



## REQUISITION OF LODGED DEALINGS

Form 033 - REQ

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge a requisition of lodged dealings 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.ors.act.gov.au](http://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 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](http://www.ors.act.gov.au)**

### INSTRUCTIONS FOR COMPLETION

- This document will be registered against the relevant title. The requisition and its withdrawal will not clear from title until the original has been increased by the Registrar-General.
- 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.
- Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.
- 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).



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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 requisitioned dealing from the title by lodging a Withdrawal of Requisition form (WREQ).

| LODGING PARTY DETAILS |                                  |                     |  |  |
|-----------------------|----------------------------------|---------------------|--|--|
| Name                  | Land Titles Examiner's Full Name | Date of Requisition |  |  |
| Registrar-General     |                                  |                     |  |  |

  

| TITLE AND LAND DETAILS |                   |         |       |      |
|------------------------|-------------------|---------|-------|------|
| Volume & Folio         | District/Division | Section | Block | Unit |
|                        |                   |         |       |      |

  

| LODGING PARTY OF REQUISITIONED DEALINGS |
|---|
|   |

  

| PARTIES TO DOCUMENT REQUISITIONED |
|-----------------------------------|
|                                   |

  

| DEALING NUMBER | DOC TYPE | DEALING DESCRIPTION | DEALING DESCRIPTION |
|----------------|----------|---------------------|---------------------|
|                |          |                     |                     |
|                |          |                     |                     |
|                |          |                     |                     |
|                |          |                     |                     |
|                |          |                     |                     |
|                |          |                     |                     |

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

**NO EXTENTIONS OF TIME WILL BE GRANTED – UNDER ANY CIRCUMSTANCES.**

| DEPUTY REGISTRAR-GENERAL'S EXECUTION  | COLLECTION STATEMENT  |
|---|---|
| <p>Print full name of Deputy Registrar-General</p><br><br><br><br><br><br><br><br><br><p>Signature of Deputy Registrar-General</p> <p>Dated</p> | <p><b>RECEIPT OF THE ORIGINAL DOCUMENTS AND TITLES IS<br/>HEREBY ACKNOWLEDGED BY –</b></p> <p>Print full name of person collecting document</p><br><br><br><br><br><br><p>Signature of person collecting document</p> <p>Date Collected -</p> |

| OFFICE USE ONLY                                  |  |                          |  |
|--|--|--------------------------|--|
| Email address to send Client Notification of REQ |  | Date Rejected            |  |
| Date due for final notice                        |  |                          |  |
| Date final notice sent                           |  | Registration date of REQ |  |