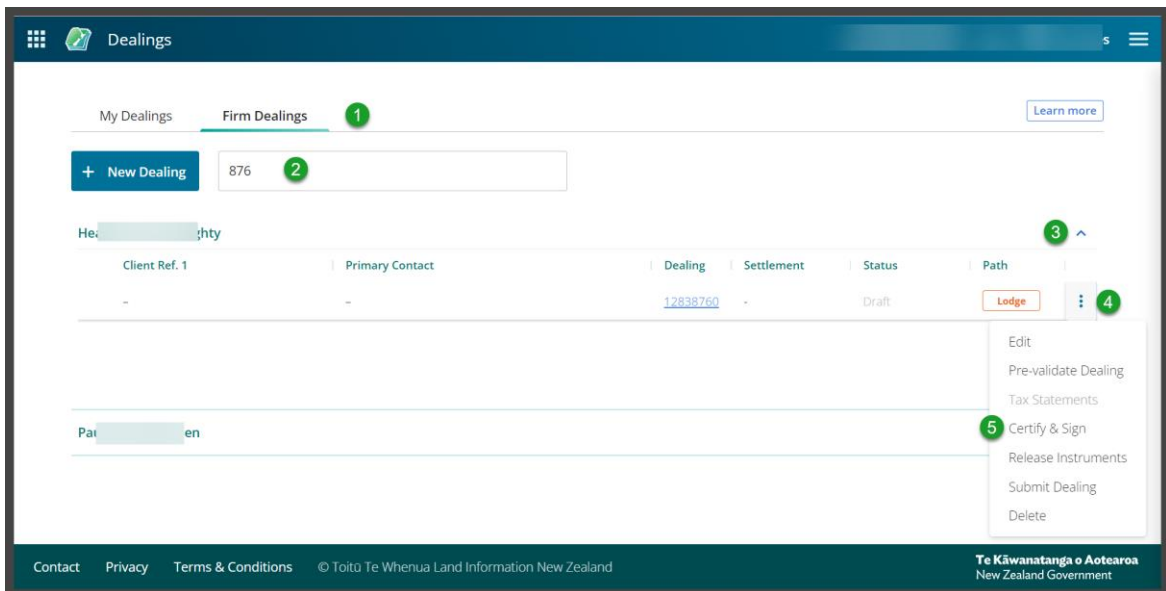


Guide: Certifying and signing instruments

How to certify and sign instruments in New Landonline.

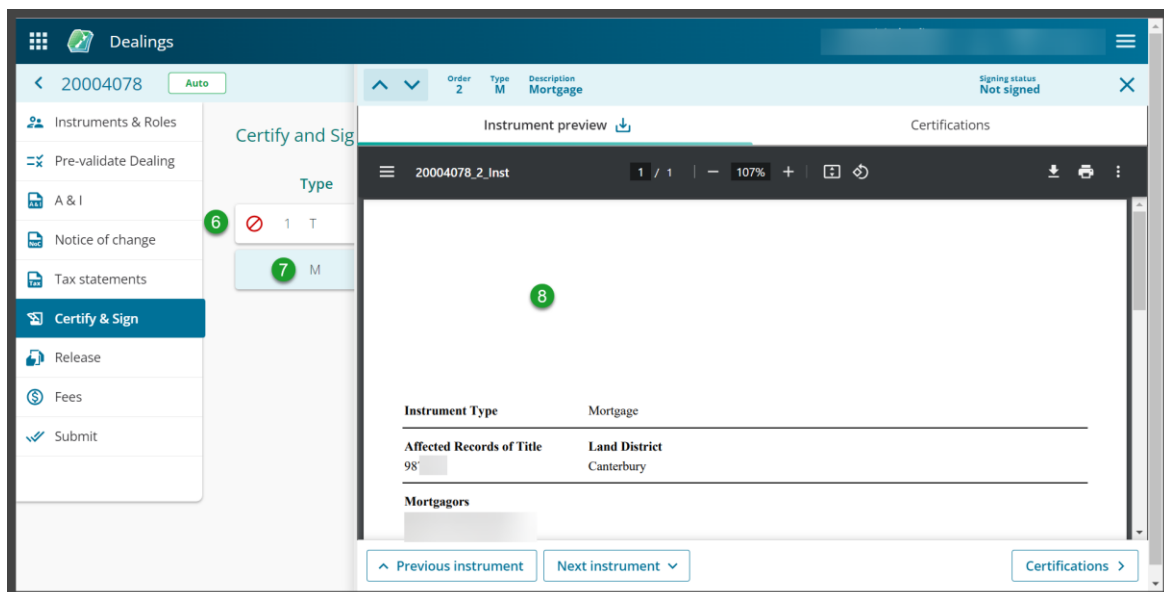
Find dealing to certify and sign

1. Select **Firm Dealings** to find dealings to certify and sign.
2. Start to enter a dealing number, or other numbers such as client reference or affected titles in the filter. Relevant dealings will appear under the filter.
3. Select the arrow next to the person to expand the dealing section.
4. Select the 3 dots on the right of the dealing to open the drop-down menu.
5. Select **Certify & Sign**.



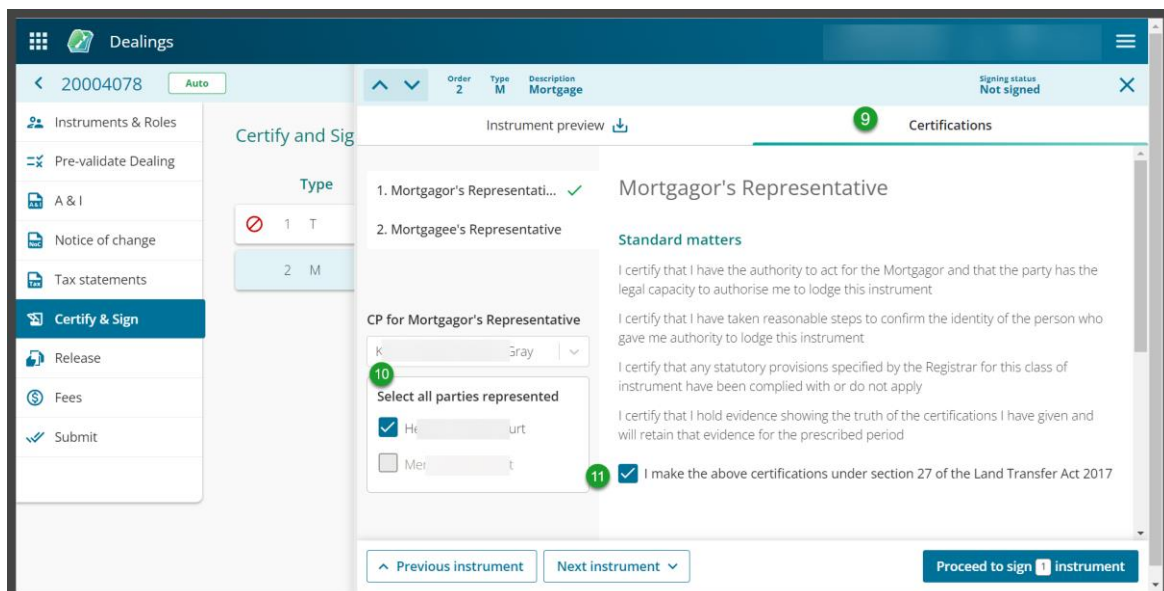
Review instrument

6. Check your instrument is ready for certifying. A **red circle** icon next to the instrument means you'll need to pre-validate the dealing and resolve any errors.
7. Click anywhere on an instrument's row. This opens the **Instrument preview** tab. If the preview doesn't load check our website for tips or select the download icon.
8. Check details of the instrument are correct.



Certify instrument

9. Select the **Certifications** tab to begin certifying the instrument.
10. If there are multiple Conveyancing Professionals acting for a role, check the boxes of the parties you're signing on behalf of.
11. Check the relevant certification boxes, including if any special certifications, if needed.



12. To certify other instruments you can:

- select **Next instrument** or **Previous instrument**
- click anywhere on the row of the next instrument you want to certify
- Use the **arrow** keys at the top left of the Instrument preview tab.

Dealings

20004078 Auto

Instruments & Roles

Pre-validate Dealing

A & I

Notice of change

Tax statements

Certify & Sign

Release

Fees

Submit

Certify and Sign

Type

1 T

12 M

Instrument preview

Order 2 Type M Description Mortgage

Signing status Not signed

1. Mortgagor's Representati... ✓

2. Mortgagee's Representative

CP for Mortgagor's Representative

Ki

Select all parties represented

H

M

Mortgagor's Representative

Standard matters

I certify that I have the authority to act for the Mortgagor and that the party has the legal capacity to authorise me to lodge this instrument

I certify that I have taken reasonable steps to confirm the identity of the person who gave me authority to lodge this instrument

I certify that any statutory provisions specified by the Registrar for this class of instrument have been complied with or do not apply

I certify that I hold evidence showing the truth of the certifications I have given and will retain that evidence for the prescribed period

I make the above certifications under section 27 of the Land Transfer Act 2017

Previous instrument

Next instrument

12

Proceed to sign 1 instrument

13. Select **Proceed to sign instruments**.

Dealings

20004078 Auto

Instruments & Roles

Pre-validate Dealing

A & I

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Previous instrument

Next instrument

13

Proceed to sign 1 instrument

Sign instruments

14. Check all confirmations.

15. For instruments with tax statements, you can review the full information by clicking on the PDF next to the instrument.

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Instrument(s) to sign

Instrument No.	Instrument	Role
20004078.1	Transfer	Transferee's Representative
20004078.2	Mortgage	Mortgagor's Representative
20004078.2	Mortgage	Mortgagee's Representative

I confirm that I understand the effect of the documents listed above, and have fully viewed the preview of each instrument on screen during this signing session.

Tax information

Instrument No.	Role	Name	Statement date	Format	Exempt/non-notifiable reason	NZ IRD No.	Status	Tax statement
20004078.1	Transferee	Test User A	19 Aug 2024	2017		123-123-123	<input checked="" type="checkbox"/>	View PDF

I confirm that the tax information recorded in Landonline for the above instrument(s) matches the information in the tax statement(s) supplied to me for all instrument role(s) I am signing for, or the transfer is exempt from providing a tax statement.

Back Sign instruments

16. If the DC icon is grey, you need to link your Digital Certificate. Select **Choose your Digital Certificate** and select it from your C Drive files. Skip if your DC is already linked.

17. Enter your passphrase in the **Passphrase** field.

18. Select **Sign instruments**.

Dealings LINZ Digital Delivery Andrea Miriam Watson Features

I confirm that the tax information recorded in Landonline for the above instrument(s) matches the information in the tax statement(s) supplied to me for all instrument role(s) I am signing for, or the transfer is exempt from providing a tax statement.

Choose Digital Certificate

Digital certificate file name
Select a certificate (.p12 or .pfx file)

* Certificate passphrase

Signing has changed
You will be prompted for your password in a separate window after clicking the Sign instruments button.

Choosing a Digital Certificate
In order for you to sign dealings, a connection must be made between the Landonline application and your digital certificate. You should only have to do this once if you use either **Microsoft Edge** or **Google Chrome**.

However, other internet browsers may require you to choose your digital certificate every time you sign.
For more information on how to locate your digital certificate, watch this [short video](#).

[Selecting your digital certificate](#)

If you're still having trouble locating your digital certificate, please check with your IT department or Landonline Trusted Contact or contact Toitū Te Whenua Land Information New Zealand Customer Support on 0800 665 463 or customersupport@linz.govt.nz

Remember you must not share your passphrase. Always ensure you are signing in accordance with the [Landonline Terms and Conditions](#)

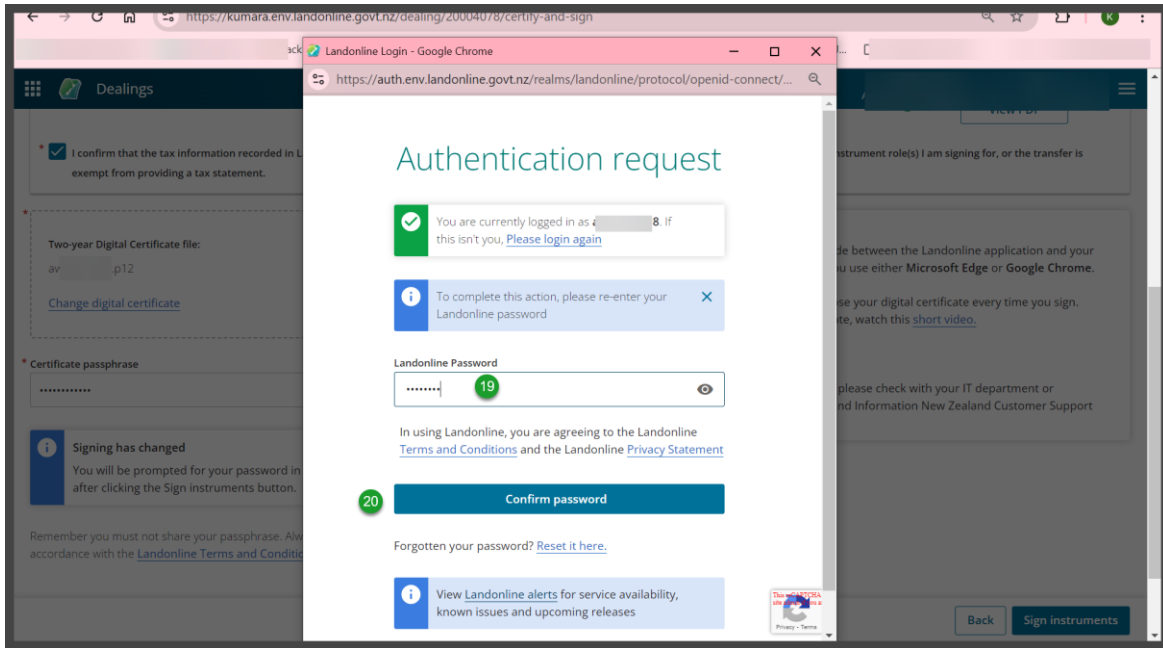
Back Sign instruments

Confirm password

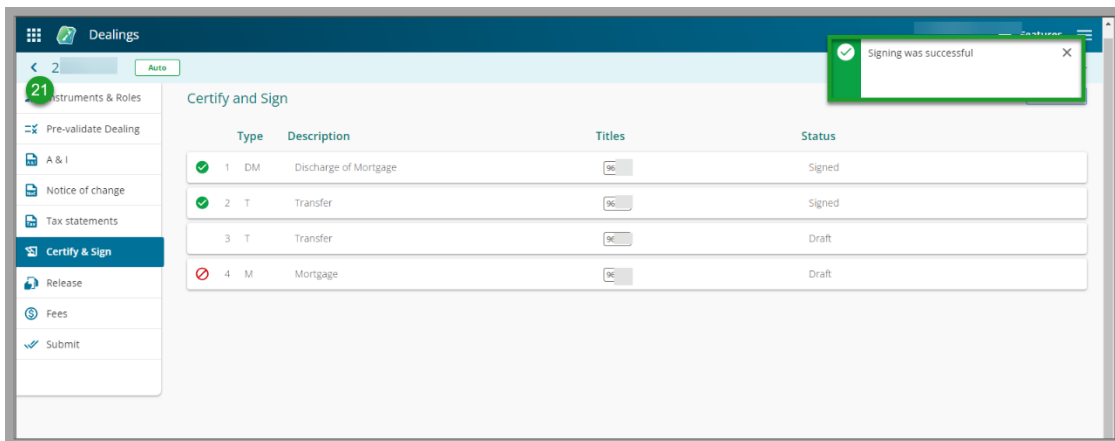
19. Enter your Landonline password into the pop-up screen.

20. Select **Confirm password**.

Landonline will then process the signing. It may take a while to process. A **Signing was successful** box will appear once completed.



21. Use the back arrow next to the dealing number to exit the dealing.



For more detailed information on certifying and signing in New Landonline go to:

<https://www.linz.govt.nz/guidance/landonline-support/new-landonline-dealings-support/certify-and-sign-new-landonline>