

TRANSMISSION APPLICATION

Form 032 - TA

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a transmission application 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 collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy>

INSTRUCTIONS FOR COMPLETION

- A Transmission Application is a dutiable document.
- Original sealed probate or certified true copy of original must be supplied with lodgement of this form.
- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- The Buyer and Seller Verification Declarations (in cases of bankruptcy) must be completed prior to lodgement of this form. The submission date and reference number must be recorded on this form.
- Please indicate if the property is a Crown lease granted under the Land Rent Scheme. Duty for a land rent transaction is calculated in the same way as other Crown leases.
- If a duty concession/exemption is being claimed or the transferee is applying for Deferred Duty, please record the applicable code number. The codes and required documentation to retain are available on www.revenue.act.gov.au.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- The first named person in the entitled section of this form will be the primary 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*)

FORM OF TENANCY (only complete if applying as **beneficiaries**)

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

SUPPORTING DOCUMENTATION (delete whichever is not applicable)

Pursuant to: Probate Letters of Administration Sequestration Order Other – Please specify

Number

Granted on (date)

Granted to:

ARE YOU APPLYING FOR A CONCESSION, EXEMPTION OR DUTY DEFERRAL? (See instructions)

- Yes (if yes provide code number) Code Number:
 No

DOES THIS TRANSACTION INVOLVE A LAND RENT LEASE? (See instructions)

- Yes
 No

DEVELOPMENT STATUS (Tick the appropriate box – one box must be completed)

- Land Only
 Incomplete Building
 Building Completed

LAND USE (Tick the appropriate box – one box must be completed)

- Residential
 Rural
 Commercial

EXECUTOR/S CONSENT (if applicable)

Print full name of Executor/s

Print full name and address of witness

Signature of Executor/s

Signature of witness

APPLICANT'S EXECUTION

Print full name of applicant

Print full name and address of witness

Signature or common seal of applicant

Signature of witness

OFFICE USE ONLY

Lodged by

Certificate of title lodged

Data entered by

Certificates attached to title

Registered by

Attachments/Probate/Will
Letters of Administration

Registration date

Production number