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Customer account application instructions

December 2017

The NSW Land Registry Services (NSW LRS) customer information system records details of customers with business relationships with NSW LRS.

Customers wishing to access NSW LRS products and services, both chargeable and free, are required to complete a **customer account application** in order to obtain a customer account which will then be your identification with NSW LRS. This identification will be the key reference for correspondence with you.

Completing a customer account application

A **customer account application** comprises three (3) forms, all required to be completed. These are:

1. Customer account application (1)
2. NSW LRS products and services (2)
3. Privacy Act notice (3)

Please refer to these instructions when completing the three (3) forms.

Customer account application (1)

1. Customer details

Are those of the individual seeking a customer account. Legal Entity Name is the same as shown on the ABN.

2. Customer account details

Indicate if you have an existing credit account with NSW LRS and the account number.

3. Electronic invoicing, statements and reminders

Email is the default method of communicating financial correspondence.

Notes

- The customer account must belong to a customer with the same ABN as shown in this application.
- The authorised officer of the customer account must be a co-signatory to this application.

If applying to open a customer account with NSW LRS, advise the frequency of account statements required. An email address **must** be given in '3. Electronic invoicing, statements and reminders' if financial statements are required.

4. Customer coding

Provide a brief description of the main customer business activities. Indicate if there is a head office and/or other group company/ies that are NSW LRS customers.

5. Customer agreement

All customer account applications require the completion of the customer agreement.

NSW LRS products and services (2)

This form is used to request products and/or services.

1. Products and services requested

Place a tick (4) next to those requested.

2. Purchasing level

Indicate alongside each ticked product and/or service the expected monthly purchasing amount.

3. Industry references

Produce two (2) references who can verify your involvement in your industry and verify your business credibility.

4. Specialist lodgment services requested

For applicants seeking a customer account as an NSW LRS lodging party and/or seeking to obtain a Document Collection Box and/or Copy Request Document Collection Box, please complete this section.

Privacy Act notice (3)

All customer account applicants must read and complete the *Privacy Act notice form*. The information on this form enables invoices to be issued to you on a cyclical basis. The information you provide in this form is given voluntarily to support your application for this facility. The information will not be disclosed to any other party without your consent unless provided for by law. Information provided by you will be held by NSW LRS and you have the right to access and correct this information on an as needs basis.

Sending in your customer account application forms

Your customer account application must include all three (3) completed forms.

Post the original copies to:

NSW Land Registry Services
Customer Service Manager
GPO Box 15
Sydney NSW 2001

Customer account application (1)

Customer details

Boxes marked * are mandatory

Legal entity name	<input type="text"/>	*	ABN	<input type="text"/>	*
Trading name	<input type="text"/>				
Street address			Postal address		
Property details	<input type="text"/>		PO Box	<input type="text"/>	
Street name/No.	<input type="text"/>	*	City/suburb	<input type="text"/>	
City/suburb	<input type="text"/>	*	Postcode	<input type="text"/>	
Postcode	<input type="text"/>	*			
State/Country	<input type="text"/>	*	DX address		
			DX Box	<input type="text"/>	
Registered office (if different to street address)			DX exchange	<input type="text"/>	
Street name/No.	<input type="text"/>	*			
City/suburb	<input type="text"/>	*	Telephone numbers		
Postcode	<input type="text"/>	*	Daytime	<input type="text"/>	
State/Country	<input type="text"/>	*	Mobile	<input type="text"/>	
Contact name	<input type="text"/>	*			

Customer account details

Do you have an existing account with LPI? Yes No *

If yes, please advise the account number Account Number

Electronic invoicing, statements and reminders

Financial correspondence: Email Fax

Payables contact name: Telephone

Account statement frequency required: Not Required Weekly Monthly

Customer coding

Short description of main customer business activities

Is there a head office and/or other group/company that is/are LPI customers? Yes No

Head office name Other group company names

Customer agreement

The customer authorised officer below certifies the correctness of information given in this application, and agrees that the customer will abide by all terms and conditions for customers, in the Lodgment Terms and Conditions.

Go to General forms on www.nswlrs.com.au

Name	*	Official capacity	*
Signature	*	Date	*

NSW LRS products and services (2)



1. Products and services requested

Tick box if 'yes' leave blank if 'no'

Titling and Registry lodgments	
Property Sales Information	
Data extraction	
Spatial Information	
Maps	
Graphical Information	
Valuation products and services	
Property Information Inquiry Service	
Continuously Operating Reference Stations	

2. Purchasing level

Expected \$'s per month

Total

Industry references

Company		*
Contact		*
Telephone		*

Company		*
Contact		*
Telephone		*

Specialist lodgment services requested

1. NSW LRS Lodging Party in the Integrated Tiling System (ITS)
2. NSW LRS Document Collection Box (DCB)
3. What is the expected weekly volume of lodgments to the DCB?
4. Do you have an agreement to use an existing DCB?
5. If yes, advise for the delivery party

DCB Number

CN Number

Yes	No
Yes	No
Yes	No

6. NSW LRS Copy Request Document Collection Box (CRDCB)
7. What is the expected weekly volume of lodgments to the CRDCB?
8. Do you have an agreement to use an existing CRDCB?
9. If yes, advise for the delivery party

CRDCB Number

CN Number

Yes	No
Yes	No

Privacy Act notice (3)

The information in this form is required by the NSW Land Registry Services (NSW LRS) to establish a Customer Account which will enable invoices to be issued to you on a cyclical basis (as required). The information you provide in this form is given voluntarily to support your application for this facility. If this facility is extended to you, NSW LRS may be providing short term credit to you by allowing next business day payment after the service has been provided. As a consequence NSW LRS may seek to obtain a credit report from a credit reporting agency and information within this form may be provided to the credit reporting agency for this purpose.

The information will not be disclosed to any other party without your consent unless provided for by law. Information provided by you will be held by NSW LRS and you have the right to request access to and correct this information.

Customer account application and Privacy Act agreement

I/WE AGREE:

1. To comply strictly with NSW LRS terms of trade, applicable legislation, relevant Acts and directives.
2. To obtain a bank guarantee if the purchase level requires the security. (NSW LRS recommends that a person providing a bank guarantee in relation to this application should obtain independent legal advice on the bank guarantee).
3. Any change in the legal entity, structure or management control of the applicant company or partnership shall be notified to NSW LRS within seven (7) days of such change taking place.
4. All expense incurred in obtaining or attempting to obtain payment of overdue amounts will be a charge against the applicant.
5. NSW LRS may withdraw or limit any short term credit facilities extended at its absolute discretion without notice.
6. Provision of credit is only extended to next business day for bulk lodgment of dealings and/or plans.
7. Conditions of trading are incorporated in this application.

I/WE DECLARE THAT I/WE have read and understood the customer account application (application) and the privacy act notice and acknowledge agreement with the terms of the application and the privacy act notice.

I/WE ACKNOWLEDGE THAT I/WE have read and understood all relevant terms and conditions as provided and published by LPI.

The information provided by me/us in this application is true and correct and that it is upon the basis of the above statements that I/we submit this application for acceptance by NSW LRS. If any change occurs to the information provide by me/us in this application, I/we undertake to immediately notify NSW LRS.

I/WE FURTHER DECLARE THAT I/WE have read and understood the conditions of trading and if this application is accepted I/we agree to be bound by the terms of this application and the conditions of trading of NSW LRS.

Customer agreement

Signature:

Name (please print):

Official capacity: Date:

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Notification

Customers will be advised whether or not their application has been successful and if successful, of their new customer account details.

Document box keys (customer sign off for keys)

I am authorised to obtain and have received the keys to a NSW LRS assigned document collection box. Signature:

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Name (please print):

Date:.....