

Dealing Number:
Client Reference:

Authority and Instruction

from Private Corporate client for an electronic transaction

(This form is approved by the New Zealand Law Society and the Registrar-General of Land. For use by a non-publicly listed company, incorporated society, etc.)

1. To the firm:

(Firm name)

2. Client:

(Registered name of corporate as per Certificate of Incorporation. Referred to as 'the Client'.)

Full name of authorised signatory:

Authorised Signatory A

Authorised Signatory B

3. Transaction:

Property address:

Nature and date of base document:

Instruments:

- **Discharge of Mortgage**
 - Title reference(s):
 - Registered Number:
 - Mortgagee Name:
- **Transfer**
 - Title reference(s):
 - Transferor(s):
 - Transferee(s) and/or Nominees:
 - Transferee(s) Proprietorship:
- **Mortgage**
 - Title reference(s):
 - Mortgagee Name:
 - Mortgage Type:
 - Memorandum Number:
 - Priority Amount \$:
 - Additional Text:

4. Authority and Instruction:

I confirm that:

- a) I am properly and duly authorised by law to sign this authority on behalf of the Client
- b) this authority is binding on the Client
- c) this form is for the transaction noted above
- d) I am 18 years of age or over
- e) the Client is not subject to any statutory management order, the appointment of a receiver or liquidator, or similar
- f) the Client has passed the necessary resolutions as required by its empowering constitution, rules, or statute to authorise the transaction noted above
- g) as required by regulation 7 of the Land Transfer Regulations 2018 I irrevocably authorise and instruct you on behalf of the Client to register the instruments above as an electronic transaction
- h) I understand that by signing this form the Client is legally bound by the electronic instruments certified and registered on its behalf pursuant to this authority and instruction as if such instruments had been signed by me personally on behalf of the Client, and
- i) I understand that the authorised transaction will become a matter of public record upon registration.

Signature of Authorised Signatory A

Date

Signature of Authorised Signatory B

Date

Each signatory named must sign personally. 'For and on behalf' is not acceptable.

5. Signatory identification:

(Tick applicable photo ID. Person confirming identity to complete. See notes to the form below.)

	Passport	NZ Driver Licence	NZ Firearms Licence	Other Photo ID
Authorised Signatory A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorised Signatory B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach copy of photo ID used or record details (e.g. passport number) where copying not practicable.

I certify that:

- a) I have witnessed the signatory(s) sign this form
- b) I have sighted the original form(s) of photo ID ticked above
- c) I have attached a copy of the photo ID(s) used, and
- d) the signatory(s) appearance, name(s), and signature(s) match the signatory(s) photo ID used.

Signature of person confirming identity

Full name of person confirming identity

Occupation

Phone/Email

Address

For office use only:

Is this a high risk transaction?

- No - The transaction does not qualify as a high risk transaction (see the notes to the form below).
- Yes - Attached is a document connecting the client to the property and a file note of the steps taken to confirm identity.

Notes to the form:

1. The full legal name of the corporate as registered must be used.
2. Practitioners must comply with the Land Transfer Act 2017 and the Authority and Identity Requirements for E-Dealing Standard (see also the Authority and Identity Requirements for E-Dealing Guideline).
3. Where the person who is signing this form is doing so under a power of attorney (PoA) the authenticity of the PoA and the identity of the attorney must be confirmed.
4. Where required, attach a copy of the PoA (if it is not deposited with LINZ) and the relevant certificate of non-revocation.
5. For guidance on electronic signatures see the Authority and Identity Requirements for E-Dealing Guideline.
6. For guidance on high risk transactions see the Authority and Identity Requirements for E-Dealing Guideline.
7. A faxed or emailed copy of this form is acceptable.
8. The consent of prior mortgagees, lessors, etc. must be obtained where necessary.
9. Source: Appendix 2, *New Zealand Law Society Property Law Section Guidelines*.