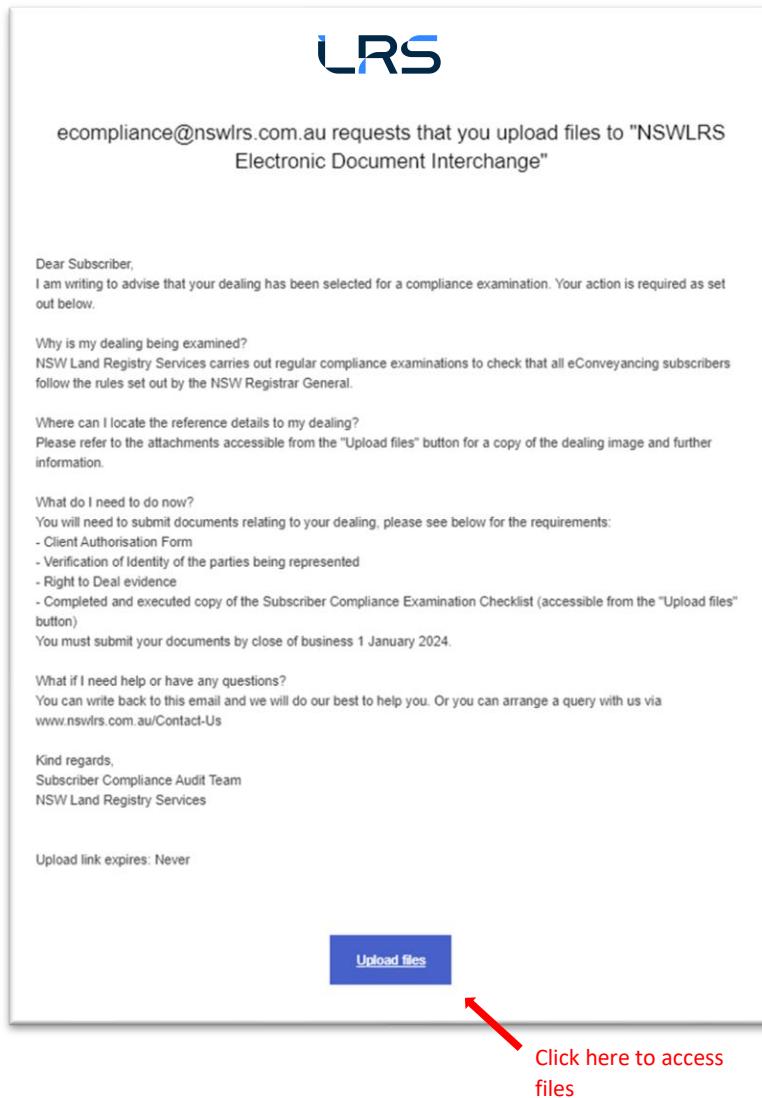


How to Upload Documents through the Subscriber Compliance Portal

Step 1: Access the initial notice email received from ecompliance@nswlrs.com.au (example shown below)



Click on the blue 'Upload files' button. This button will take you to the Kiteworks page where you can download the documents that have been shared to you and upload the requested documents.

Step 2: This is the page you will access to download the shared documents

Kiteworks | File Request

Files have been requested from you.

Subject: File request: Subscriber Compliance Audit

Dear Subscriber,
I am writing to advise that your dealing has been selected for a compliance examination. Your action is required as set out below.

Why is my dealing being examined?
NSW Land Registry Services carries out regular compliance examinations to check that all eConveyancing subscribers follow the rules set out by the NSW Registrar General.

Where can I locate the reference details to my dealing?
Please refer to the attachments accessible from the "Upload files" button for a copy of the dealing image and further information.

What do I need to do now?
You will need to submit documents relating to your dealing, please see below for the requirements:

- Client Authorisation Form
- Verification of identity of the parties being represented
- Right to Deal evidence
- Completed and executed copy of the Subscriber Compliance Examination Checklist (accessible from the "Upload files" button)

You must submit your documents by close of business 1 January 2024.

What if I need help or have any questions?
You can write back to this email and we will do our best to help you. Or you can arrange a query with us via www.nswlrs.com.au/Contact-Us

Kind regards,
Subscriber Compliance Audit Team
NSW Land Registry Services

Files shared with you: 5:

AU89914.pdf (4.5 KB) | Compliance Examination Notice Letter.pdf (148.0 KB) | **Click here to download documents**

How to upload documents in Kiteworks - Subscriber ... (268.9 KB) | Subscriber Audit Request (Including MPR Guidance ... (1.3 MB) | **Click here to download documents**

Click here to show all documents provided 

Number of files that can be uploaded: Unlimited

Drag and drop files or folders to upload.
(Folders will be compressed and uploaded as 1 item.)

[Browse files](#) | [Browse folders](#)

Upload

Once the maximum number of files are uploaded, this link to upload files will no longer be valid.

Step 3: Uploading documents through Kiteworks

Files shared with you: 5:

AU89914.pdf (4.5 KB) | Compliance Examination Notice Letter.pdf (148.0 KB) | **Click here to download documents**

How to upload documents in Kiteworks - Subscriber ... (268.9 KB) | Subscriber Audit Request (Including MPR Guidance ... (1.3 MB) | **Click here to download documents**

Subscriber Compliance Examination Checklist.pdf (577.7 KB) | **Click here to download documents**

[Collapse](#)

Number of files that can be uploaded: Unlimited

Drag and drop files or folders to upload.
(Folders will be compressed and uploaded as 1 item.)

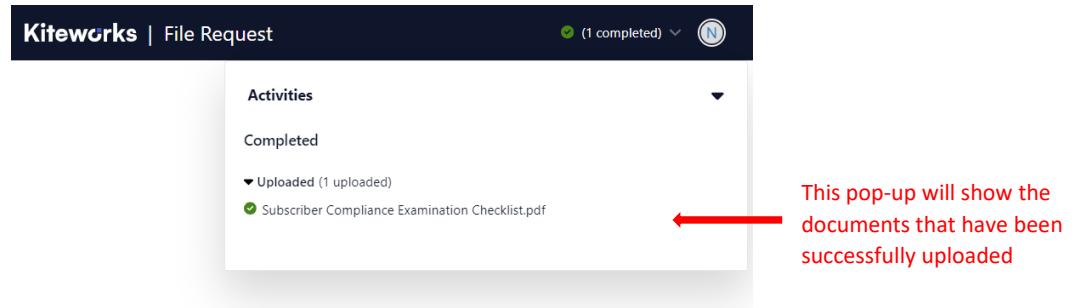
[Browse files](#) | [Browse folders](#) 

Upload

Once the maximum number of files are uploaded, this link to upload files will no longer be valid.

Click here to upload or drop the files into the box to upload documents 

Step 4: Once the documents have been uploaded, the below confirmation message will be displayed.



Kiteworks | File Request

Activities

Completed

▼ Uploaded (1 uploaded)

✓ Subscriber Compliance Examination Checklist.pdf

This pop-up will show the documents that have been successfully uploaded

Thanks for uploading the files requested to you.

Your files have been uploaded. You have uploaded 1 file. [Upload more files](#).