



## NOTICE OF CHANGE OF ADDRESS FOR SERVICE OF DOCUMENTS FOR A BODY CORPORATE

Form 039 - CA

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge a notice of change of address for service of documents 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 Environment and Sustainable Development Directorate, Chief Minister and Treasury Directorate, 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

- The certificate of title is only required for the lodgement of this document. The prescribed fee is payable.
- If completing this form by hand please use a 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.
- 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)



**ACT**  
Government

Justice and Community Safety

LAND TITLES  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

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### LODGING PARTY DETAILS

| Name | Postal Address | Contact Telephone Number |
|------|----------------|--------------------------|
|      |                |                          |

### TITLE AND LAND DETAILS

| Volume & Folio | District/Division | Section | Block | UNITS PLAN NUMBER |
|----------------|-------------------|---------|-------|-------------------|
|                |                   |         |       |                   |

### FULL NAME OF BODY CORPORATE (as it appears on the Common Property Certificate of Title)

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|  |
|--|

### PREVIOUS ADDRESS

### NEW ADDRESS

|  |  |
|--|--|
|  |  |
|--|--|

### COMMON SEAL OF OWNERS CORPORATION

(Seal must be affixed)

|  |
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### EXECUTION BY OWNERS CORPORATION USING A COMMON SEAL (The Common Seal was affixed in the presence of)

|                           |                           |
|---------------------------|---------------------------|
| Signature                 | Signature                 |
| Full Name (Block Letters) | Full Name (Block Letters) |
| Address                   | Address                   |
| Office Held               | Office Held               |

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