



BIRTHS, DEATHS AND MARRIAGES
OFFICE OF REGULATORY SERVICES
Department of Justice and Community Safety
**APPLICATION TO REGISTER A DEED
OR INSTRUMENT**



Form 216 - ADI

*Registration of Deeds Act 1957
Instruments Act 1933*

IMPORTANT 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, or an instrument that is in accordance with 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 purports to change 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 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.

IMPORTANT INFORMATION ABOUT INSTRUMENTS

The form may be used to apply to the Registrar-General to register an instrument. An instrument includes a bill of sale, liens on crop, 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 2010

The fee to lodge a deed for registration is \$92.00 and the fee to lodge an instrument for registration is \$41.00. Payment can be made by cash, credit card, EFTPOS, money order or cheque. All cheques and money orders should be made payable to the Office of Regulatory Services. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear. An additional \$5.00 registered person to person postage fee applies for any documents returned by post.

PRIVACY INFORMATION

The *Registration of Deeds Act 1957* and the *Instruments Act 1933* authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (Cwlth). The register of deeds and instruments may be accessed by members the public upon application and payment of the appropriate fee.

CONTACT INFORMATION

Send completed forms to the **Office of Regulatory Services:** **GPO Box 158, Canberra ACT 2601**
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 0460**
Website address: www.ors.act.gov.au

INSTRUCTIONS FOR COMPLETION

- If completing this form by hand please use a blue or 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 blue or black pen and substitute information must be clear and all parties must sign in the margin. Do not use white out.

If you require further information or need advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



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Related registration Number (Office use only)		Registration Number (Office use only)	
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DETAILS OF LODGING PARTY

Surname	Given Names
Day time telephone number	Name of organisation
Postal Address	

TYPE OF DOCUMENT BEING LODGED

Deed type (If applicable)	Instrument type

PARTY 1 INFORMATION (For example; persons or organisations giving power of attorney, the donor or mortgagor)

Surname/Organisation Name	Given Name(s) (If not an organisation)

PARTY 2 INFORMATION (For example; persons or organisations receiving power of attorney, the donee or mortgagee)

Surname/Organisation Name	Given Name(s) (If not an organisation)

PAYMENT DETAILS

<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Expiry Date	/	Amount	\$
Cardholder Name	Cardholder Signature			
Card Number				

STATUTORY DECLARATION

I, (full name)			being a (occupation)		
Of (address)					
make the following declaration under the <i>Statutory Declarations Act 1959</i> :					
<ul style="list-style-type: none"> 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 section 11 of the <i>Statutory Declarations Act 1959</i> , and I believe that the statements in this declaration are true in every particular.					
Signed (applicant's signature)		Declared at (place)		On (date)	
Before me, (signature of witness)			Full Name of Witness		
Qualification of Witness (Justice of the Peace, Solicitor, Police Officer or BDM Staff)					
Address of Witness					

Please Note: Registration of a Deed requires attached to it, or endorsed on it, a statutory declaration made by a party to the deed verifying the due execution.

Please Note: For registration of a Power of Attorney please ensure the document has been executed properly and includes the following.

- The Power of Attorney has been signed and dated by two adult witnesses in the presence of the principal and each other.
- The Power of Attorney contains a certificate by each witness stating;
 - The principal signed the power of attorney voluntarily in the presence of the witness; and,
 - At the time the principal signed the power of attorney, the principal appeared to the witness to understand the nature and effect of making the power of attorney.

A person cannot be a witness to a power of attorney if the person is signing the power of attorney as the principle or a person appointed as attorney under the power of attorney. A person cannot be a witness if they are a child.

Only one of the witnesses to the power of attorney can be a relative of the principal or a person appointed as attorney under the power of attorney.