



## TRANSFER OF SUBLEASE/UNDERLEASE

Form 068 - TSL

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge a transfer of sublease/underlease 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

- A Transfer of Sublease is a dutiable document (if for commercial lease longer than 30 years) and should be noted by ACT Revenue prior to lodgement at Land Titles.
- The certificate of title is not required for lodgement of this document.
- 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. (No witness is required for this execution).
- 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’ - (No witness is required for this execution).
  - 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’ - (No witness is required for this execution).



## TRANSFER OF SUBLEASE/UNDERLEASE

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*Land Titles Act 1925***LODGING PARTY DETAILS**

Name	Postal Address	Contact Telephone Number

**TITLE AND LAND DETAILS**

Volume & Folio	District/Division	Section	Block	Unit

**REGISTERED SUBLEASE NUMBER BEING TRANSFERRED** (Associated Dealing Number)

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**TRANSFEROR/S - SELLER**

(Surname Last) (ACN required for all companies)

**ESTATE OR INTEREST TRANSFERRED** (whole or state share)

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**TRANSFeree/S - BUYER**

(Surname Last) (ACN required for all companies)

**FULL POSTAL ADDRESS** including postcode (after Transfer)

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**FORM OF TENANCY**

- Joint Tenants  
 Tenants in Common in Equal Shares  
 Tenants in Common in the following shares – (Please state proprietors name and shares out in full) -

**CONSIDERATION** (Need to state reason for Transfer – must not state "NIL")

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**AGREEMENT / CONTRACT FOR SALE DATE****SETTLEMENT DATE**

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**ACTPLA – MINISTER’S / DELEGATE’S CONSENT****TRANSFEROR’S – SELLER’S EXECUTION**

Print full name of Transferor

Print full name and address of witness

Signature or common seal of Transferor

Signature of witness

Dated -

Dated -

**TRANSFeree’S – BUYER’S EXECUTION** (if Solicitor for Transferee executes – must state full name of Solicitor)

Print full name of Transferee

Print full name and address of witness

Signature or common seal of applicant

Signature of witness

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