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.
- 🔢 🔊 Dealings s 🔳 Learn more My Dealings Firm Dealings 1 2 + New Dealing 876 Hei ;hty 3 ^ Client Ref. 1 Primary Contact Dealing Path Status Lodge : 4 Edit Pre-validate Dealing 5 Certify & Sign Pat en Release Instruments Submit Dealing Delete Terms & Conditions © Toitu Te Whenua Land Information New Zealand Te Kāwanatanga o Ao Privacy Contact
- 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.

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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.

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2 Instruments & Roles	Certify and Sig	Instrument preview	9 Certifications	
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Notice of change		2. Mortgagee's Representative	Standard matters	l
Tax statements	2 M		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	l
🔊 Certify & Sign		CP for Mortgagor's Representative	I certify that I have taken reasonable steps to confirm the identity of the person who gave me authority to lodge this instrument	l
Release		K Gray V	I certify that any statutory provisions specified by the Registrar for this class of	
S Fees		Select all parties represented	instrument have been complied with or do not apply	
🖋 Submit		He urt	will retain that evidence showing the truth of the certifications i have given and will retain that evidence for the prescribed period	l
		Mer t 11	I make the above certifications under section 27 of the Land Transfer Act 2017	l
				l
		Previous instrument Next in	strument V Proceed to sign 1 instrument	•

- 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.

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

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Si Certify & Sign Image: Certify & Sig		CP for Mortgagor's Representative	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	1
		M Previous instrument Next in	I make the above certifications under section 27 of the Land Transfer Act 2017	it Ţ

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.

Instrument No.			Instrument		Role					
20004078.1			Transfer		Transferee's Representati	ve				
20004078.2			Mortgage		Mortgagor's Representati	/e				
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x information	understand the ef	ffect of the docum	nents listed above, and	l have fully vie Format	ewed the preview of each instrument o	n screen during this sig NZ IRD No.	gning session Status	ı. Tax stat	tement	

- 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.

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I confirm that the tax information recorded in Landonline for the above instrument(s) matches the for, or the transfer is exempt from providing a tax statement.	information in the tax statement(s) supplied to me for all instrument role(s) I am signing
Choose Digital Certificate Image: Digital certificate file name Select a certificate (.p12 or .pfx file)	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
Signing has changed You will be prompted for your password in a separate window after clicking the Sign instruments button.	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 <u>customersupport@linz.govt.nz</u>
Remember you must not share your passphrase. Always ensure you are signing in accordance with the <u>Landonline Terms and Conditions</u>	®
	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.

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• I confirm that the tax information recorded in L exempt from providing a tax statement.	Authentication request		strume	nt role(s) I am signing for, or the transfer is
• Two-year Digital Certificate file: av p12	Vou are currently logged in as 8 . If this isn't you, <u>Please login again</u>		de betw ou use e	veen the Landonline application and your sither Microsoft Edge or Google Chrome.
Change digital certificate	To complete this action, please re-enter your X Landonline password		ise your ite, wat	digital certificate every time you sign. ch this <u>short video.</u>
* Certificate passphrase	Landonline Password			
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i Signing has changed You will be prompted for your password in	In using Landonline, you are agreeing to the Landonline Terms and Conditions and the Landonline <u>Privacy Statement</u>			
after clicking the Sign instruments button.	Confirm password			
Remember you must not share your passphrase. Alw accordance with the Landonline Terms and Condition	Forgotten your password? <u>Reset it here.</u>			
	View <u>Landonline alerts</u> for service availability, known issues and upcoming releases	Privacy - Term		Back Sign instruments

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

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■¥ Pre-validate Dealing	Type Description	Titles	Status
A&I	1 DM Discharge of Mortgage	96	Signed
Notice of change	🛇 2 T Transfer	96	Signed
S Certify & Sign	3 T Transfer	96	Draft
Release	✓ 4 M Mortgage	96	Draft
S Fees			
🛹 Submit			

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

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