



PRODUCTION

Form 051 - PROD

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a production under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accesscbr.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person’s privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. 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.

INSTRUCTIONS FOR COMPLETION

- All information should be typed or clearly printed.
- Only one Crown Lease/Certificate of Title to be lodged with this form
- 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. (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).

LODGEMENT AND CONTACT INFORMATION

<p>Email: actlandtitles@act.gov.au</p> <p>General Enquiries: (02) 6207 3000</p>	<p>In Person: Environment, Planning and Land Shopfront Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson Opening hours - Monday to Friday 8:30am to 4:30pm (excluding public holidays)</p>
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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)

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

FULL NAME OF PERSON LODGING	SIGNATURE/EXECUTION OF LODGING PARTY

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

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