

## APPLICATION FOR A NEW CERTIFICATE OF TITLE (MULTIPLE)

Form 012 – ACT

*Land Titles Act 1925*

### IMPORTANT INFORMATION

This form is to be used to lodge an application for new certificate of title (many to one) 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 <http://www.accesscanberra.act.gov.au/>.

### 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

- The existing certificate/s of title for the relevant parcel is required to be lodged with this document.
- 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.
- 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. (No witness is required for this execution).

### LODGEMENT AND CONTACT INFORMATION

**Website:**

[www.accesscanberra.act.gov.au](http://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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### LODGING PARTY DETAILS

Name	Email Address	Customer Reference Number	Contact Telephone Number

### TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	Unit

### PLEASE SELECT IF ONE TO MANY OR MANY TO ONE

MANY TO ONE (ST)

ONE TO MANY (MT)

### TITLE DETAILS

Number of titles	List Proprietor on 1st Title	Tenancy and Share of Proprietor on 1st Title
	List Proprietor on 2nd Title	Tenancy and Share of Proprietor on 2nd Title
	List Proprietor on 3rd Title	Tenancy and Share of Proprietor on 3rd Title

### NAME AND ADDRESS AND TENANCY OF REGISTERED PROPRIETOR/S – Please complete as would appear on new title

(Surname Last – ACN required for all companies) including post code

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EXECUTION	
Print full name of registered proprietor/s	Print full name and address of witness
Signature or common seal of registered proprietor/s	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	