

GUIDE FOR OVERSEAS SELLERS & BUYERS



As a Seller or Buyer signing the Client Authorisation Form (CAF) or the Transfer of Land (TOL) overseas you will be required to personally attend the closest Australian Consulate to have your ID certified as well as your signature witnessed on the CAF or TOL document. To determine the whereabouts of same please visit:

www.dfat.gov.au/missions/

Please ensure you contact the Consulate you intend to visit prior to traveling to confirm that particular Consulate provides notary services and will be available to you at the time of your intended visit.

For each Seller or Buyer to the transaction the Consular Officer is required to:

1. Identify you prior to witnessing your execution of the CAF or TOL document by sighting all of the following current and original documents:

- current and original passport
- current and original drivers licence
- depending on the Consulate Office you may need a letter from your settlement agent addressed to Consular Officer outlining what is required to be identified

If a passport is not available, an original birth certificate may be used although this is not preferred. If a drivers licence is not available, another form of photographic identification issued by a government authority may be used. At least one piece of identification used must contain a photograph of the Client being identified.

2. After the Consular sights the identity documents, they will take a copy of each document sighted and certify that the copy is a true and correct copy of the original document presented. On the certified copy of the documents the Consular Officer must clearly state in English their full name, position and consular office where the certification took place as well as the date and time of the certification.

3. After the Consular Officer is satisfied the person is who they claim to be (based on the identity documents provided), they witness the Seller or Buyer execute the CAF or TOL document. All required witness details i.e. full name, address and occupation must be printed clearly in English on the document.

It is then your responsibility to forward copies of the signed CAF or TOL document together with your certified identification documents to our office or via email.

Your Conveyancer will examine the documents for errors. Following examination you will be sent a link via your mobile. We will then require you to complete ID verification via LiveSign, this can be completed using your smartphone and costs \$16.00 per person.

Settlement funds due to you are deposited into an Australian Financial Institution account or Overseas account if eligible.

If at any time throughout this process you require assistance please do not hesitate to contact our office for assistance via email direct to your appointed Conveyancer or alternatively via telephone +61 08 6160 6470.