

Registration Checklist

To ensure the PEXA registration process is as easy as possible, we suggest collecting the following information now. Please note that you will also need to sign and return some documentation as part of the final registration step.

Organisation Details

Australian Business Number (ABN)

Australian Company Number (ACN) (if applicable)

Professional Details

Practising Certificate, Conveyancing Licence or Triennial Certificate (WA only)

Confirm which Authorised Signatory(s) will execute the PEXA Participation Agreement

OSR Client ID (QLD and WA only)

RevSA Client No (SA only)

Financial Details

Direct Debit Account Details

Trust Account Details (if applicable)

Duty Disbursement Account Details (QLD, SA & WA only), should you wish to pay stamp duty via PEXA

Digital Certificate

Determine who in the firm should hold a PEXA Digital Certificate

Verification of Identity (VOI)

Consider how the Authorised Signatory(s), who will execute the Participation Agreement, will complete their Verification of Identity check. This can be completed with PEXA, a Sponsor, ZipID, ID Secure or Australia Post.

We recommend you commence the VOI process as soon as it's listed in the "Supporting Documentation" side bar in Step 3.