

**NOTICE OF APPOINTMENT/
RETIREMENT OF TRUSTEE**

Form 077 - NT

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a notice of appointment/retirement of trustee under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au or 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

- This is a dutiable document.
- For information regarding duty contact ACT Revenue www.revenue.act.gov.au
- Completed Buyer and Seller Verification Declarations are required with lodgement of this form, the submission date and reference number must be recorded on this form.
- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- The individual or company listed as trustee 1 will be the nominated contact for ACT Revenue Office purposes.
- 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 must state sole director. (This execution does not require a witness).

LODGEMENT AND CONTACT INFORMATION

Website:

www.accesscanberra.act.gov.au

General Enquiries:

13 22 81

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*)



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The relevant deed is required to be deposited in the register prior to lodgement of this form.

LODGING PARTY DETAILS		
Name	Email Address	Contact Telephone Number

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit

PURPOSE OF NOTICE	EVIDENCE PROVIDED
<input type="checkbox"/> Appointment of Trustee <input type="checkbox"/> Retirement of Trustee	<input type="checkbox"/> Deed of Appointment <input type="checkbox"/> Deed of Retirement <input type="checkbox"/> Death Certificate

FULL NAME OF OUTGOING TRUSTEE (Surname Last) (ACN required for all companies)	THE SELLER VERIFICATION DECLARATION HAS BEEN SUBMITTED (must be completed prior to lodgement of this document)
	Provide date and reference number/s Submission Date: Reference Code:

REPRESENTING SOLICITOR DETAILS FOR INCOMING TRUSTEE (Complete if applicable – otherwise state below “Not Applicable”)		
Name of Firm	Solicitor Email Address	Solicitor Name

FULL NAME AND ADDRESS OF INCOMING TRUSTEE (Surname Last) (ACN required for all companies)	THE BUYER VERIFICATION DECLARATION HAS BEEN SUBMITTED (must be completed prior to lodgement of this document)
	Provide date and reference number/s Submission Date: Reference Code:

TRUSTEES ON TITLE (List all trustees that appear on title after incoming/outgoing trustees have been recorded) (Surname Last) (ACN required for all companies)

FORM OF TENANCY
<input type="checkbox"/> Joint Tenants <input type="checkbox"/> Tenants in Common in (the following shares) - (Please state proprietors name and shares out in full)

DEVELOPMENT STATUS (Tick the appropriate box – one box must be completed)	LAND USE (Tick the appropriate box – one box must be completed)
<input type="checkbox"/> Land Only <input type="checkbox"/> Incomplete Building <input type="checkbox"/> Building Completed	<input type="checkbox"/> Residential <input type="checkbox"/> Rural <input type="checkbox"/> Commercial

ARE YOU APPLYING FOR A CONCESSION, EXEMPTION OR DUTY DEFERRAL? (See instructions)	PLANNING AND LAND AUTHORITY DELEGATE'S CONSENT
<input type="checkbox"/> Yes (if yes provide code number) Code Number: <input type="checkbox"/> No	

EXECUTION BY INCOMING TRUSTEE	
Print full name of the incoming trustee	Print full name and address of witness
Signature and or common seal of the incoming trustee	Signature of witness
Dated -	Dated -

EXECUTION BY OUTGOING TRUSTEE	
Print full name of the outgoing trustee	Print full name and address of witness
Signature and or common seal of the outgoing trustee	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	