

**APPLICATION TO NOTE CHANGE OF NAME  
ON AN INSTRUMENT**

Form 010 - CNI

Land Titles Act 1925

**IMPORTANT INFORMATION**

This form is to be used to lodge an application to note change of name on an instrument 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.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**

- All information should be typed or clearly printed. 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.

**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**
- A mortgagee corporation**
- 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



## APPLICATION TO NOTE CHANGE OF NAME ON AN INSTRUMENT

Form 010 - CNI

Land Titles Act 1925

LODGING PARTY DETAILS			
Name	Email Address	Customer Reference Number	Contact Telephone Number

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

REGISTERED DEALING NUMBER	TYPE OF DEALING (Sublease, Caveat, Mortgage)

NAME AS IT CURRENTLY APPEARS ON INSTRUMENT

NEW NAME (Full Name - Surname Last)

CERTIFICATION <i>*Delete the inapplicable</i>
<b>Lessee / Lessor / Mortgagee / Caveator</b>
<p>*The Certifier has taken reasonable steps to verify the identity of the Applicant 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 Lessee / Lessor / Mortgagee / Caveator</p>

STATUTORY DECLARATION	
<p>I, _____ (name) of _____ (address) ,</p> <p>_____ (occupation) am the same person as</p> <p>the Sublessee/Mortgagee/Caveator in dealing number _____ registered on Crown Lease/Certificate of Title</p> <p>Volume _____ Folio _____. I changed my name on _____ (date) by marriage/registered change of name and I</p> <p>make this solemn declaration by virtue of the <i>Statutory Declarations Act 1959</i>, and subject to the penalties provided by that</p> <p>Act for the making of false declarations, conscientiously believing the statements contain in this declaration to be true in</p> <p>every particular.</p>	
<p>Declared at _____ on _____</p> <p>the _____ day of _____ 20____</p> <p>Signature of person making the declaration</p>	<p>Full name, qualification* and address of person before whom the declaration is made (in printed letters) <b>(*Must be authorised under the <i>Statutory Declarations Act 1959</i>)</b></p>  <p>Signature of person before whom the declaration is made</p>

OFFICE USE ONLY			
Lodged by		Registered date / by	
Data entered by		Attachments/Annexures	