



APPLICATION TO AMEND COMMUNITY TITLE SCHEME

Form 098 - CTSA

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge an application to amend a community title scheme under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.ors.act.gov.au.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form. The Registrar-General provides identifiable information to the information is regularly provided to various agencies including, but not limited to, the ACT Planning and Land Authority, ACT Treasury, Canberra Connect and ACTEWAGL for conveyancing, municipal account administrative, statistical and valuation purposes. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

CONTACT INFORMATION

Lodge in person at the Office of Regulatory Services:	255 Canberra Avenue, Fyshwick ACT 2609
Office Hours:	9:00am to 4:30pm Monday to Friday
General enquiries telephone number:	(02) 6207 0491
Website address:	www.ors.act.gov.au

INSTRUCTIONS FOR COMPLETION

- The certificate of title for the common property and each affected parcel is required for lodgement.
- If completing this form by hand please use a 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.
- Ensure all required documents are attached.
- Execution by:
 - a) **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
 - b) **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).
 - c) **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:
 - i. Two directors of the company;
 - ii. A director and a secretary of the company; or
 - iii. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (This execution does not require a witness).
- The following forms of execution are suggested –
 - a) **With A Common Seal**
The common seal of ABC Pty Ltd/Ltd ACN.....
was affixed in the presence of-
.....(signature)
.....(director/secretary)*
(*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’) - (This execution does not require a witness).
 - b) **Without A Common Seal**
Signed by ABC Pty Ltd/Ltd ACN.....
.....(signature)
.....(director/secretary)*
(*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’) - (This execution does not require a witness).



LAND TITLES
 OFFICE OF REGULATORY SERVICES
 Department of Justice and Community Safety

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LODGING PARTY DETAILS

Name	Postal Address	Contact Telephone Number

COMMUNITY TITLE SCHEME DETAILS

Scheme Number	Volume and Folio Details of Existing Common Property Titles

ADDITIONAL, IF ANY, TITLE AND LAND DETAILS PROPOSED AS COMMON PROPERTY

Volume & Folio	District/Division	Section	Block	Unit

TITLE AND LAND DETAILS NOT BEING COMMON PROPERTY TO BE REMOVED, IF ANY

Volume & Folio	District/Division	Section	Block	Unit

ADDITIONAL, IF ANY, TITLE AND LAND DETAILS NOT BEING PROPOSED AS COMMON PROPERTY				
Volume & Folio	District/Division	Section	Block	Unit

DOCUMENTS TO BE ATTACHED
<ol style="list-style-type: none"> 1. The proposed scheme as amended, indicating the amendments; 2. Authorisation from ACT Planning and Land Authority; 3. Certificates of title to any land not formerly within, or being removed from, the scheme; and, 4. An updated Lot Entitlement Schedule (CTSE).

DEVELOPER'S/ BODY CORPORATE'S EXECUTION	
Name of developer/body corporate	Full name of witness (if required)
Signature or common seal of developer/body corporate	Signature of witness (if required)
Dated	Dated

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	