

ACT GOVERNMENT
Land Titles Act 1925
 Registrar-General's Office



REQ

Form 033

Lodging Party

Registrar-General's Office

REQUISITION OF LODGED DEALINGS

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF

This requisition will be registered against the title in place of the original documents. If however, the requisitioned documents are not amended within the required timeframe, the Registrar-General will reject the documents outright and remove the requisition dealing from the title by lodging a withdrawal of requisition form.

1. LAND

Vol:Fol	District/Division	Section	Block	Unit

2. LODGING PARTY

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BOX NO (if applicable)

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3. DATE REQUISITIONED

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4. PARTIES TO DOCUMENT

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5. EXAMINER'S NAME

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6. DOCUMENTS BEING REQUISITIONED (PROVIDE DETAILS OF ALL DOCUMENTS IN DEALING GROUP)

Dealing Number	Doc Type	Dealing Description	Details of the Requisition – if in registerable form identify 'No Action Required'

The documents identified above, will be rejected without refund of lodgement fees, after two calendar months from the date of this notice. A final notice will be issued as a reminder after one calendar month.

NO EXTENSIONS OF TIME WILL BE GRANTED

7. EXECUTION

Signed in my presence by the Deputy Registrar-General
Signature of Deputy Registrar-General/s

8. COLLECTION STATEMENT

RECEIPT OF THE ORIGINAL DOCUMENTS AND TITLES IS HEREBY ACKNOWLEDGED BY:
Name of Person Collecting the Documents
Signature of Person Collecting the Documents

9. E-MAIL ADDRESS TO SEND CUSTOMER REMINDER NOTICE AND REJECTION NOTICE

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10. COLLECTION DATE

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11. OFFICE USE ONLY

Sent to Lodging Party by (Deputy Registrar-General's name and signature)		Date Sent to Lodging Party	
Scanned by		Date Scanned	
Date due for Final Notice (include in IDMS)		Date Final Notice Sent	
Rejected by (Deputy Registrar-General's name and signature)		Date Rejected	

PRIVACY STATEMENT

S.43 of the *Land Titles Act 1925 (LTA)* authorises the Registrar-General to collect the information required by this form for the establishment and maintenance of the Land Titles Register. S.65-67 LTA requires that the Register be made available to any person for search, upon payment of a fee. The information is regularly provided to various ACT Government agencies, including the ACT Department of Urban Services, ACT Planning and Land Authority (ACTPLA), ACT Treasury, Canberra Connect and ActewAGL for conveyancing, municipal account, administrative, statistical and valuation purposes. ACTPLA and agencies within the ACT Department of Urban Services may also use the information supplied to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

SCHEDULE OF NOTES

1. This form is to be used by the Registrar-General for the purposes of identifying that a document lodged against this particular title has been placed in requisition and must be amended before registration can take place.
2. The requisition will be registered against the title in place of the original documents. If however, the requisitioned documents are not amended within the required timeframe, the Registrar-General will reject the documents outright and remove the requisitioned dealing from the title by lodging a withdrawal of requisition form. The documents identified above, will be rejected without refund after two calendar months from the date of this notice.
3. A final notice will be issued as a reminder after one calendar month.
4. Documents must be typed or completed preferably in black ink or biro.
5. Alterations to information entered on the form should be made by crossing out (not erasing or obliterating by painting over) and should be initialled by the parties.
6. Volume and Folio references must be given. Insert unit number if the land is land under the *Unit Titles Act 2001*.
7. Provide details of the lodging party.
8. Provide details of the issues to be raised with the lodging party with regard to the documents.
10. Execution by the Deputy Registrar-General
 - **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.