

# GUIDE FOR OVERSEAS SELLERS

C&R

CITY AND RURAL

SETTLEMENTS



As a Seller 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 and current rates notice 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/](http://www.dfat.gov.au/missions/)

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

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

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

- current and original land rates notice issued by the local council for the sale property. The rate notice must clearly show the address of the property. It must be sighted to connect the person presenting as the Seller with the property being sold;
- current and original passport of the Seller
- current and original drivers licence for the Seller; and
- 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 Seller being identified.

2. After sighting the identity documents, 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 being satisfied the person is who they claim to be (based on the identity documents provided), witness the Seller execute the CAF or TOL document. All required witness details ie. Full name, address and occupation must be printed clearly in English on the document.

It is then your responsibility as the Seller to forward the original signed CAF or TOL document together with your original certified identification documents to our office. We recommend utilising the services of an international courier service to ensure prompt delivery.

Prior to arranging a courier we request that you provide your Conveyancer with scanned copies of the certified identification documents as well as the signed CAF or TOL document. Your Conveyancer will examine the documents for errors. Following examination you will be instructed the documents are correct at which time you may proceed with arranging a courier.

Lastly it is a requirement that settlement funds due to you are deposited into an Australian Financial Institution account.

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.