

ADI

Form 216

**ACT GOVERNMENT***Registration of Deeds Act 1957 and Instruments Act 1933*

Registrar-General's Office

APPLICATION TO REGISTER A DEED OR INSTRUMENT**PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH))****PRIVACY NOTES**

The *Registration of Deeds Act 1957* and the *Instruments Act 1933* authorise the Registrar-General to collect the information required by this form in processing your application. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988 (C'wlth)*. However, the Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have the legal authority to request information under prescribed circumstances.

GENERAL INFORMATION ABOUT DEEDS

This form may be used to apply to the Registrar-General to register a deed. A deed includes any document whether under seal or not other than a will, an instrument that is in accordance with the provisions of the *Land Titles Act 1925* and purports to transfer or otherwise deal with or affect an estate or interest in land under the provisions of that Act, or a document that evidences or purports to evidence a change of a person's name. The Registrar-General may register a deed if it is accompanied by a copy of that deed, a statutory declaration stating that the copy is a true copy of the original deed and if the deed has endorsed on it, or attached to it, a statutory declaration made by a party to the deed verifying the due execution of the deed. The Registrar-General may refuse to accept a deed, or the copy, for registration if it is not legibly written or on paper of a size or quality not approved by the Registrar-General.

GENERAL INFORMATION ABOUT INSTRUMENTS

This form may be used to apply to the Registrar-General to register an instrument. An instrument includes a bill of sale, liens on crops, stock mortgages and related discharges. The Registrar-General may register an instrument if it is accompanied by a copy of that instrument, a statutory declaration stating that the copy is a true copy of the original instrument and a statutory declaration or affidavit of the time the instrument was made. Instruments may only be registered if lodged with the Registrar-General within 30 days of the instrument being made.

FEES CURRENT TO 30 JUNE 2007

The fee to lodge a deed for registration is \$83.00 and the fee to lodge an instrument for registration is \$38.00. Payment can be made by cash, credit card, EFTPOS, money order or cheque, all cheques and money orders should be made payable to the Registrar-General. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

CONTACT DETAILS

The Registrar-General's Office is located at 255 Canberra Avenue, Fyshwick ACT 2609. Our postal address is PO Box 225, Civic Square ACT 2608. Our office hours are 8:30am to 4:30pm Monday to Friday. You may also download forms and information from our website at www.rgo.act.gov.au or contact this office on (02) 6207 0460.

Telephone Interpreter Services

If English is not your first language, and you need help with this form, please telephone 131 450 for assistance 24 hours a day.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت لمساعدة في الترجمة الشفوية، إتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajnunja t'interpretu, ċempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodioca telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:

TRANSLATING AND INTERPRETING SERVICE**131 450**

Canberra and District - 24 hours a day, seven days a week

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Registration No

Related Registration No

ACT GOVERNMENT*Registration of Deeds Act 1957 and Instruments Act 1933*

Registrar-General's Office

APPLICATION TO REGISTER A DEED OR INSTRUMENT**DETAILS OF LODGING PARTY**

Surname

Given names

Name of organisation

Telephone number during business hours

E-mail address

TYPE OF DOCUMENT BEING LODGED

Deed type

Instrument type

PARTY 1 INFORMATION -

For example the persons or organisations giving power of attorney, the donor or mortgagor

Full name

Address

Occupation

Full name	Address	Occupation

PARTY 2 INFORMATION -

For example the persons or organisations receiving power of attorney, the donee or mortgagee

Full name

Address

Occupation

Full name	Address	Occupation



ACT GOVERNMENT
Statutory Declarations Act 1959
Registrar-General's Office

STATUTORY DECLARATION

COPY OF DOCUMENT BEING A TRUE COPY OF ORIGINAL DOCUMENT

I,	being a (occupation)	
of (address)		Postcode

Make the following declaration under the *Statutory Declarations Act 1959* and do solemnly and sincerely declare that the copy of the deed / instrument contained on the following page/s has been compared by me with the original deed / instrument and is a true copy thereof. I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Declared at (suburb/town)

State/Territory

Applicant's signature

Dated on

Before me (signature of witness)

Qualification of witness

Telephone contact of witness

Full name of witness

Address of witness

Note 1 – A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*.

Note 2 – Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

Note 3 – For a complete list of whom a statutory declaration made under the *Statutory Declarations Act 1959* may be made before, refer to schedule 2 of the *Statutory Declarations Regulations 1993*.