



Registering for PEXA with GlobalX

8 STEP GUIDE

Your complete step-by-step guide to registering for PEXA...

Before completing an electronic lodgment, you are required to complete your PEXA registration. This document will assist you in completing your organisation's registration, which can be done online in 8 simple steps.

To get started you will need to provide your:

- Contact Details
- Australian Business Number (ABN)
- Organisation Type (Conveyancer, Legal Practitioner, Government Body, Financial Institution, Other)
- Email address and desired password—Used for login throughout the registration process
- Nomination of **GlobalX** as your PEXA Sponsor
- Provide professional details: Relevant certificates or licence
- Provide financial details: Account details for direct debit; trust account and duty disbursement account details (if applicable)
- Sign the Participation Agreement
- Nominate a Digital Certificate user and sign the agreement
- Complete your Verification of Identity (VOI)

[Start your registration](#)

1. Organisation Details

Step one requires the following information:

- Select your organisation type: Lawyer or Conveyancer.
- Nominate the Subscriber Manager for your organisation—The Subscriber Manager has the highest level of authority within the PEXA Platform and is responsible for managing your account including, PEXA access, signing rights for employees, password maintenance and configuring the organisation's profile.

2. Contact Details

The second step requires you to nominate people within your organisation who will receive and manage information associated with your PEXA Subscription, according to the following roles:

Authorised Signatories	Authorised Signatories Person(s) who can sign contracts on behalf of your organisation.
Finance Contact	The Finance Contact will receive all financial correspondence and queries.
Public Contact	The Public Contact is listed as the preferred contact person for your organisation in the PEXA Platform.

3. Trust Account or PEXA Source Account

If you have a trust account:

- You will be prompted to select your Financial Institution from a detailed list.
- If you have a trust account with a Financial Institution that is not integrated with PEXA, and you wish to contribute source funds to financial settlement, you will be required to complete the Source Account Form which will be generated at Step 8.

If you do not have a trust account:

- Select 'none' and a PEXA Source Account Form will be generated at Step 8 for your completion.

**Note: QLD Subscribers will need to complete a QLS Trust Authority form located at qls.com.au.*

4. Direct Debit Details

- The information submitted here will be used to collect Land Registry lodgment and PEXA fees for transactions not involving financial settlement as well as fees for PEXA Digital Certificates, via direct debit.
- No fees will ever be taken from this account unless a successful transaction is completed.

**Note: this direct debit account cannot be your statutory trust account.*

5. Practising Certificate or Conveyancing Licence Details

- Enter the details for one practitioner at the firm who holds a Principal Practising Certificate;
- Conveyancers will need to provide an individual and company Conveyancing Licence (as applicable).

6. Land Registry Contact Details

- Input contact details for each jurisdiction within which your organisation operates. These should be the details of the person(s) who will be the Land Registry's contact in relation to:
 - fees and payments; and
 - queries about lodgments, including requisitions.
- You may also be asked to provide Stamp Duty codes for your operating jurisdiction.

7. Digital Certificate

- At this point, if you don't already have an existing Digital Certificate that can be used with PEXA, you can apply for a PEXA Digital Certificate, or you can purchase one from the other Gatekeeper Accredited Service Provider, Symantec.
- If you need to purchase a Digital Certificate, PEXA can assist you with obtaining a PEXA Digital Certificate as part of the registration process.
- All PEXA users are required to sign documents, trust account authorisation and settlement statements will require a Digital Certificate. There should be at least one person who is authorised to sign Registry Instruments who will need to hold a Digital Certificate.

Note: Your organisation's Subscriber Manager will receive the first digital certificate for free. Additional digital certificates can be organised for an additional cost.

8. Forms and Supporting Documentation

Forms and supporting documentation to print, sign and return:

- To complete your registration, forms and documents will be required to be printed, signed and returned via upload.
 - This could include your practising certificate or conveyancing licence, deeds and trust deeds.

Before uploading the documents, check:

- the correct Legal Entity Name has been included; and
- the documents have been executed correctly.

Please note: All registration forms will be available to review before being submitted to PEXA.

Verification of Identity (VOI)

To transact in PEXA, a VOI must be completed for the authorised signatory(s). This is the same person(s) who signed the Participation Agreement.

We have dedicated PEXA specialists to assist with on-boarding. For an obligation free consultation contact us today on **1300 885 662** or **eConveyancing@globalx.com.au**



To start your online PEXA Registration now visit: www.globalx.com.au/econveyancing