

**ACT GOVERNMENT**  
*Land Titles Act 1925*  
*Duties Act 1999*  
**Registrar-General's Office**



Duty Only

**TSL**  
Form 068

**TRANSFER OF SUBLEASE / HEADLEASE  
OR UNDERLEASE**

Lodging Party

Box Number

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

The transferor transfers to the transferee the estate or interest in the land described in item 1, subject to the mortgages, encumbrances and other instruments affecting the land, including any created by dealings lodged prior to this application and any restrictive covenants and together with any easements in the Crown Lease or created by deed.

**1. LAND**

Vol:Fol	District/Division	Section	Block	Unit	Instrument No/ Associated Dealing No

**2. TRANSFEROR / SELLER**

Full Name (Surname Last)	Estate or Interest Transferred
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**3. TRANSFEREE / BUYER**

Full Name (Surname Last)	Full Postal Address (after transfer)
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**4. FORM OF TENANCY** (delete whichever is not applicable)

Joint Tenants / Tenants in Common in the following shares
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**5. CONSIDERATION**

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**6. EXECUTION**

Signed by the Transferor / Seller          Signature of the Transferor / Seller	Signed in my presence          Signature of Witness          Full Name of Witness
	Signed in my presence          Signature of Witness          Full Name of Witness
Signed by the Transferee/ Transferee's Solicitor          Signature of Transferee / Transferee's Solicitor	Signed in my presence          Signature of Witness          Full Name of Witness

## 7. DATES

Agreement for Sale Date		Settlement Date	
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## 8. OFFICE USE ONLY

Lodged by		Certificates Lodged	
Data Entered by		Attachments Lodged	
Examined by			
Registered by		Registration Date	

### 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 only for a transfer by the owner in respect of a sublease/headlease or underlease. It means a passing of any estate or interest in land under the *Land Titles Act 1925* whether for valuable consideration or otherwise.
2. A transfer of sublease/headlease or underlease is required to be marked by ACT Revenue.
3. It is not necessary to provide a copy of the sublease.
4. It is not necessary to produce the certificate of title.
5. Documents must be typed or completed in black ink or biro.
6. 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.
7. If there is insufficient space in any panel use an annexure sheet.
8. Volume and Folio references must be given. Insert unit number if the land is land under the *Land Titles (Unit Titles) Act 1970*. Please complete all required references as appropriate.
9. Transfer of Sublease/Headlease – provide sublease number.
10. Transfer of an Underlease – provide sublease/headlease number and underlease number.
11. Provide full names of the transferor who is undertaking the transfer, including the estate or interest transferred.
12. Provide full names of the transferee, including their postal address.
13. Provide the form of tenancy (joint tenants or tenants in common)
14. Provide the consideration (sale price, deed, court order or love and affection).
15. Execution by
  - **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
  - **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 eg. "AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation".
  - **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:
    - a. Two directors of the company;
    - b. A director and a secretary of the company; or
    - c. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director.

**NB** The normal witnessing provisions in the *Land Titles Act 1925* do not apply to execution by a corporation as above, but do apply to execution by the attorney of a corporation.