Request a Counterpart Stamp Certificate on ROS

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You can request a Counterpart stamp certificate:

(a) at the time of completing the Stamp Duty return on ROS (on the **Request Counterparts Screen**), or

(b) after the Stamp Duty return has been filed.

To request a Counterpart Stamp Certificate after the Stamp Duty return has been filed, you should follow the instructions set out below.

Step 1: Log into ROS

Step 2: From the **My Services** menu **File a Return** section:

- click **Complete a Form Online**,

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- select Tax Type **Stamp Duty**,

- select Return Type **Number of Counterparts**,

- click **File Return**.

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Step 3: Enter the Document ID number in the field provided and click **Search**.

Step 4: At the bottom of the **Summary & Calculation Screen** click **Number of Counterparts**.

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Step 5: Enter the number of Counterpart Stamp Certificates required and press **Continue**.

The **Summary & Calculation Screen** will display and show the Counterpart Document ID and the Counterpart Duty payable.

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Step 6: If all is in order, click **Continue to Submit** at the end of the **Summary & Calculation Screen** and then continue to **Sign & Submit**.

Details of the request will display in your ROS inbox. You must contact the National Stamp Duty Office in order to release the Stamp Certificate. Once released the Counterpart Certificate will issue to your ROS inbox. You will receive a Stamp Certificate for each Counterpart.

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