

Authority and Instruction

from Private Individual client for an electronic transaction

(This form is approved by the New Zealand Law Society and Registrar-General of Land.)

1. **To the firm:**

(Firm name)

2. **Client(s):**

(Full name(s). If tenant in common state share.)

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) this form is for the transaction noted above
- b) I am 18 years of age or over
- c) I am not an undischarged bankrupt
- d) I am not subject to any order or management pursuant to the Protection of Personal and Property Rights Act 1988 or any other legislation that could restrict my ability to deal with my land
- e) as required by regulation 7 of the Land Transfer Regulations 2018 I irrevocably authorise and instruct you to register the instruments above as an electronic transaction

- f) I understand that by signing this form I am legally bound by the electronic instruments certified and registered on my behalf as if such instruments had been signed by me personally, and
- g) I understand that upon registration of this transaction my full name and property ownership details will be included in the land register as required by the Land Transfer Act 2017 and this information will therefore be publicly available and searchable online.

Signature of _____ Date: _____

Signature of _____ Date: _____

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

5. Client 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
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<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 client(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
- d) the client(s) appearance, name(s), and signature(s) match the client(s) photo ID used, and
- e) the client(s) appear(s) to be of sound mind.

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. 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).
2. 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.
3. Where required, attach a copy of the PoA (if it is not deposited with LINZ) and the relevant certificate of non-revocation.
4. For guidance on electronic signatures see the Authority and Identity Requirements for E-Dealing Guideline.
5. For guidance on high risk transactions see the Authority and Identity Requirements for E-Dealing Guideline.
6. A trustee may use the same form in respect of the same transaction in their personal capacity and as trustee.
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 1, *New Zealand Law Society Property Law Section Guidelines*.