

Request for online client reference number

Clients that frequently lodge conveyance transactions using online Smart Forms with the ACT Revenue Office may apply for a unique 6 digit client reference number (CRN) for online lodgments.

Clients wishing to apply for a CRN should complete and sign this form and email it to the ACT Revenue Office at: DGC@act.gov.au. The ACT Revenue Office will then create your online details and email you the associated CRN. The Client details provided below will be auto filled into the online conveyance SmartForm upon the client entering this number.

Client details:

Lodger name (Company Name)*	
Contact Officer*	
Postal Address*	
Contact Telephone Number*	
Contact Email Address*	
ABN Number*	

*Mandatory fields

Lodgment information:

- Conveyance transactions with an execution date prior to 18 September 2017 are required to be lodged with full payment within 90 days from the date of execution of the grant, transfer or agreement, whichever is earlier or within 14 days of the occurrence of one of the events mentioned in section 16A (1) of the *Duties Act 1999* for an Off the Plan Agreement.
- Conveyance transactions with an execution date on or after 18 September 2017, which do not affect the land titles register, are required to be lodged with full payment within 90 days from the date of execution of the grant, transfer or agreement, whichever is earlier.
- Conveyance transactions resulting in a change to the land titles register which require either supplementary information or approval from the Commissioner for ACT Revenue, should submit the online conveyance SmartForm prior to lodging documents with the Land Titles Office for title registration, noting that documents for title registration must be lodged within 14 days of Settlement occurring.
- The Commissioner may terminate the use of a client reference number at any time.

Declaration and undertaking:

I of, declare that by signing this form I have read and understood the lodgment information and that I will be provided with a client reference number to use when completing online Smart Forms for conveyance transactions. Furthermore, if any of the above client details change I will notify the ACT Revenue Office immediately.	
SIGNED:	DATE:

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE (*Criminal Code 2002*)

Privacy Notice: Please follow this link <https://www.revenue.act.gov.au/privacy> to read our privacy policy, which sets out how personal information is collected, used and disclosed by the Commissioner for ACT Revenue and the ACT Revenue Office, how you may access and seek correction of your personal information, and how you may complain about breaches of privacy.