

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 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

- 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 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.
- 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.

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

Phone: (02) 6207 0491



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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

THE SELLER VERIFICATION DECLARATION HAS BEEN SUBMITTED (In cases of bankruptcy only) to be completed prior to lodgement of this document)

Yes – (provide date and reference number, if there are multiple submissions provide details for all)
Submission Date: _____ Reference Code: _____

FULL NAME OF DECEASED / BANKRUPT (Surname Last)	DATE OF DEATH (if applicable)

PERCENTAGE OF INTEREST OWNED (whole or state share)	PERCENTAGE OF INTEREST BEING TRANSFERRED (whole or state share)

FULL NAME OF APPLICANT (Surname Last)	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: _____

ENTITLEMENT (delete whichever is not applicable)

Entitled as - Executor / Beneficiary / Administrator /Other (Please State) -

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: _____

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"/> Residential
<input type="checkbox"/> Incomplete Building	<input type="checkbox"/> Rural
<input type="checkbox"/> Building Completed	<input type="checkbox"/> Commercial

CERTIFICATION *Delete the inapplicable
Executor (s) Consent if Applicable

*The Certifier has taken reasonable steps to verify the identity of the Executor or his, her or its administrator or attorney.
*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
*The Certifier has retained the evidence to support this Registry Instrument or Document.
*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.

Signed By:

<Name of certifying party>
<Capacity of certifying party>

for: <Company name>

on behalf of the Executor Consenting

CERTIFICATION *Delete the inapplicable
Applicant

*The Certifier has taken reasonable steps to verify the identity of the Applicant or his, her or its administrator or attorney.
*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
*The Certifier has retained the evidence to support this Registry Instrument or Document.
*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.

Signed By:

<Name of certifying party>
<Capacity of certifying party>

for: <Company name>

on behalf of the Applicant

OFFICE USE ONLY

Lodged by		Registered date / by	
Data entered by		Attachments/Annexures	