

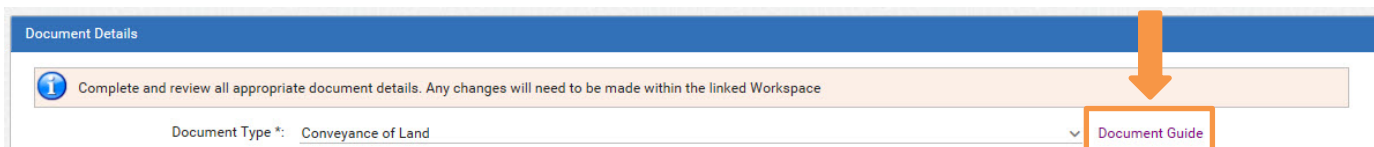
The **Details** page will vary slightly depending on whether you are submitting a document for an opinion assessment or whether you are completing a self-determination document.

When the document is associated with a Commonwealth Reporting Workspace, the relevant data will be prefilled and you will not have to repeat any data entry. Data displayed from the Workspace is not editable in this page.

Note: If there were errors with the Workspace data or there is incomplete data for that particular document type you will need to return to the Commonwealth Reporting Workspace to correct the discrepancy.

If the document is not linked to Commonwealth Reporting, you will need to complete additional [data entry](#).

1. Select a **Document Type** from the list. If you are unsure what Document Type is appropriate then please refer to the **Document Guide**.



If no **Document Type** has been selected when you navigate to the **Document Guide** you will be navigated to the menu at the start of the Document Guide.

If you have selected a **Document Type** and you subsequently select the **Document Guide** then you will be navigated to the page for the Document Type you have selected.

The document types available are based on a tiered structure:

- Document Type
- Document Name
- Exemption Provision

You will only be displayed the **Document Name** and **Exemption Provision** tiers where they are applicable to your selections.

Document Details

Complete and review all appropriate document details. Any changes will need to be made within the linked Workspace

Document Type *: Conveyance of Land Document Guide

Document Name: Exemptions

Exemption Provision *: Pursuant to 71CA

Document Date *: 03/05/2018 ⓘ Contract Date: 12/04/2018 ⓘ

Interstate: ⓘ

Lodging Party Reference: _____ ⓘ No. Copies: 0

2. Indicate whether **Section 67** applies to the transaction.
3. Indicate if the document was executed **Interstate**, and if so, the **Date Entered SA**.
4. You have the option of adding your internal reference (alpha numeric) in the **Lodging Party Reference** field.
5. Enter the **number of copies** that require stamping.
6. Once you have completed all mandatory information you can select the **Calculate** button. This will calculate all dutiable fees.

LTO Fees

LTO Fees can be added, calculated, and paid through RevenueSA Online for appropriate Self Determination document types. LTO Fees are not applicable for eConveyancing documents or Opinion documents.

LTO Fees

Calculate and Pay LTO Fees:

Number of New CTs: 0 ⓘ New CT Fee (\$): 0.00 ⓘ


Fee (\$): 1,788.50 ⓘ Admin Fee (\$): 15.00 ⓘ Calculate

Total (\$): 1,803.50

1. To apply LTO Fees click the **Calculate and Pay LTO Fees** checkbox
2. Input the **Number of New CTs** (if applicable)
3. Select **Calculate** to display the total

Data Entry

If the document you are completing is not of a nature that requires a Commonwealth Workspace you will need to provide some basic data relating to the transaction.

Use the  button add in any **Titles** that might be applicable to the transaction and add the **Party Details**. You are required to add at least one party for the transaction to continue.