

Information Privacy Act 2000

All information collected by the SRO is protected by secrecy provisions in Acts administered by the SRO and in addition, personal information you provide to the SRO is protected by the Information Privacy Act 2000. Any information collected from you is only used for the purposes of the Acts administered by the SRO. Information (including personal information) is not disclosed to third parties unless authorised by law, or with your consent.

Application to be an authorised person

To: Customer Services Branch
State Revenue Office
GPO Box 1641
MELBOURNE VIC 3001

I/We hereby apply to be declared an authorised person in relation to the following class(es) of instrument(s)

Please indicate as applicable

- Transfers of land
- Declarations of trust

The average number of original documents, excluding duplicates, likely to be endorsed in a week:

The approximate amount of duty likely to be endorsed per week:

1 – DETAILS

Legal entity seeking authorisation as an 'authorised person' under section 264 of the *Duties Act 2000*

The nature of business or profession

ACN

ABN

RBN

Trading as (*if trading under a name different from above*)

Address (*actual location of principal place of business*)

Postal address (*for example PO Box number*)

State

Postcode

Victorian DX Address

2 – DESIGNATED SIGNATORIES WHO WOULD BE ENDORSING DOCUMENTS WITH STAMP DUTY ON BEHALF OF AUTHORISED PERSON (ASSOCIATED AUTHORISED PERSONS)

Please provide name, signature and initials of each person

Name (print full name) _____	Signature _____	Initials _____
Name (print full name) _____	Signature _____	Initials _____
Name (print full name) _____	Signature _____	Initials _____
Name (print full name) _____	Signature _____	Initials _____
Name (print full name) _____	Signature _____	Initials _____

If there is insufficient space, please attach a schedule including signatory names, signatures and initials of each person.

NOTE: The SRO will conduct a National Police Record check on all above persons. By signing this form you are authorising the SRO to disclose to the legal entity seeking authorisation as an 'Authorised Person' whether or not you have passed the probity checks. The SRO will not disclose the specifics of the probity checks.

Depending on the outcome of the probity checks, a person may not be approved as an Associated Authorised Person.

3 – CONTACT PERSON

Name of contact person for queries _____	Telephone number of contact person () _____	E-mail _____
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4 – CERTIFICATION

I certify that the information disclosed in this application is true and correct.

Signature of Applicant or Officer of Applicant _____	Date D D M M Y Y Y Y	
Print Name _____	Position _____	
Telephone number () _____	Facsimile number () _____	E-mail _____

Application to be an authorised person

INTRODUCTION

The Document Return System (DRS) has been designed to enable Authorised Persons, specifically taxpayers or persons acting on their behalf or persons acting in any other capacity, to meet their obligation to stamp documents without the necessity of presenting such documents to the State Revenue Office (SRO) for stamping.

Persons who are authorised under the DRS may endorse documents at their place of business. Payment is then made to the Commissioner of State Revenue for the total amount of duty endorsed on the documents with the lodgement of a periodic return.

APPLICATIONS FOR APPROVAL

Who Can Apply?

Any person, persons who are partners in a firm, or any corporation, company or society can apply.

How Can I Apply?

Complete the application form and forward it to the following address:

Customer Services Branch
State Revenue Office
GPO Box 1641
Melbourne VIC 3001

Copies of the application form can be obtained from www.sro.vic.gov.au or the Customer Service Centre of the State Revenue Office, situated at Level 2, 121 Exhibition Street, Melbourne, Victoria or by calling 13 21 61

WHAT SHOULD ACCOMPANY THE APPLICATION?

- Consent to Check and Release National Police Record forms completed by all the directors and secretary (for a company), all partners (for a partnership), the proprietor (for a sole-trader) and all persons nominated in Part 2 of the application. These forms are available from the State Revenue Office and they should be accompanied with a copy of one of the following:
 - driver's licence;
 - passport; or
 - birth certificate.

CONSIDERATION OF APPLICATIONS

In considering an application, the following factors will be taken into account:

- the number of original documents, excluding duplicates, likely to be endorsed by the applicant;
- the accessibility of the records for inspection;
- the level of knowledge, experience and past history of the applicant in relation to the assessment and payment of stamp duty (as monitored by the SRO); and
- whether the applicant has the capacity to provide the Commissioner with substantial and continuing assistance in the task of administering the relevant legislation.

In assessing suitability to become an Authorised Person the SRO will conduct a number of probity checks. These checks will apply to the applicant as well as all persons nominated in Part 2 of the application. Where the applicant is a company the officers of the company will also be included in the process.

As part of the process, the National Police Record will be checked. In addition to the National Police Record checks, further probity checks will be conducted, which will include enquiries with other Federal and State agencies. Interviews may also be held to assess the applicant's suitability as an Authorised Person.

An application may be rejected OR conditionally approved subject to the removal of that person as a result of a probity check. The SRO will not disclose the specifics of the probity check.

If an application is approved, an agreement setting out the terms and conditions of the DRS, to which the applicant would be subject, will be required to be entered into.

WHAT DOCUMENTS MAY BE INCLUDED IN RETURNS?

Type of Documents Approved

- transfers of land; and
- declarations of trust.

Types of Documents Not Approved

Not all documents can be endorsed by Authorised Persons. For the complete list of the type of documents that are, or are not, approved for stamping, please refer to the 'Document Stamping Requirements' publication that can be obtained from www.sro.vic.gov.au

WHAT DOCUMENTS MAY BE INCLUDED IN RETURNS?

Once having gained approval, an Authorised Person will be required to lodge returns on a daily or weekly basis, providing details of the documents endorsed and accompanied by payment of the appropriate amount of stamp duty payable in respect of those documents.

In determining the most appropriate period of return, consideration will be given to the anticipated volume of original documents excluding duplicates likely to be returned by the Authorised Person. The table below illustrates the likely period of return.

Period of statement	Volume of original documents
Daily	200 or more documents a week.
Weekly	Between 15 and 200 documents a week.

By correspondence

Customer Services Branch, State Revenue Office, GPO Box 1641, MELBOURNE VIC 3001 or DX220090 Melbourne

In person

Customer Service Centre, Level 2, 121 Exhibition Street, Melbourne.

Hours of operation: Mon, Tues, Thurs, Fri – 8:30am to 4:30pm **Wed – 8:30am to 1:00pm**

Internet www.sro.vic.gov.au
E-mail drsadministrator@sro.vic.gov.au
Telephone 03 9628 0160
Facsimile 03 9628 0021