

**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](http://www.legislation.act.gov.au) or further information and forms at [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr).

**PRIVACY NOTICE**

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**

- This is a dutiable document.
- For information regarding duty contact ACT Revenue [www.revenue.act.gov.au](http://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.
- 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.

**CERTIFICATIONS**

*Any inapplicable certification statement(s) must be deleted.*

*Certification statements must be made by the Certifier, being one of the following:*

- A legal practitioner**
- If the applicant is not represented by a legal practitioner – the applicant (i.e. self- represented party)**
- If a party to an instrument is not represented by a legal practitioner – that party (i.e. self-represented party)**

All certifications apply where the Certifier is a legal practitioner.

The first two listed certifications do not apply where the Certifier is a self-represented party. Self-represented parties are only required to make certifications relating to retaining evidence to support the registry instrument or document and ensuring the registry instrument or document is correct and compliant with relevant legislation and any prescribed requirement.

By certifying this form, the legal practitioner acknowledges they have taken reasonable steps to verify that their client or his, her or its administrator or attorney is a legal person and has the right to enter into the conveyancing transaction.

**Note: - An attorney or a body corporate cannot make certification statements.**

**LODGEMENT INFORMATION**

**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*)

**CONTACT INFORMATION**

**Email:** [actlandtitles@act.gov.au](mailto:actlandtitles@act.gov.au)

**Phone:** (02) 6207 0491



## NOTICE OF APPOINTMENT/ RETIREMENT OF TRUSTEE

Form 077 - NT

Land Titles Act 1925

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

LODGING PARTY DETAILS				
Name	Email Address	Customer Reference Number	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:

  

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)

<b>DEVELOPMENT STATUS</b> (Tick the appropriate box – one box must be completed)		<b>LAND USE</b> (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	
<b>PLANNING AND LAND AUTHORITY DELEGATE'S CONSENT</b>			
<b>CERTIFICATION</b> <i>*Delete the inapplicable</i>			
<b>Incoming Trustee</b>			
<p>*The Certifier has taken reasonable steps to verify the identity of the Incoming Trustee or his, her or its administrator or Attorney.</p> <p>*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.</p> <p>*The Certifier has retained the evidence to support this Registry Instrument or Document.</p> <p>*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.</p> <p>Signed By:</p> <p>&lt;Name of certifying party&gt;          &lt;Capacity of certifying party&gt;</p> <p>for: &lt;Company name&gt;</p> <p>on behalf of the Incoming Trustee</p>			
<b>CERTIFICATION</b> <i>*Delete the inapplicable</i>			
<b>Outgoing Trustee</b>			
<p>*The Certifier has taken reasonable steps to verify the identity of the Outgoing Trustee or his, her or its administrator or Attorney.</p> <p>*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.</p> <p>*The Certifier has retained the evidence to support this Registry Instrument or Document.</p> <p>*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.</p> <p>Signed By:</p> <p>&lt;Name of certifying party&gt;          &lt;Capacity of certifying party&gt;</p> <p>for: &lt;Company name&gt;</p> <p>on behalf of the Outgoing Trustee</p>			
<b>OFFICE USE ONLY</b>			
Lodged by		Registered date / by	
Data entered by		Attachments/Annexures	