box to the 'Document Type' dropdown menu.

Turn Interactive Help on or Off using this check box.

Selecting a document will update the criteria input fields accordingly

Client Reference (Your Ref) []

Document Type: Agreement for Sale of Land

Description: Agreement for Sale of Land

OSR EDR Client Number []

Are the Parties related? []

Number of duplicates []

Number of transfers []

Exempt from duty? []

Execution Date []

Dutiable Amount \$ []

Duty Payable \$ []

Party Name Details (Purchaser(s)) []

Properties

1. Folio Identifier []

Land Use Code [] Please select

Cheques

Cheque no. [] BSB no. []

1. []

\$ OK \$ Clear

⚠ Interest may be charged on duty payable if not paid within 3 months of the execution date

□ Indicates field is mandatory and □ Indicates field is invalid

e) Enter your **Search Criteria**. (See Sections 3.0 – 34.0 for details on required search criteria)

3.0 Agreement for Sale of Land

- a) Navigate to the **Document Stamping** data input screen (See section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **Agreement for Sale of Land** from the **Document Type** drop down list.
- d) Select **Yes** or **No** from the **Are the parties related?** drop down list *(If the parties are related a valuation by a registered valuer is required.)*
- e) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchasers contract due to the release of Vendors Duty)*
- f) Enter **Number of transfers**. *(This can be up to 5 digits.)*
- g) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- h) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- i) Enter **Dutiable Amount**. *(This is the purchase price for Agreement for Sale of Land. Must be greater than zero.)*
- j) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any transfer and duplicates. If the transaction is exempt from stamp duty then \$0.00 duty payable will be displayed as there is no fee is payable for either the transfers or duplicates.)*
- k) Enter the **Purchaser(s)** details in the spaces provided. *(If there is more than one Purchaser use the drop down list to select the Number of party details.)*
- l) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the number of properties. For all properties other than those with a Folio Identifier (i.e. Volume/Folio or Book/Number) use the drop down list to select the title type. For Auto-Consols select Volume/Folio.)*
- m) Enter **Postcode**. *(This must be 4 digits.)*
- n) Select **Land Use Code** from the drop down list.
- o) Enter **Cheque** details. *(This will not appear if you have chosen an exemption type (other than none). If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- p) Click **\$OK**
- q) The **Confirmation Screen** will appear *(see section 36.0 for more information on retrieving and printing receipts and results)*

4.0 Premium Property Duty

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **Agreement for Sale of Land** from the **Document Type** drop down list.
- d) Select **Yes** or **No** from the **Are the parties related?** drop down list *(If the parties are related a valuation by a registered valuer is required.)*
- e) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchasers contract due to the release of Vendors Duty)*
- f) Enter **Number of transfers**. *(This can be up to 5 digits.)*
- g) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- h) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- i) Enter **Dutiable Amount**. *(This is the purchase price for Agreement for Sale of Land. Must be greater than zero.)*
- j) Select **Yes** if the matter is **Liable to Premium Property Duty**. *(A matter is only liable to Premium Property Duty when the purchase price is over \$3,000,000.00 this does not mean aggregation price and is residential property)*
- k) Enter the **Premium Property Amount**. *(This is the amount over the \$3,000,000.00)*
- l) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any transfer and duplicates. If the transaction is exempt from stamp duty then \$0.00 duty payable will be displayed as there is no fee is payable for either the transfers or duplicates.)*
- m) Enter the **Purchaser(s)** details in the spaces provided. *(If there is more than one Purchaser use the drop down list to select the **Number of party details**.)*
- n) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **number of properties**. For all properties other than those with a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- o) Enter **Postcode**. *(This must be 4 digits.)*
- p) Select **Land Use Code** from the drop down list.
- q) Enter **Cheque** details. *(This will not appear if you have chosen an exemption type (other than none). If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- r) Click **\$OK**
- s) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

5.0 Off the Plan Purchases

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **Off the Plan Purchases** from the **Document Type** drop down list.
- d) Select **Yes** or **No** from the **Are the parties related?** drop down list *(If the parties are related a valuation by a registered valuer is required.)*
- e) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchasers contract due to the release of Vendors Duty)*
- f) Enter **Number of transfers**. *(This can be up to 5 digits.)*
- g) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- h) Enter **Dutiable Amount**. *(This is the purchase price for Agreement for Sale of Land. Must be greater than zero.)*
- i) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any transfer and duplicates.)*
- j) Enter the **Purchaser(s)** details in the spaces provided. *(If there is more than one Purchaser use the drop down list to select the **number of party details**.)*
- k) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- l) Enter **Postcode**. *(This must be 4 digits.)*
- m) Select **Land Use Code** from the drop down list.
- n) Enter **Cheque** details. *(This will not appear if you have chosen an exemption type (other than none. If there is more than one cheque use the drop down list to select the **Number of cheques**. If no cheques are involved in this transaction change the number of cheques to zero.)*
- o) Click **\$OK**
- p) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

6.0 Agreement for Sale of Business

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Agreement for Sale of Business**' from the **Document Type** drop down list.
- d) Select **Yes** or **No** from the **Are the parties related?** Drop down list *(If the parties are related a valuation by a registered valuer is required.)*
- e) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchaser's contract due to the release of Vendors Duty)*
- f) Enter **Number of transfers**. *(This can be up to 5 digits.)*
- g) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- h) Enter **Dutiable Amount**. *(This is the purchase price for Agreement for Sale of Business. Must be greater than zero.)*
- i) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any transfer and duplicate.)*
- j) Enter both the **Vendor(s)** and **Purchaser(s)** details in the spaces provided. *(If there is more than one Vendor or Purchaser use the drop down list to select the Number of party details.)*
- k) Enter the **Properties** details in the spaces provided. *(This question is optional unless you have included a transfer in the transaction then this question becomes mandatory. If there is more than one property use the drop down list to select the Number of properties. If the property is other than a Folio Identifier (i.e. Volume/Folio or Book/Number) use the drop down list to select the title type. For Auto-Consols select Volume/Folio.)*
- l) Enter **Postcode**. *(This has to be 4 digits long. This question is optional unless you have included a transfer in the transaction then this question becomes mandatory.)*
- m) Select **Land Use Code** from the drop down list. *(This question is optional unless you have included a transfer in the transaction then this question becomes mandatory.)*
- n) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- o) Click **\$OK**
- p) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

7.0 Agreement for Sale of Land – Aggregated - Fixed Duty

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Agreement for Sale of Land - Aggregated**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchasers contract due to the release of Vendors Duty)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter the **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the first contract stamped. This can be up to 10 digits.)*
- g) The **Duty Payable** for 'Agreement for Sale of Land - Aggregated' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Purchaser(s)** details in the spaces provided. *(If there is more than one Purchaser use the drop down list to select the **number of party details**.)*
- i) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- j) Enter **Postcode**. *(This must be 4 digits.)*
- k) Select **Land Use Code** from the drop down list.
- l) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- m) Click **\$OK**
- n) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

8.0 Agreement for Sale of Business – Aggregated - Fixed Duty

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **'Agreement for Sale of Business – Aggregated'** from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchasers contract due to the release of Vendors Duty)*
- e) Enter **Number of Transfers**. *(This can be up to 5 characters.)*
- f) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- g) Enter the **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the first contract stamped. This can be up to 10 digits.)*
- h) The **Duty Payable** for 'Agreement for Sale of Business – Aggregated' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- i) Enter the **Purchaser(s)** details in the spaces provided. *(If there is more than one Vendor or Purchaser use the drop down list to select the Number of party details.)*
- j) Enter the **Properties** details in the spaces provided. *(This will only appear if a transfer has been selected. If there is more than one property use the drop down list to select the Number of properties. If the property is other than a Folio Identifier (i.e. Volume/Folio or Book/Number) use the drop down list to select the title type. For Auto-Consols select Volume/Folio.)*
- k) Enter **Postcode**. *(This must be 4 digits. This will only appear if a transfer has been selected.)*
- l) Select **Land Use Code** from the drop down list. *(This will only appear if a transfer has been selected.)*
- m) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- n) Click **\$OK**
- o) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

9.0 Vendor Duty

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **Vendor Duty** from the **Document type** drop down list.
- d) Select whether the **Document is an Agreement for Sale of Land**.
- e) If Document is not **An Agreement for Sale of Land** skip to question 7
- f) If Document is **An Agreement for Sale of Land**.
- g) Select Whether **Settlement has occurred**.
- h) If **settlement hasn't Occurred** skip to Question 5
- i) If **Settlement has occurred**.
- j) Enter the **Settlement Date**. *(Please note that vendor's duty needs to be paid by settlement. Interest will start to incur for stampings happening after settlement.)*
- k) Select whether the document is **Exempt from Duty?** *(This is when the vendor is applying for a full exemption)*
- l) If the document is not **exempt from duty** skip to question 8
- m) If the document is **Exempt from Duty**.
- n) Select the relevant **Exemption** type. *(Please note that if you select exemption type 162X or 162Y you will need to pick the relevant sub type.)*
- o) Enter an **Execution Date**. *(This is the date of exchange on the contract. The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- p) Select whether the **Property is mixed use?** *(This is when the Property is part residential and part commercial)*
- q) If Property is not **Mixed Use** skip to Question 8
- r) If the Property is **Mixed Use**.
- s) Enter the **Percentage Liable**. *(This is the percentage of the property that is commercial)*
- t) Select whether the vendor is **claiming a discount?** *(This is when the value of the property has increased between 12 – 15% since acquisition)*
- u) If the Vendor is not **Claiming a Discount** skip to question 9
- v) If the Vendor is **Claiming a Discount?**
- w) Enter the **Amount at Acquisition** *(This is the amount that the vendor paid when purchasing the property)*
- x) Enter **Dutiable Amount**. *(This is the Price the property is being sold for)*
- y) The **Duty Payable** will automatically be calculated for you.
- z) Enter the **Vendors Name**. *(If there is more than one Vendor use the drop down list to select the **Number of party details**.)*
- aa) Enter the **Folio Identifier**. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- bb) Enter the **Postcode**. *(This must be 4 digits.)*
- cc) Select the **Land Use Code** from the drop down list.
- dd) Enter the **Cheque Number**. *(This will not appear if you have chosen an exemption type (other than none. If there is more than one cheque use the drop down list to select the **Number of cheques**. If no cheques are involved in this transaction change the number of cheques to zero.)*
- ee) Enter the **BSB Number**.
- ff) Click **\$OK**
- gg) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

10.0 Discretionary Trust Deed – fixed duty

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Discretionary Trust Deed – fixed duty**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) The **Duty Payable** for a 'Discretionary Trust Deed' is a fixed duty of \$200.00. *(The system will default to \$200.00 and will automatically add \$2.00 for each duplicate entered.)*
- g) Enter the **Trustee(s)** details in the spaces provided. *(If there is more than one Trustee use the drop down list to select the **Number of party details**.)*
- h) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- i) Click **\$OK**
- j) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

11.0 First Home Plus – Agreement for Sale of Land

Please be sure to select the correct FHP document type whether it be pre 3/4/2004 or post 4/4/2004

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**First Home Plus –Agreement for Sale of Land**' from the **Document Type** drop down list.
- d) Select **Yes** or **No** from the **Are the parties related?** Drop down list *(If the parties are related a valuation by a registered valuer is required.)*
- e) Select a '**FHP Rebate Type**' from the drop down list.
- f) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchaser(s) contract due to the release of Vendors Duty)*
- g) Enter **Number of transfers**. *(This can be up to 5 digits.)*
- h) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- i) Enter **Dutiable Amount**. *(This is the purchase price. Must be greater than zero.)*
- j) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any transfer and duplicates. If the transaction is exempt from stamp duty then \$0.00 duty payable will be displayed as there is no fee is payable for either the transfers or duplicates.)*
- k) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**).*
- l) Enter **Postcode**. *(This must be 4 digits.)*
- m) Select **Land Use Code** from the drop down list.
- n) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If Duty is exempt this option will not appear. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- o) Enter the '**FHP Postcode**' *(Must be a NSW property.)*
- p) Enter Purchasers
- q) **Surname**
- r) **Given Name(s)**
- s) **Dates of Birth**
- t) Click **\$OK**
- u) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

12.0 Real Property Mortgage – First Home Plus

Please be sure to select the correct FHP document type whether it be pre 3/4/2004 or post 4/4/2004

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Real Property Mortgage – First Home Plus**' from the **Document Type** drop down list.
- d) Select a '**FHP Rebate Type**' from the drop down list.
- e) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- f) Enter **Number of collaterals**. *(This can be up to 5 digits.)*
- g) Enter **Number of duplicate collaterals**. *(This can be up to 5 digits.)*
- h) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- i) Enter **Dutiable Amount**. *(This is the amount of the Loan Agreement for FHP – Mortgage. Must be greater than zero.)*
- j) Enter the **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the prime stamped document. This can be up to 10 digits.)*
- k) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates, Collaterals or duplicate Collaterals. If the transaction is exempt from stamp duty then no fee is payable for the duplicates, Collaterals or duplicate Collaterals.)*
- l) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the Number of party details.)*
- m) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the Number of cheques. This option will not appear if duty is exempt. If no cheques are involved in this transaction change the number of cheques to zero.)*
- n) Enter the **FHP Purchase Price**. *(This is the purchase price on the contract for sale.)*
- o) Click **\$OK**
- p) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

13.0 Lease of Real Property

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Lease of Real Property**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Select whether there is an **Exemption type**. *(If not applicable leave at default **NO**. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- f) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- g) Enter **Term of Lease**. *(This can be up to 3 digits.)*
- h) Select **Lease Frequency** from the drop down list.
- i) Enter **Dutiable Amount**. *(Dutiable amount needs to include Rent, GST and outgoing if any. Round up to the nearest dollar. Amount must be greater than zero.)*
- j) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates. If the transaction is exempt from stamp duty then no fee is payable for duplicates.)*
- k) Enter the **Lessee(s)** details in the spaces provided. *(If there is more than one Lessee use the drop down list to select the **Number of party details**.)*
- l) Enter **Cheque** details. *(This will not appear if you have chosen an exemption. If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- m) Click **\$OK**
- n) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

14.0 Surrender of a Lease

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Surrender of a Lease**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter **Dutiable Amount**. *(\$800.00 dutiable amount and \$10.00 duty are the minimum amounts accepted by OSR for this transaction type. Actual dutiable amounts less than \$800.00 incurs a duty of \$10.00.)*
- g) The **Duty Payable** for 'Surrender of Lease' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Lessee(s)** details in the spaces provided. *(If there is more than one Lessee use the drop down list to select the **Number of party details**.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

15.0 Variation of Lease

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Variation of a Lease**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter the **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the Agreement of Lease. This can be up to 10 digits.)*
- g) The **Duty Payable** for a 'Variation of Lease' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Lessee(s)** details in the spaces provided. *(If there is more than one Lessee use the drop down list to select the Number of party details.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

16.0 Lease in Conformity

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Lease in conformity**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter the **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the Agreement of Lease. This can be up to 10 digits.)*
- g) The **Duty Payable** for a 'Lease in conformity' is a fixed duty of \$2.00. *(The system will default to \$2.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Lessee(s)** details in the spaces provided. *(If there is more than one Lessee use the drop down list to select the Number of party details.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

17.0 Real Property Mortgage - Prime

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **'Real Property Mortgage - Prime'** from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Number of collaterals**. *(This can be up to 5 digits.)*
- f) Enter **Number of duplicate collaterals**. *(This can be up to 5 digits.)*
- g) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- h) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- i) Enter **Dutiable Amount**. *(This is the amount of the Loan Agreement for Real Property Mortgage - Prime. Must be greater than zero.)*
- j) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any Duplicates, Collaterals or Duplicate Collaterals. If the transaction is exempt from stamp duty then no fee is payable for the Duplicates, Collaterals or Duplicate Collaterals.)*
- k) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the Number of party details.)*
- l) Enter **Cheque details**. *(This will not appear if you have chosen an exemption. If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- m) Click **\$OK**
- n) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

18.0 Real Property Mortgage - Upstamping

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Real Property Mortgage - Upstamping**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Number of collaterals**. *(This can be up to 5 digits.)*
- f) Enter **Number of duplicate collaterals**. *(This can be up to 5 digits.)*
- g) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- h) Enter **Date of Further Advance**. *(This is the date of the new loan agreement. Date format is DD/MM/YYYY)*
- i) Enter **Total Amount Secured**. *(This amount needs to be the previous amount plus the latest amount advanced.)*
- j) Enter **Prior Dutiable Amount**. *(This figure is the previous amount borrowed.)*
- k) Enter **Transaction Number of Related Document**. *(This is the OSR cross reference which will appear on the Previous stamped mortgage. This can be up to 10 digits.)*
- l) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates, Collaterals or duplicate collaterals. If the transaction is exempt from stamp duty then no fee is payable for the duplicates, collaterals or duplicate collaterals.)*
- m) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the Number of party details.)*
- n) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- o) Click **\$OK**
- p) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

19.0 Real Property Mortgage - Refinancing

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **'Real Property Mortgage - Refinancing'** from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Number of collaterals**. *(This can be up to 5 digits.)*
- f) Enter **Number of duplicate collaterals**. *(This can be up to 5 digits.)*
- g) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- h) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- i) Enter **Dutiable Amount**. *(This is the total amount secured being the previous and new loan amounts. Must be greater than zero.)*
- j) Enter **Prior Dutiable Amount**. *(This Figure is the previous amount borrowed.)*
- k) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates, Collaterals or duplicate collaterals. If the transaction is exempt from stamp duty then no fee is payable for the duplicates, collaterals or duplicate collaterals.)*
- l) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the Number of party details.)*
- m) Enter **Cheque** details. *(This will not appear if you have chosen an exemption. If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- n) Click **\$OK**
- o) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

20.0 Collateral – Mortgage - Fixed Duty

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Collateral – Mortgage - Fixed Duty**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Select whether there is an **Exemption type**. *(If not applicable leave at default **NO**. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- f) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- g) Enter the **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the stamped mortgage. This can be up to 10 digits.)*
- h) The **Duty Payable** for a 'Mortgage – Collateral' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered. If the transaction is exempt from stamp duty then no fee is payable for duplicates, collaterals or duplicate collaterals.)*
- i) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the **Number of party details**.)*
- j) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If no cheques are involved in this transaction change the number of cheques to zero.)*
- k) Click **\$OK**
- l) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

21.0 Caveat – fixed duty

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Caveat – fixed duty**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter the **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the stamped mortgage. This can be up to 10 digits.)*
- g) The **Duty Payable** for a 'Mortgage – Caveat' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Registered Proprietor(s)** details in the spaces provided. *(If there is more than one Registered Proprietor use the drop down list to select the **Number of party details**.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

22.0 Transfer of Real Property

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Transfer of real property**' from the **Document Type** drop down list.
- d) Select **Yes** or **No** from the **Are the parties related?** Drop down list *(If the parties are related a valuation by a registered valuer is required.)*
- e) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchasers contract due to the release of Vendors Duty)*
- f) Select whether there is an **Exemption type**. *(If not applicable leave at default **NO**. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- g) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- h) Enter **Dutiable Amount**. *(This is the purchase price for Transfer of Real Property. Must be greater than zero.)*
- i) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates. If the transaction is exempt from stamp duty then no fee is payable for duplicates.)*
- j) Enter the **Purchaser(s)** details in the spaces provided. *(If there is more than one Purchaser use the drop down list to select the **number of party details**.)*
- k) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- l) Enter **Postcode**. *(This must be 4 digits.)*
- m) Select **Land Use Code** from the drop down list.
- n) Enter **Cheque** details. *(This will not appear if you have chosen an exemption. If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- o) Click **\$OK**
- p) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

23.0 Transfer in Conformity of Real Property or Transfer of Lease in Conformity

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **‘Transfer in conformity of Real Property Transfer of Lease in conformity’** from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Select whether there is an **Exemption type**. *(If not applicable leave at default **NO**. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- f) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- g) Enter the **Transaction Number of Related Document**. *(This is OSR’s cross-reference, which will appear on the stamped contract for sale. This can be up to 10 digits.)*
- h) The **Duty Payable** for a ‘Transfer in conformity’ is a fixed duty of \$2.00. *(The system will default to \$2.00 and will automatically add \$2.00 for each duplicate entered. If the transaction is exempt from stamp duty then no fee is payable for duplicates.)*
- i) Enter the **Purchaser(s)** details in the spaces provided. *(If there is more than one Purchaser use the drop down list to select the **number of party details**.)*
- j) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- k) Enter **Postcode**. *(This must be 4 digits.)*
- l) Select **Land Use Code** from the drop down list.
- m) Enter **Cheque** details. *(This will not appear if you have chosen an exemption. If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction, change the number of cheques to zero)*
- n) Click **\$OK**
- o) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

24.0 Transfer of Real Property Not in Conformity

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Transfer of Real Property Not in Conformity**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter **Transaction Number of Related Document**. *(This is OSR's cross-reference, which will appear on the stamped contract for sale. This can be up to 10 digits.)*
- g) Enter **Duty Payable**. *(The system will default to \$2.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Transferor(s)** details in the spaces provided. *(If there is more than one Transferor use the drop down list to select the **number of party details**.)*
- i) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- j) Enter **Postcode**. *(This must be 4 digits.)*
- k) Select **Land Use Code** from the drop down list.
- l) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- m) Click **\$OK**
- n) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

25.0 Transfer of Real Property Deceased Estate

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **'Transfer of Real Property Deceased Estate'** from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits. From the 1st June 2004 duplicates are no longer charged on the purchasers contract due to the release of Vendors Duty)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) The **Duty Payable** for a 'Transfer of Real Property Deceased Estate' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- g) Enter the **Transferee(s)** details in the spaces provided. *(If there is more than one Transferee use the drop down list to select the **number of party details**.)*
- h) Enter the **Properties** details in the spaces provided. *(If there is more than one property use the drop down list to select the **Number of properties**. If the property is other than a **Folio Identifier** (i.e. **Volume/Folio** or **Book/Number**) use the drop down list to select the title type. For Auto-Consols select **Volume/Folio**.)*
- i) Enter **Postcode**. *(This must be 4 digits.)*
- j) Select **Land Use Code** from the drop down list.
- k) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If no cheques are involved in this transaction change the number of cheques to zero.)*
- l) Click **\$OK**
- m) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

26.0 Marketable Securities- Unlisted

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Marketable Securities-Unlisted**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter **Dutiable Amount**. *(This is the amount of money secured.)*
- g) Enter the **Transferee(s)** details in the spaces provided. *(If there is more than one Transferee use the drop down list to select the **Number of party details**.)*
- h) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If no cheques are involved in this transaction, change the number of cheques to zero.)*
- i) Click **\$OK**
- j) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

27.0 Marketable Securities- Fixed \$10

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Marketable Securities- Fixed \$10**' from the **Document Type** drop down list.
- d) Select the **Section Code**
- e) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- f) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- g) The **Duty Payable** for a 'Marketable Securities-' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Transferee(s)** details in the spaces provided. *(If there is more than one Transferee use the drop down list to select the **Number of party details**.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If no cheques are involved in this transaction change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

28.0 Transmission Application/Acknowledgement

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Transmission Application /Acknowledgment**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) The **Duty Payable** for a 'Transmission Application/Acknowledgement' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- g) Enter the **Beneficiaries/Devisee(s)** details in the spaces provided. *(If there is more than one Beneficiary/Devisee use the drop down list to select the **Number of party details**.)*
- h) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If no cheques are involved in this transaction change the number of cheques to zero.)*
- i) Click **\$OK**
- j) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

29.0 Multi-State Mortgages - Original

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Multi-State Mortgages – Original**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Number of collaterals**. *(This can be up to 5 digits.)*
- f) Enter **Number of duplicate collaterals**. *(This can be up to 5 digits.)*
- g) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- h) Enter **Percentage of Property in NSW**. *(This can be up to 2 Digits.)*
- i) Enter **Total Secured/ New Amount**. *(This is the whole amount borrowed over all states.)*
- j) Enter **Dutiable Amount**. *(This is the amount of money secured over the land in NSW i.e. if the total amount secured is \$500,000.00 and the percentage of property in NSW is 25% then the dutiable amount is 25% of the \$500,000.00 which is \$125,000.00.)*
- k) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates, Collaterals or duplicate collaterals.)*
- l) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the Number of party details.)*
- m) Enter **Cheque** details. *(This will not appear if you have chosen an exemption. If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction, change the number of cheques to zero.)*
- n) Click **\$OK**
- o) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

30.0 Multi-State Mortgages - Upstamping

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Multi-State Mortgages – Upstamping**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Number of collaterals**. *(This can be up to 5 digits.)*
- f) Enter **Number of duplicate collaterals**. *(This can be up to 5 digits.)*
- g) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- h) Enter **Percentage of Property in NSW**. *(This can be up to 99%.)*
- i) Enter **Total Secured/ New Amount**. *(This is the whole amount borrowed over all states.)*
- j) Enter **Further Advance**. *(This is the difference between the previous amount and the new amount borrowed.)*
- k) Enter **Dutiable Amount**. *(Is the amount of money secured over the land in NSW i.e. if the further amount advanced is \$500,000.00 and the percentage of property in NSW is 25% then the dutiable amount is 25% of the \$500,000.00 which is \$125,000.00.)*
- l) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates, Collaterals or duplicate collaterals.)*
- m) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the Number of party details.)*
- n) Enter **Cheque** details. *(This will not appear if you have chosen an exemption. If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- o) Click **\$OK**
- p) A message will appear asking you to confirm the **Dutiable Amount**. To confirm select **OK**. If the amount is incorrect select **Cancel** and enter the correct amount.
- q) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

31.0 Multi-State Mortgages - Refinancing

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Multi-State Mortgages – Refinancing**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Number of collaterals**. *(This can be up to 5 digits.)*
- f) Enter **Number of duplicate collaterals**. *(This can be up to 5 digits.)*
- g) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- h) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- i) Enter **Percentage of Property in NSW**. *(This can be up to 99%.)*
- j) Enter **Total Secured/ New Amount**. *(This is the whole amount borrowed over all states.)*
- k) Enter **Previous Amount**. *(This is the previous amount advance under the prior Loan.)*
- l) Enter **Dutiable Amount**. *(Is the amount of money secured over the NSW part of the land i.e. if the Total Secured / New Amount is \$500,000.00 the difference between the previous amount and new amount is \$250,000.00 and the percentage of property in NSW is 25% then the dutiable amount is 25% of the \$250,000.00 which is \$62,500.00.)*
- m) Enter **Duty Payable**. *(The system will have already calculated the duty payable including any duplicates, Collaterals or duplicate collaterals. If the transaction is exempt from stamp duty then no fee is payable for duplicates, collaterals or duplicate collaterals.)*
- n) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagor use the drop down list to select the Number of party details.)*
- o) Enter **Cheque** details. *(This will not appear if this can be chosen an exemption. If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- p) Click **\$OK**
- q) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

32.0 Multi-State Collateral Mortgage - Original

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Multi-State Collateral Mortgage - Original**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter **Total Secured/ New Amount**. *(This is the total amount being borrowed.)*
- g) The **Duty Payable** for a 'Multi-State Collateral Mortgage – Original' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagors use the drop down list to select the Number of party details.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

33.0 Multi-State Collateral Mortgage - Upstamping

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Multi-State Collateral Mortgage - Upstamping**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- f) Enter **Total Secured/ New Amount**. *(This is the total amount being borrowed.)*
- g) The **Duty Payable** for a 'Multi-State Collateral Mortgage – Upstamping' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered.)*
- h) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagors use the drop down list to select the Number of party details.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction, change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

34.0 Multi-State Collateral Mortgage - Refinancing

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select '**Multi-State Collateral Mortgage - Refinancing**' from the **Document Type** drop down list.
- d) Enter **Number of duplicates**. *(This can be up to 5 digits.)*
- e) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- f) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- g) Enter **Total Secured/ New Amount**. *(This is the total amount being borrowed.)*
- h) Enter **Previous Amount**. *(This is the previous amount advance under the prior Loan.)*
- i) The **Duty Payable** for a 'Multi-State Collateral Mortgage – Refinancing' is a fixed duty of \$10.00. *(The system will default to \$10.00 and will automatically add \$2.00 for each duplicate entered. If the transaction is exempt from stamp duty then no fee is payable for duplicates, collaterals or duplicate collaterals.)*
- j) Enter the **Mortgagor(s)** details in the spaces provided. *(If there is more than one Mortgagors use the drop down list to select the Number of party details.)*
- k) Enter **Cheque** details. *(This will not appear if this can be chosen an exemption. If there is more than one cheque use the drop down list to select the Number of cheques. If no cheques are involved in this transaction change the number of cheques to zero.)*
- l) Click **\$OK**
- m) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

35.0 Duplicates

- a) Navigate to the **Document Stamping** data input screen (See Section 2.0)
- b) Enter **Your Reference**. *(This can be up to 25 Characters.)*
- c) Select **'Duplicates'** from the **Document Type** drop down list.
- d) Enter **Number of Additional Duplicates**. *(This can be up to 5 digits.)*
- e) Select whether there is an **Exemption type**. *(If not applicable leave at default NO. If an exemption is selected then the auto duty calculation feature will be disabled.)*
- f) Enter **Execution Date**. *(The system will not allow you to enter a future date. Date format is DD/MM/YYYY.)*
- g) The **Duty Payable** for a 'Duplicates' is a fixed duty of \$2.00. *(The system will default to \$2.00 and will automatically add \$2.00 for each duplicate entered. If the transaction is exempt from stamp duty then no fee is payable for duplicates.)*
- h) Enter the **Purchaser(s), Transferee(s), and Mortgagor(s) etc** details in the spaces provided. *(If there is more than one Beneficiary/Devisee use the drop down list to select the **Number of party details**.)*
- i) Enter **Cheque** details. *(If there is more than one cheque use the drop down list to select the **Number of cheques**. If **no** cheques are involved in this transaction change the number of cheques to zero.)*
- j) Click **\$OK**
- k) The **Confirmation Screen** will appear *(See section 36.0 for more information on retrieving and printing receipts and results)*

36.0 The Confirmation Screen – Viewing Your Results

Each time you submit a document you will receive the following confirmation screen. You can use the hyperlinks on the confirmation screen to view your Search Receipt or Confirmation Certificate.

- a) Click on the hyperlinks to retrieve your **Search Receipt** or **Confirmation Certificate**

The screenshot shows a confirmation screen with a blue header bar stating "Document Stamping Completed on 05/05/2006 at 13:28:32". Below this is a green checkmark icon. To the right of the icon, the text reads: "Your Reference: test 05/05/2006-13:28:07", "Confirm Ref/Receipt: [896644](#) (click for Search Receipt)", and "OSR Confirmation Number: [3103868*TEST*](#) (click for confirmation)". Below this text is a link: "The [Activity Log Report](#) tracks the document stampings you have submitted over a period of 12 months".

Two red boxes with arrows point to specific links:

- A red box on the left contains the text "Click to view your search receipt" with an arrow pointing to the link [896644](#).
- A red box on the right contains the text "Click to view and print your confirmation certificate" with an arrow pointing to the link [3103868*TEST*](#).

Below the confirmation screen is a section titled "Search Receipt" containing a table of transaction details.

Date/Time	05-May-2006 01:37:42 PM
Account	TEST-TRN0
User	
Your Reference	
Confirm Reference	896645
Transaction	NSW OSR Document Stamping
Value	\$4.00
GST	\$0.40
Price	\$4.40

```

=====
CITEC Confirm - Legalink CERTIFICATE OF CONFIRMATION OF STAMPING
=====

Duties Act 1997
NOTICE OF ASSESSMENT

-----
The document with the Transaction No 3103869*TEST* has been endorsed by:
Client name: CITECER
Client matter ref: test 05/05/2006-13:35:32
Date of notice: 05 May 2006
-----

The document marked with the Transaction No 3103869*TEST* has been assessed in
accordance with the following details provided to OSR:
Document type: Agreement for sale of land
Execution date: 01 June 2005
Dutiable amount: $350,000.00
Prior dutiable amount: $ 0.00
No of duplicates: 1
No of transfers: 0
No. of collaterals: 0
No. of duplicate collaterals: 0
Transaction No of related document: 0
Exemption type:
-----

Payment detail for Transaction No 3103869*TEST*:
Duty assessed: $ 11,242.00
Interest: $ 1,036.32
Total amount payable: $ 12,278.32
Due date for payment: 09 May 2006

The due date for payment of this assessment by return has been set in accordance
with your approval under section 37 of the Tax Administration Act, 1996.
-----
Party names for Transaction No 3103869*TEST*:
*** THIS IS A TEST ***
-----

Property IDs for Transaction No 3103869*TEST*:
99999999999999999999
-----

Stamping details for Transaction No 3103869*TEST*:
Document: $ 11,240.00
1 Duplicates: $ 2.00
0 Transfer: $ 0.00
0 Collaterals: $ 0.00
Assessment Details:
-----

You have the right to object against this assessment. Your objection must
comply with all of the following criteria: it must:
1. be lodged at this office no later than 60 days from the date of your
assessment
2. quote the Transaction no.
3. state the grounds of your objection
4. be lodged in writing
If your objection is successful we will pay interest on any refund of tax.
For more information on lodging your objection please phone (02)9695 2122.

P C ACHTERSTRAAT
Chief Commissioner of State Revenue
-----
CSP ID: 85498655
Date of issue: 05/05/2006 00:00
-----
End of Confirmation Statement for Transaction No 3103869*TEST*

```

37.0 Reprinting a Confirmation Certificate from Inbox

The results of your submissions can also be accessed from your Confirm Inbox for up to 90 days.

Inbox is an internal feature of your CITEC Confirm account that stores your search requests and results. Successful transactions are available for retrieval, viewing and printing at a later time.

a) Select **Inbox** from the menu

CITEC CONFIRM

Group: Default

Select Search

- Change Password
- Inbox**
- My Results
- Account Balance
- Maintain Delivery Profiles
- Fees
- Help
- News
- Log Off

Confirm ID: TEST-TRNO
USER

Inbox Search

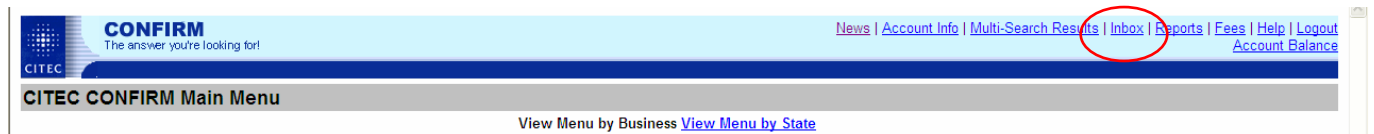
Enter search criteria to find previously requested transactions.
Wildcard searches can be entered in any field, eg. file10% or %title%.

System:

Date:
☒ for today
 ☐ for the last days
 ☐ specific day eg. 18-01-2006

Your Reference: **Confirm Reference:** **Transaction Level:** ☐ Parent ☒ Child

Sort By:
☒ Date
 ☐ Search Name
 ☐ Your Reference



- b) To view all transactions for your account requested today, select **NSW OSR** from the System Drop down box and click the **Search** button on the Inbox search screen

or

To limit the transactions returned use any of the following search criteria in any combination:

- **Date** - Today, Previous Day (DD-MM-YYYY), Last n (up to 99) Days
- **Your Reference** - as entered when conducting the search, up to 25 characters, % can be used as a wildcard
- **Confirm Reference** - unique 7 digit number assigned to each transaction

The maximum number of transaction records returned is limited to 200. If more than 200 results match your search criteria an error is displayed and you will need to refine your search.

Tip: For more information on Inbox visit our online Inbox FAQs from the Help menu

- c) Select one of the **Sort By** radio buttons to order your results by either 'Date/Time' (the default setting), 'Search Name' or 'Your Reference'
- d) To view a successful search result, select the [Completed](#) link from the Result Status column.

Inbox Results

Click the result link to view the search result or history link for transaction history.

Please note: Results listed below as **Errors** may have since been progressed to **Completed** if you corrected and resubmitted them. Resubmission generates new transactions visible via this Inbox. To avoid duplication of charges please check carefully before resubmitting any transactions marked **Error**. If in any doubt, please check your Usage Report.

View Results						
Date/Time	User Id	Search Name	Your Reference	Provider Reference	Result (Click to view)	Transaction Details
06-SEP-2005 10:01:48	VICUSERS	NSW Automated Titles Title Search	test		COMPLETED	Info

- e) A one line **Activity Report** will be displayed containing hyperlinks to relevant information including:
- OSR Tran ID – links to the Certificate of Confirmation (See Appendix B)
 - Confirm Ref – links to the search receipt

Submit Time	User ID	Confirm Ref/Receipt	OSR Tran ID	Document Type	Your Reference	Property Id	Status	Duty	int	Total
13:56:27	CITEC	896474	3103873	Agreement for Sale of Land	BLAHBLAHBLAH	Folio:1/10832	C	11,240.00	1,036.32	12,276.32

No charge applies to viewing or printing a successful transaction through Inbox.

38.0 Activity Log Report

The NSW OSR Document Stamping Activity Log Report has been designed as a supplementary tool to help you keep track of your transaction history. The Activity Log will provide summary information of your transactions including:

- Submission Time
- User ID
- Confirm Reference
- Transaction Number
- OSR Transaction ID
- Document Type
- Your Reference
- Property ID
- Status
- Financial Information

The Activity Log Report can also be used to access Search Receipts and Certificates of Confirmation of stamping.

a) Select **Activity Log Report** from the **NSW OSR** menu

The screenshot shows the CITEC Confirm interface. On the left is a sidebar menu with the 'NSW OSR' section expanded, and 'Activity Log Report' highlighted with a red circle. The main content area is titled 'OSR Activity Log Search' and 'Welcome, TEST-CUS0: TEST-CUS0'. It contains a form titled 'Enter transaction search details' with fields for Search Date (7/4/2006 to 7/4/2006), Filter by, Your Reference, Transaction Status (Completed, Deleted, Error, Ordered), User Id (TEST-CUS0), and Sort by (Submit Time). The Submit and Reset buttons are at the bottom.

NSW Office of State Revenue

NSW Land Tax Clearance Certificates:

[Request Certificate](#)

NSW Land Valuation Certificates:

[Request Certificate](#)

You must provide a valid phone number when submitting your certificate request so we can contact you to confirm your result delivery details.

Document Stamping:

[Lodge Document](#)
[Activity Log](#)
[Return Period Summary](#)

Document stamping searches redirect to a new window. To remain logged in please do not close this window. Return to this window if other searches are required. To Lodge a document you will need to apply for access to the Document Stamping system from the NSW Office of State Revenue.

b) Enter the Report criteria and click the **OK** button

This is a detailed view of the 'Enter transaction search details' form. The 'Submit' button is circled in red. The form includes fields for Search Date, Filter by, Your Reference, Transaction Status (with checkboxes for Completed, Deleted, Error, and Ordered), User Id, and Sort by (with a dropdown for Submit Time).

Tip: You can use the **Transaction Status** tick boxes to specify the type of results returned. Simply tick or untick the boxes accordingly

c) The **Activity Log Report** appears

05 May 2006 Activity Log Report										
Submit Time	User ID	Confirm Ref/Receipt	OSR Tran ID	Document Type	Your Reference	Property ID	Status	Duty	Int	Total
10:26:47	CITEC	896416	3103844	Multi-state collateral mortgage - original	test Inbox 1	n/a	C	10.00	0.00	10.00
10:28:24	CITEC	n/a	n/a	Multi-state mortgages - original	test Inbox 2	n/a	E ?	49.00	4.52	53.52
10:29:18	CITEC	n/a	n/a	Agreement for Sale of Land	test Inbox 3	Folio:1/10832	E ?	11,240.00	1,036.32	12,276.32
10:34:20	CITEC	896621	3103848	Agreement for Sale of Land	test 05/05/2006-10:34:11	Folio:1/10832	C	11,240.00	1,036.32	12,276.32
11:16:55	CITEC	896536	3103853	Agreement for Sale of Land	test 05/05/2006-11:16:36	Folio:1/10832	C	11,240.00	1,036.32	12,276.32
12:16:17	CITEC	896638	3103858	Agreement for Sale of Land	test 05/05/2006-12:16:00	Folio:1/10832	C	11,240.00	1,036.32	12,276.32
12:20:20	CITEC	896639	3103859	Agreement for Sale of Land	test 05/05/2006-12:20:11	Folio:1/10832	C	11,240.00	1,036.32	12,276.32
12:44:22	CITEC	896641	3103866	Discretionary Trust Deed - fixed duty	test 05/05/2006-12:44:18	n/a	C	200.00	0.00	200.00
13:26:09	CITEC	n/a	n/a	Transfer of real property not in conformity	test 05/05/2006-13:25:53	Folio:1/10832	E ?	11,242.00	1,036.32	12,278.32
13:28:17	CITEC	896644	3103868	Real Property Mortgage - Upstamping	test 05/05/2006-13:28:07	n/a	C	602.00	55.32	657.32
13:37:20	CITEC	896645	3103869	Agreement for Sale of Land	test 05/05/2006-13:35:32	Folio:1/10832	C	11,242.00	1,036.32	12,278.32
13:38:05	CITEC	896468	3103870	First Home Plus - Real Property Mortgage	test 05/05/2006-13:38:01	n/a	C	0.00	0.00	0.00
13:50:22	CITEC	n/a	n/a	Agreement for Sale of Land	test 05/05/2006-13:50:12	Folio:1/10832	E ?	11,240.00	1,036.32	12,276.32
13:51:09	CITEC	896470	3103871	Agreement for Sale of Land	test 05/05/2006-13:51:01	Folio:1/10832	C	11,240.00	1,036.32	12,276.32
14:03:43	CITEC	n/a	n/a	Agreement for Sale of Land	test 05/05/2006-14:03:59	Folio:1/10832	E ?	11,240.00	1,036.32	12,276.32
14:06:41	ANZB-TMPO	n/a	n/a	Agreement for Sale of Land	test 05/05/2006-14:06:30	Folio:1/10832	E ?	11,240.00	1,036.32	12,276.32
14:09:13	CITEC	n/a	n/a	Agreement for Sale of Land	test 05/05/2006-14:09:31	Folio:1/10832	E ?	0.00	1,036.32	1,036.32
14:10:05	CITEC	n/a	n/a	Off the plan purchases	test 05/05/2006-14:10:00	Folio:1/10832	E ?	0.00	0.00	0.00
14:10:39	CITEC	n/a	n/a	Agreement for Sale of Land	BLAHBALH	Folio:1/10832	E ?	0.00	1,036.32	1,036.32
14:10:41	CITEC	n/a	n/a	Agreement for sale of business - aggregated	test 05/05/2006-14:10:36	n/a	E ?	0.00	0.92	0.92
(the money totals only contain the 13 C transactions) Totals							C=13 E=16	101,974.00	9,382.20	111,356.20

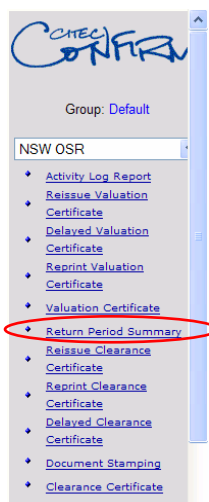
Tip: Each **Transaction Status** is depicted by a different colour for easy identification. **Complete** = White **Deleted** = Pink **Error** = Red and **Ordered** = Blue - clients can also click on the ? icon to retrieve more information about a status

39.0 Return Period Summary

The return period summary provides a financial overview of your document stamping transactions for a designated period. The period, or 'Return Frequency' is determined by you when you first apply for Document Stamping access and can be either Weekly or Daily. The summary calculates amounts payable to the Office of State Revenue for document submissions entered through the Document Stamping system for that Return Period.

The total tax (ie: duty and any interest) payable for a return period will be recorded on your Return Period Summary. This amount must be lodged with OSR by the time and date specified in your Notice of Approval.

- Navigate to the **NSW Office of State Revenue Menu** (See Section 2.0)
- Select **Return Period Summary**

**NSW Office of State Revenue****NSW Land Tax Clearance Certificates:**[Request Certificate](#)**NSW Land Valuation Certificates:**[Request Certificate](#)

You must provide a valid phone number when submitting your certificate request so we can contact you to confirm your result delivery details.

Document Stamping:[Lodge Document](#)[Activity Log](#)[Return Period Summary](#)

Document stamping searches redirect to a new window. To remain logged in please do not close this window. Return to this window if other searches are required. To Lodge a document you will need to apply for access to the Document Stamping system from the NSW Office of State Revenue.

- c) Enter the **End Date of the Return Period** and click the **\$OK** button. *(The system will not allow you to input future dates. Date format is DD MM YYYY.)*

A screenshot of a web form titled 'Enter details'. It contains a single input field labeled 'End Date for Return Period:' with the date '25 / 1 / 2006' entered. Below the field, the format '(Format: dd/mm/yyyy)' is specified. A 'Submit' button is located at the bottom of the form.

Tip: If your frequency of return is weekly, you can enter any date occurring during a period to return the full summary for that week.

d) The **OSR Return Period Summary Results** screen will appear.

i If a transaction appears to be a duplicate please call OSR on 02-96896555 to have the duplicate cancelled. Please quote the OSR Transaction ID and not the Confirm Ref/Receipt when speaking to them.

You must quote this number if speaking directly with the OSR

You can also view the certificate of confirmation from this screen by clicking on the 'OSR Tran ID' link

Return Period Summary					Total \$156,786.23					
Reference	OSR Tran ID	Description	OSR Tran ID	Amount	Cheque	Duty	Interest	Total	Paid	
test 05/05/2006-11:16:36	3103848*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-12:16:00	3103853*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-12:20:11	3103858*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-12:31:06	3103859*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-13:35:32	3103862*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-13:51:01	3103869*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,242.00	1,036.32	12,278.32	N		
No test 05/05/2006-13:55:08	3103871*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No BLAHBLAHBLAH	3103872*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-14:03:23	3103873*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-14:19:50	3103874*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No tBLIP	3103879*TEST*	Agreement for sale of land	*** THIS IS A TEST ***	1234567	11,240.00	1,036.32	12,276.32	N		
No test 05/05/2006-12:44:18	3103880*TEST*	Discretionary trust deed - fixed duty	*** THIS IS A TEST ***	1234567	200.00	0.00	200.00	N		
No test 05/05/2006-13:38:01	3103866*TEST*	First Home Plus - Mortgage	*** THIS IS A TEST ***		0.00	0.00	0.00	Y		
No test 05/05/2006-13:28:07	3103870*TEST*	Real property mortgage - upstamping	*** THIS IS A TEST ***	1234567	602.00	55.32	657.32	N		
No test Inbox 1	3103868*TEST*	Multi-state Collateral Mortgage - Original	*** THIS IS A TEST ***	1234567	10.00	0.00	10.00	N		
No test 05/05/2006-14:19:18	3103844*TEST*	Vendor Duty	*** THIS IS A TEST ***	1234567	7,875.00	726.07	8,601.07	N		
					Totals	143,569.00	13,217.23	156,786.23		

 Interest may be charged on duty payable if not paid within 3 months of the execution date

e) To print the results select the print icon in your browser.

40.0 Stamp Duty Calculation

40.1 For Agreement for Sale of Land, Agreement for Sale of Business & Off The Plan

Always round the consideration up to the nearest hundred:

e.g. \$174,250 is rounded to \$174,300

e.g. \$174,230 is rounded to \$174,300

a) For Consideration between \$1.00 - \$14,000.00 $N \times 1.25$

e.g. \$13,550 is rounded to \$13,600.00

$13600 \times .0125 = \text{duty payable } \170.00

b) For Consideration between \$14,000.00 - \$30,000.00 $N \times 1.5 \div 100 - 35$

e.g. \$22,790 is rounded to \$22,800.00

$22800 \times 1.5 \div 100 - 35 = \text{duty payable } \307.00

c) For Consideration between \$30,000.00 - \$80,000.00 $N \times 1.75 \div 100 - 110$

e.g. \$56,850 is rounded to \$56,900.00

$56900 \times 1.75 \div 100 - 110 = \text{duty payable } \885.75

d) For Consideration between \$80,000.00 - \$300,000.00 $N \times 35 - 1510$

e.g. \$85,220 is rounded to \$85,300.00

$85.3 \times 35 - 1510 = \text{duty payable } \1475.50

e) For Consideration between \$300,000.00 - \$1,000,000.00 $N \times 45 - 4510$

e.g. \$799,915.00 is rounded to \$800,000.00

$800 \times 45 - 4510 = \text{duty payable } \$31,490.00$

f) For Consideration over \$1,000,000.00 $N \times 55 - 14510$

e.g. \$1,500,500.00 is rounded to \$1,500,500.00

$1500.5 \times 55 - 14510 = \text{duty payable } \$68,017.50$

Remember to include \$2.00 for each duplicate and \$2.00 for each transfer.

Interest = **stamp duty x number of days late x 12.89% ÷ 365** (Please note that any interest under \$20.00 is not payable and only 100% interest is the maximum interest payable.)

40.2 Stamp duty Calculation for Vendor Duty

Vendor duty is simply 2.25% of the full selling price. Same applies when stamping transfer via valuation, the Vendor pays on what ever is higher the consideration or the valuation. Remember include any GST payable on top of the selling price and calculate duty from that.

E.g. 1

Selling Price	\$250,000.00
GST:	\$25,000.00
$\$275,000 \times 2.25\%$	$= \$6187.50$

E.g. 2

Selling Price	\$250,000.00
$\$250,000 \times 2.25\%$	$= \$5625.00$

40.3 Stamp Duty Calculation for Mortgages

Always round the consideration up to the nearest Thousand:

e.g. \$174,500.00 is rounded to \$175,000.00

e.g. \$65,400.00 is rounded to \$ 66,000.00

Duty is worked out using the following formula: $N \times 4 - 59$

E.g. \$174,650.00 is rounded to \$175,000.00

$175 \times 4 - 59 = \text{Duty Payable } \641.00

E.g. \$65,400.00 is rounded to \$66,000.00

$66 \times 4 - 59 = \text{Duty Payable } \205.00

Remembering to include \$10.00 for each Collateral and \$2.00 for each Duplicate

Interest = $\text{Duty Payable} \times \text{Number of days late} \times 12.89\% \div 365$

Please note that any interest under \$20.00 is not payable and only 100% interest is the maximum payable.

40.4 Stamp Duty Calculation for Leases

Always round the consideration up to the nearest Hundred:

E.g. \$456,852.23 is rounded to \$456,900.00

E.g. \$580,550.00 is rounded to \$580,600.00

Duty is worked out using the following formula:

$N \times 0.0035$

E.g. \$456,852.23 is rounded to \$456,900.00

$456,900 \times 0.0035 = \text{Duty Payable } \1599.15

E.g. \$580,550.00 is rounded to \$580,600.00

$580,600 \times 0.0035 = \text{Duty Payable } \2032.10

Remembering to include \$2.00 for each duplicate

Interest = Duty Payable x Number of days late x 12.89% ÷ 365

Please note that any interest under \$20.00 is not payable and the maximum amount of interest payable is 100%.

40.5 Stamp Duty Calculation for Mortgage Refinances

Always round the consideration up to the nearest Thousand:

E.g. \$174,500.00 is rounded to \$175,000.00

E.g. \$ 65,400.00 is rounded to \$66,000.00

Duty is worked out using the following formula:

(Previous Loan – New Loan) x 4

E.g. Previous Loan \$175,450.00
New Loan \$180,000.00
Difference \$4,550.00 is rounded to \$5000.00

5 x 4 = Duty Payable \$20.00

E.g. Previous Loan \$175,000.00
New loan \$160,000.00
Difference -\$15,000.00 is rounded to \$0.00

0 x 4 = Duty Payable \$0.00

Remembering to include \$2.00 for each duplicate and \$10.00 for each collateral.

Interest = Duty Payable x Number of days late x 12.89% ÷ 365

Please note that any interest under \$20.00 is not payable and only 100% interest is the maximum payable.

40.6 Stamp Duty Calculation for Aggregation

Calculations – Contract 1 = \$250,000.00
Contract 2 = \$330,000.00
Total Dutiable Amount = \$580,000.00

Calculation = $580 \times 45 - 4510 = \$21590.00$

(For Calculation see Stamp duty calculation for agreement for Sale of Land.)

Plus Duplicate = \$2.00

Plus Transfers = \$4.00

Plus 2nd Contract = \$10.00

Plus 2nd contract Duplicate = \$2.00

Total Duty = \$21606.00

Remember to include in the transaction details on the stamps ‘s.25’ for both contracts.

Appendix A

Documents Available for Electronic Stamping

- Agreement for Sale of Land
- Premium Property Duty
- Off the Plan Purchases
- Agreement for Sale of Business
- Agreement for Sale of Land – Aggregated - Fixed Duty
- Agreement for Sale of Business – Aggregated - Fixed Duty
- Vendor Duty
- Discretionary Trust Deed – fixed duty
- First Home Plus – Agreement for Sale of Land
- Real Property Mortgage – First Home Plus
- Lease of Real Property
- Surrender of a Lease
- Variation of Lease
- Lease in conformity
- Real Property Mortgage - Prime
- Real Property Mortgage – Upstamping
- Real Property Mortgage - Refinancing
- Collateral – Mortgage - Fixed Duty
- Caveat – fixed duty
- Transfer of Real Property
- Transfer in Conformity of Real Property or Transfer of Lease in Conformity
- Transfer of Real Property Not in Conformity
- Transfer of Real Property Deceased Estate
- Marketable Securities- Unlisted
- Marketable Securities- Fixed \$10
- Transmission Application/Acknowledgement
- Multi-State Mortgages - Original
- Multi-State Mortgages - Upstamping
- Multi-State Mortgages - Refinancing
- Multi-State Collateral Mortgage - Original
- Multi-State Collateral Mortgage - Upstamping
- Multi-State Collateral Mortgage - Refinancing

Appendix B Confirmation Certificate

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CERTIFICATE OF CONFIRMATION OF STAMPING
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Duties Act 1997
NOTICE OF ASSESSMENT
-----

The document with the Transaction No 2964913*TEST* has been endorsed by:
Client name: Citec Confirm
Client matter ref: test 08/11/2005-11:05:26
Date of notice: 08 November 2005
-----

The document marked with the Transaction No 2964913*TEST* has been assessed in
accordance with the following details provided to OSR:
Document type: Agreement for sale of land
Execution date: 01 June 2005
Dutiable amount: $350,000.00
Prior dutiable amount: $ 0.00
No of duplicates: 0
No of transfers: 0
No. of collaterals: 0
No. of duplicate collaterals: 0
Transaction No of related document: 0
Exemption type:
-----

Payment detail for Transaction No 2964913*TEST*:
Duty assessed: $ 11,240.00
Interest: $ 286.45
Total amount payable: $ 11,526.45
Due date for payment: 09 November 2005

The due date for payment of this assessment by return has been set in accordance
with your approval under section 37 of the Tax Administration Act, 1996.
-----

Party names for Transaction No 2964913*TEST*:
*** THIS IS A TEST ***
-----

Property IDs for Transaction No 2964913*TEST*:
9999999999999999
-----

Stamping details for Transaction No 2964913*TEST*:
Document: $ 11,240.00
0 Duplicates: $ 0.00
0 Transfer: $ 0.00
0 Collaterals: $ 0.00
Assessment Details:
-----

You have the right to object against this assessment. Your objection must
comply with all of the following criteria: It must:
1. be lodged at this office no later than 60 days from the date of your
assessment
2. quote the Transaction no.
3. state the grounds of your objection
4. be lodged in writing
If your objection is successful we will pay interest on any refund of tax.
For more information on lodging your objection please phone (02)9685 2122.

P C ACHTERSTRAAT
Chief Commissioner of State Revenue
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CSP ID: 85498655
Date of issue: 08/11/2005 00:00
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End of Confirmation Statement for Transaction No 2964913*TEST*
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Appendix C Information Required Matrix

Information Required	Contract for Sale of Land	Contract for Sale of Business	Transfer	Transfer of Lease	Trust Deed	First Home Plus Stat Dec	Mortgage	Loan Agreement	Lease	Lease Statutory Declaration	Prime Stamped Mortgage	Previous Loan Agreement	Probate	Transmission Application	Valuation	Caveat	Court Orders
Agreement for Sale of Land	X		X														
Agreement For Sale of Business		X		X													
Aggregation - Contract for Sale of Land	X	X	X	X													
Aggregation - Contract For Sale of Bus	X	X	X	X													
Discretionary Trust Deeds					X												
FHP - Agreement for Sale of Land	X		X			X											
First Home Plus - Mortgage	X		X				X	X									
Lease									X	X							
Lease in Conformity									X								
Mortgage - Prime							X	X									
Mortgage - Upstamping								X			X						
Mortgage - Refinancing							X	X			X	X					
Mortgage - Collateral							X	X									
Transfer of Real Property			X														X
Transfer in Conformity	X	X	X	X													
Transfer not in Conformity			X												X		
Transmission Application												X	X				
Acknowledgement													X				