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|  | LAND TITLESACCESS CANBERRA Chief Minister, Treasury and Economic Development Directorate  **APPLICATION TO CORRECT THE REGISTER** |
| |  | | --- | | **Form 004 - CR** | | ***Land Titles Act 1925*** |

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| IMPORTANT INFORMATION  This form is to be used to lodge an application to correct the register under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr). |
| PRIVACY NOTICE  The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy> |
| INSTRUCTIONS FOR COMPLETION   * Satisfactory evidence in support of this application must be provided to the Registrar-General. * The certificate of title or production of title consenting to the registration of this document is required for lodgement. * All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only. * This office will not accept lodgement of this form if it is not completed in full. * Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape. * One form of Primary Identification – Original or Certified Copy of Birth Certificate, Citizenship Certificate or Passport * One form of Secondary Identification – Original or Certified Copy of Drivers Licence, Medicare Card, Pension Card or Tax File Number Declaration issued by the Australian Taxation Office. * Execution by:  1. **A Natural Person** – Should be witnessed by an adult person who is not a party to the document. 2. **Attorney** – if this document is executed by an Attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority e.g. “AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No…… of which he/she has no notice of revocation”. (This execution requires a witness). 3. **Corporation** – Section 127 of the *Corporations Act* provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:    * 1. Two directors of the company;      2. A director and a secretary of the company; or      3. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (No witness is required for this execution). |
| |  |  | | --- | --- | | LODGEMENT AND CONTACT INFORMATION | | | **Email:**  [actlandtitles@act.gov.au](mailto:actlandtitles@act.gov.au)  **General Enquiries:**  (02) 6207 0491 | **In Person:**  Environment, Planning and Land Shopfront  Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson  Opening hours - Monday to Friday 8:30am to 4:30pm *(excluding public holidays)* | |

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| **LODGING PARTY DETAILS** | | | | |
| Name | Email Address | Customer Reference Number | Contact Telephone Number |
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| **TITLE AND LAND DETAILS** | | | | |
| Volume & Folio | District/Division | Section | Block | Unit |
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| **APPLICANT/S** (Provide Full Name, Surname Last) | **FULL POSTAL ADDRESS** (including postcode) |
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| **CAPACITY OF APPLICANT/S** (tick whichever is applicable) |
| Registered Proprietor/s or  Legal Practitioner or  Mortgagee in Mortgage No Executor **or**  Other (please state) |

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| **NAME AND ADDRESS OF REGISTERED PROPRIETOR/S** (Complete where the Applicant is NOT a registered proprietor) |
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| **REASON FOR CORRECTION** (Please provide clear instructions/details as to the proposed correction to the register) |
| (This section should include – What the error is, how and when the error occurred, who made the error and what needs to be done to fix the error) |

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| **SUPPORTING DOCUMENTS** (the following documents are required in support of this application) |
| Statutory Declaration/s (from all parties affected by the correction) Contract for Sale (if required) Other (please specify) |

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| **DATE** |
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| **CONSENT** | |
| Print full name of person consenting and the capacity under which consenting (eg, Registered Proprietor)    Signature or common seal of Consenting Party | Print full name and address of witness    Signature of witness |

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| **APPLICANT’S EXECUTION** | |
| Print full name of Applicant    Signature or common seal of Applicant | Print full name and address of witness    Signature of witness |

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| **OFFICE USE ONLY** | | | |
| Lodged by |  | Certificate of title lodged |  |
| Birth Certificate/Passport |  | Drivers Licence |  |
| Citizenship Certificate |  | Medicare/Pension Card No. |  |
| Data entered by |  | Certificates attached to title |  |
| Registered by |  | Attachments / Annexures |  |
| Registration date |  | Production number |  |

Commonwealth of Australia

**STATUTORY DECLARATION**

*Statutory Declarations Act 1959*

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| *1 Insert the name, address and occupation of person making the declaration* | I/We,1  make the following declaration under the *Statutory Declarations Act 1959:* |
| *2 Set out matter declared to in numbered paragraphs*  *3 Signature of person making the declaration* | 2  I/We understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*,and I believe that the statements in this declaration are true in every particular. |
| *4 Place*  *5 Day*  *6 Month* *and year*  *7 Signature of*  *person before*  *whom the*  *declaration is*  *made (see over)*  *8 Full name,*  *qualification and*  *address of person*  *before whom the*  *declaration is*  *made (in printed*  *letters)* | Declared at: .................................................... on ........................................................................  *[place] [date]*  in the presence of an authorised witness, who states:  I, ...................................................................... , a .......................................................................,  *[name of authorised witness] [qualification of authorised witness]*  certify the following matters concerning the making of this statutory declaration by the person who made it:  *[\* please cross out any text that does not apply]*  1. \*I saw the face of the person *OR* \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and  2. \*I have known the person for at least 12 months *OR* \*I have confirmed the person’s identity using an  identification document and the document I relied on was …………...………………………………….  [*describe identification document relied on]*  ................................................................. ........................... ..................................................................  *[Name and signature of authorised witness] [date] [address of the authorised witness]* |

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before–**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor Dentist Legal practitioner

Medical practitioner Nurse Optometrist

Patent attorney Pharmacist Physiotherapist

Psychologist Trademarks attorney Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants’ Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff’s officer

Teacher employed on a full-time basis at a school or tertiary education institution