



**Form 051 - PROD**

**PRODUCTION**

*Land Titles Act 1925*

<b>IMPORTANT INFORMATION</b>	
This form is to be used to lodge a production under the <i>Land Titles Act 1925</i> (the Act). You can access the Act at <a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a> . You may also obtain further information and forms at <a href="http://www.ors.act.gov.au">www.ors.act.gov.au</a> .	
<b>PRIVACY INFORMATION</b>	
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.	
<b>CONTACT INFORMATION</b>	
Lodge in person at the <b>Office of Regulatory Services:</b>	<b>255 Canberra Avenue, Fyshwick ACT 2609</b>
Office Hours:	<b>9:00am to 4:30pm Monday to Friday</b>
General enquiries telephone number:	<b>(02) 6207 0491</b>
Website address:	<a href="http://www.ors.act.gov.au">www.ors.act.gov.au</a>
<b>INSTRUCTIONS FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>• All information should be typed or clearly printed.</li> <li>• If completing this form by hand please use a solid black pen only.</li> <li>• This office will not accept lodgement of this form if it is not completed in full.</li> <li>• 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.</li> <li>• Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.</li> <li>• Execution by:             <ul style="list-style-type: none"> <li>a) <b>A Natural Person</b> – Should be witnessed by an adult person who is not a party to the document.</li> <li>b) <b>Attorney</b> – 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).</li> <li>c) <b>Corporation</b> – Section 127 of the <i>Corporations Act</i> provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:                 <ul style="list-style-type: none"> <li>i. Two directors of the company;</li> <li>ii. A director and a secretary of the company; or</li> <li>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)</li> </ul> </li> </ul> </li> <li>• The following forms of execution are suggested –             <ul style="list-style-type: none"> <li>a) <b>With A Common Seal</b> 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).</li> <li>b) <b>Without A Common Seal</b> 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).</li> </ul> </li> </ul>	



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



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DEPARTMENT OF  
JUSTICE & COMMUNITY SAFETY

Only one Crown Lease/Certificate of Title to be lodged with this form. The production must be lodged prior to or simultaneously with the dealing. Please ensure that there is no compliance or other certificates attached to the Crown Lease or Certificate of Title.

**LODGING PARTY DETAILS**

Name	Postal Address	Contact Telephone Number

**TITLE AND LAND DETAILS**

Volume & Folio	District/Division	Section	Block	Unit

**DOCUMENT TYPE PRODUCED**

(Tick the applicable box)

**REASON FOR PRODUCTION**

(Tick the applicable box)

CROWN LEASE	<input type="checkbox"/>	PERMANENT PRODUCTION	<input type="checkbox"/>
CERTIFICATE OF TITLE	<input type="checkbox"/>	SAFE CUSTODY	<input type="checkbox"/>

**PRODUCED FOR** (Please list Land Titles document code)

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**PARTY 1 – PRODUCED BY** (Full name of party lodging document)

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**FULL NAME OF PERSON LODGING**

**SIGNATURE/EXECUTION OF LODGING PARTY**

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**PARTY 2 – RETURN TO** (Full name of party title is to be returned to)

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**Where an agent is lodging on behalf of a Mortgagee then the Mortgagee is required to execute the consent over the page.**

**FULL NAME OF CONSENTING PARTY**

(Surname Last) (ACN required for all companies)

**CONSENT TO REGISTER**

(Please specify the purpose of this consent and all parties related to the instrument to be registered)

**EXECUTION OF CONSENTING PARTY (to be used where production is lodged by agent)**

Print full name of Consenting Party

Print full name and address of witness

Signature or common seal of Consenting Party

Signature of witness

Dated -

Dated -

**OFFICE USE ONLY**

Lodged by

Date Completed/Withdrawn

Data entered by

Registration Date

Registered by