

# Document Lodgement Form

OFFICE USE ONLY

Complex

Drop Off

## Do you need to complete this form?

This form must be completed when lodging 'Complex' documents or alternatively documents required to be 'dropped-off' for assessment at the SRO Customer Service Centre. A separate Document Lodgement Form should be used for either category of document.

## Applicant details

Client name (please print)

Client Identification number

## Lodgement Details

Liable Party Name	Customer Reference	Number of instruments lodged per transaction (e.g. Transfer of Land x3)	SRO Use Only
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
<b>Total</b>			

## Acknowledgement

Lodged by

Date

D	D	M	M	Y	Y	Y	Y
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Signature

## Privacy

This information is collected by the SRO to assist in the administration of a transaction(s) lodged at the Customer Service Centre for later processing. If you do not provide the information requested, there may be a delay in processing these transactions. The information collected may be used for the purposes of other SRO legislation. Where authorised to do so, we may also disclose the information on this form to other Government agencies, including the ATO, State and Territory Revenue Offices, and other law enforcement agencies. You can find out more about how we use and protect your information in our Privacy Policy on [www.sro.vic.gov.au](http://www.sro.vic.gov.au). If you require access to the information you have provided us, please contact the SRO on 13 21 61.

## Lodgement

Lodge this form with the State Revenue Office.

**In person**

State Revenue Office, Level 2, 121 Exhibition Street, Melbourne (corner of Exhibition and Bourke Streets)

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