



## TRANSMISSION APPLICATION ON A SUBLEASE OR UNDERLEASE

Form 035 - TASL

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge a transmission application on a sublease or 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) or from [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

- Original sealed probate or certified true copy of original must be supplied with lodgement of this form.
- The certificate of title is not required to be lodged with 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 does not require 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).



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

### REGISTERED SUBLEASE / UNDERLEASE NUMBER (Associated Dealing)

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### TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	Unit

### FULL NAME OF DECEASED - BANKRUPT (Surname Last)

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### DATE OF DEATH (if applicable)

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

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### FULL NAME OF APPLICANT (Surname Last)

### FULL POSTAL ADDRESS (after transmission)

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### FORM OF TENANCY (only complete if applying as Beneficiaries)

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

### ENTITLEMENT (delete whichever is not applicable)

Entitled as - Executor / Beneficiary / Administrator /Other -

<b>SUPPORTING DOCUMENTATION</b> (tick whichever is applicable)		
Pursuant to: <input type="checkbox"/> Probate <input type="checkbox"/> Letters of Administration <input type="checkbox"/> Sequestration Order <input type="checkbox"/> Other – Please specify		
Number	Granted on (date)	Granted to:

<b>ACTPLA – MINISTER’S / DELEGATE’S CONSENT</b>

<b>EXECUTOR/S CONSENT</b> (if applicable)	
Print full name of Executor/s	Print full name and address of witness
Signature of Executor/s	Signature of witness
Dated -	Dated -

<b>APPLICANT’S EXECUTION</b>	
Print full name of applicant	Print full name and address of witness
Signature or common seal of applicant	Signature of witness
Dated -	Dated -

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