



*Conveyancers Act 1994*

## Guidelines for Registration Applicants Individual & Partnership

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If you wish to carry on a business as a conveyancer you must be a registered Conveyancer under the *Conveyancers Act 1994*.

Holding a **Conveyancer Registration** will allow a person to carry on a business that consists of or involves the preparation of conveyancing instruments for fee or reward in South Australia.

### Licensing and Registration

Level 3  
Chesser House  
91-97 Grenfell Street  
Adelaide SA 5000

GPO Box 1719  
Adelaide SA 5001

Tel 131 882  
Fax 08 8204 9697

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

### *How do I register?*

To register as a Conveyancer, contact Consumer and Business Services (CBS), Commercial Licensing Section, on phone 131 882, or visit CBS (details above) for our service.

### *What information do I need to provide to complete an application?*

**Fees**

The correct **application and pre-grant fee**. Please refer to the fee schedule over the page.

**National Police Certificate**

A National Police Certificate (NPC) in relation to yourself and your partner (if applicable). It must be an original or certified copy and must be no more than three (3) months old preceding the date of lodgement of the registration application. To obtain this certificate you will need to apply direct to the South Australia Police.

In addition, you must provide evidence that you hold *one* of the approved **educational qualifications** listed in the education qualification section attached to this document. **All partners must hold an approved qualification.**

**Please note:**

Only original copies of qualifications and documents, or copies certified by a Justice of the Peace, will be accepted.

### *How do I finalise my application?*

Your application will contain all your details. Once you receive the application form, please do the following and return the documents to our office:

- Check your **name, address and date of birth** are correct and make any corrections (your name must be your full and legal name - i.e. what is on your birth certificate).
- Check you have **signed and dated** the application form.
- Attach any other documents requested by the Licensing Officer to complete your application.

### *How long will it take to approve my application?*

It will take up to 6-8 weeks to process your application.

**Continued overleaf...**

## Fee schedule

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### **Conveyancers Act 1994**

Fees and charges effective 1 July 2011

No GST is applicable - our ABN is 15 088 976 178

### **Application and pre-grant fees**

	<b>Application Fee</b>	<b>Pre-grant Fee</b>	<b>Total</b>
Application for registration for <b>a natural person</b>	\$244.00	\$298.00	\$542.00

**Please note:** In the event of the application being refused or withdrawn before being finalised, the pre-grant fee will be refunded. Application fees are generally non-refundable.

### **Annual registration fee**

For a natural person \$298.00

### **Other fees**

Default penalty for annual returns	\$149.00
Default penalty for audit reports	\$311.00
Replacement registration certificate fee	\$22.90

Cheques should be made payable to the Commissioner for Consumer Affairs.

Credit cards accepted are: Visa and MasterCard.

Eftpos facilities are available at our Adelaide office.

**Please note:** All fees & charges are subject to change without notice and are usually adjusted each financial year.

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## Educational qualifications

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Either the below qualifications **A, B, C, D** or **Previous Educational Qualifications** are acceptable.

**A.** Satisfactory completion of (or status granted in) the following units of competency forming part of the **Certificate IV in Conveyancing** (TAFE SA Code: *LCZ*, Nat. Code *40607SA*) conferred by the Department of Further Education, Employment, Science and Technology (TAFE SA):

- i. Work within a conveyancing environment (LCZA);
- ii. Apply contract law principles to conveyancing (LCZB);
- iii. Apply legal principles to conveyancing (LCZC);
- iv. Apply property law principles to conveyancing (LCZD);
- v. Understanding mortgages and related procedures (LCZE);
- vi. Comply with Lands Titles Office procedures (LCZF);
- vii. Research, locate and apply technical and drafting principles of the Torrens System (LCZG); and
- viii. Conduct and conclude a settlement for a client (LCZH).

### Together with either 1 or 2

**1)** Satisfactory completion of (or status granted in) the following units of competency forming part of the **Advanced Diploma of Financial Services (Conveyancing)** (Nat. Code *FNB60301*) from the Financial Services Training Package FNB99:

- i. Take instructions in relation to a transaction (FNBCNV01A);
- ii. Liaise with clients, other professionals and third parties (FNBCNV03A);
- iii. Prepare and execute documents (FNBCNV05A);
- iv. Establish, manage and administer trust accounts (FNBCNV06A);
- v. Finalise transactions (FNBCNV07A);
- vi. Obtain and analyse all information for the transaction (FNBCNV02A);
- vii. Control practice budget (FNBCNV09A); and
- viii. Manage efficient financial systems (FNBCNV19A).

### OR

**2)** Satisfactory completion of (or status granted in) the following units of competency forming part of the **Advanced Diploma of Financial Services (Conveyancing)** (Nat. Code *FNS60304*) from the Financial Services Training Package FNS04:

- i. Take instructions in relation to a transaction (FNSCONV501 A or B);
- ii. Prepare and/or analyse and execute documents (FNSCONV502 A or B);
- iii. Establish, manage and administer trust accounts (FNSCONV503 A or B)
- iv. Finalise Conveyancing transactions (FNSCONV504 A or B);
- v. Develop and nurture relationship with clients, other professionals and third party referrers (FNSICCUS501 A or B);
- vi. Obtain and analyse all information for the transaction (FNSCONV601 A or B);
- vii. Develop and manage financial systems (FNSICORG609 A or B); and
- viii. Control a budget (FNSICORG608 A or B).

*Continued overleaf ...*

**B.** Satisfactory completion of (or status granted in) the following units of competency forming part of the **Certificate IV in Conveyancing** (TAFE SA Code: *MAK*, Nat. Code *40449SA*) conferred by the Department of Further Education, Employment, Science and Technology (TAFE SA):

- i. Take instructions in a conveyancing environment (MAKC);
- ii. Apply contract law principles to the task (MAKD);
- iii. Apply commercial law principles to conveyancing transactions (MAKE);
- iv. Minimise consumer risk in conveyancing transactions (MAKF);
- v. Apply property law principles to conveyancing tasks (MAKG);
- vi. Prepare and execute mortgage documents (MAKH);
- vii. Comply with Lands Titles Office procedures (MAKK);
- viii. Research, locate and apply technical and drafting principles of the Torrens System (MAKL); and
- ix. Conduct a settlement (MAKM).

**Together with either 1 or 2**

**1)** Satisfactory completion of (or status granted in) the following units of competency forming part of the **Advanced Diploma of Financial Services (Conveyancing)** (Nat. Code *FNB60301*) from the Financial Services Training Package FNB99:

- i. Take instructions in relation to a transaction (FNBCNV01A);
- ii. Liaise with clients, other professionals and third parties (FNBCNV03A);
- iii. Prepare and execute documents (FNBCNV05A);
- iv. Establish, manage and administer trust accounts (FNBCNV06A);
- v. Finalise transactions (FNBCNV07A);
- vi. Obtain and analyse all information for the transaction (FNBCNV02A);
- vii. Control practice budget (FNBCNV09A); and
- viii. Manage efficient financial systems (FNBCNV19A).

**OR**

**2)** Satisfactory completion of (or status granted in) the following units of competency forming part of the **Advanced Diploma of Financial Services (Conveyancing)** (Nat. Code *FNS60304*) from the Financial Services Training Package FNS04:

- i. Take instructions in relation to a transaction (FNSCONV501 A or B);
- ii. Prepare and/or analyse and execute documents (FNSCONV502 A or B);
- iii. Establish, manage and administer trust accounts (FNSCONV503 A or B);
- iv. Finalise Conveyancing transactions (FNSCONV504 A or B);
- v. Develop and nurture relationship with clients, other professionals and third party referrers (FNSICCUS501 A or B);
- vi. Obtain and analyse all information for the transaction (FNSCONV601 A or B);
- vii. Develop and manage financial systems (FNSICORG609 A or B); and
- viii. Control a budget (FNSICORG608 A or B).

**OR THE FOLLOWING:**

- C.** Degree of Bachelor of Business in Property conferred by the University of South Australia, including satisfactory completion of (or status granted in) the following subjects:
- i. Law of Property;
  - ii. Real Estate Documentation 1;
  - iii. Real Estate Documentation 2; and
  - iv. Property Transactions.
- D.** Graduate Diploma in Property conferred by the University of South Australia, including satisfactory completion of (or status granted in) the following subjects:
- i. Real Estate Documentation G;
  - ii. Real Estate Documentation 2G;
  - iii. Property Transactions G;
  - iv. Property Project M;
  - v. Property Law 1M; and
  - vi. Law of Property G.

**Previous Educational Qualifications (still accepted)****Please note:**

*TAFE SA is no longer running the old Certificate IV in Conveyancing or the Advanced Diploma of Conveyancing. The revised Certificate IV in Conveyancing (MAK, Nat. Code 40449SA) and the Advanced Diploma of Financial Services (Conveyancing FNB60301) replaced those qualifications as from 1 January 2004. If you have completed the old qualifications they are still acceptable. If you have a combination of both the old and new qualifications please contact Commercial Licensing on 131 882 for further information.*

- A.** Land Broking Certificate conferred by the Department for Employment, Training and Further Education (now Department of Further Education, Employment, Science and Technology).
- B.** Degree of Bachelor of Business (Property) conferred by the University of South Australia, including satisfactory completion of (or status granted in) the following subjects:
- i. Law of Property; and
  - ii. Conveyancing 1EF; and
  - iii. Conveyancing 2EF; and
  - iv. Conveyancing Law EF;

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**C.** Satisfactory completion of (or status granted in) the following subjects forming part of the Certificate IV in Conveyancing conferred by the Department for Employment, Training and Further Education (now Department of Further Education, Employment, Science and Technology):

- i. Introduction to Conveyancing;
- ii. Contract Law;
- iii. Commercial Law Principles;
- iv. Consumer Law (Conveyancing);
- v. Property Law (Conveyancing) 1;
- vi. Property Law (Conveyancing) 2;
- vii. Mortgages;
- viii. Lands Titles Office Procedures;
- ix. Technical Principles;
- x. Settlements1; and
- xi. Accounting for non - accountants **or** Managing Finance - Performance; Setting & Achieving Budgets; Cost & Efficiency.

**AND**

Satisfactory completion of (or status granted in) the following subjects forming part of the Advanced Diploma of Conveyancing conferred by the Department for Employment, Training and Further Education (now Department of Further Education, Employment, Science and Technology):

- i. Contract Law (Conveyancing) 1;
- ii. Legal Entities;
- iii. Trusts and Transmissions;
- iv. Taxation Law (Property);
- v. Legal Drafting;
- vi. Contract Law (Conveyancing) 2;
- vii. Technical Drafting;
- viii. Commercial Leases;
- ix. Settlements 2; and
- x. Conveyancing Conduct and Practice.