**APPLICATION TO CORRECT THE REGISTER**

*Land Titles Act 1925*

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**IMPORTANT INFORMATION**


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**PRIVACY INFORMATION**

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person’s privacy in accordance with the Information Privacy Act 2014. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

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**INSTRUCTIONS FOR COMPLETION**

- Satisfactory evidence in support of this application must be provided to the Registrar-General.
- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- 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.
- One form of Primary Identification – Original or Certified Copy of Birth Certificate, Citizenship Certificate or Passport
- One form of Secondary Identification – Original or Certified Copy of Drivers Licence, Medicare Card, Pension Card or Tax File Number Declaration issued by the Australian Taxation Office.
- 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. (No witness is required for this execution).

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**LODGEMENT AND CONTACT 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)*

**Email:**
actlandtitles@act.gov.au

**General Enquiries:**
(02) 6207 3000

*Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au*
APPLICATION TO CORRECT THE REGISTER

Land Titles Act 1925

Form 004 - CR

LODGING PARTY DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Postal Address</th>
<th>Contact Telephone Number</th>
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TITLE AND LAND DETAILS

<table>
<thead>
<tr>
<th>Volume &amp; Folio</th>
<th>District/Division</th>
<th>Section</th>
<th>Block</th>
<th>Unit</th>
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APPLICANT/S (Provide Full Name, Surname Last) | FULL POSTAL ADDRESS (including postcode)

<p>| | |</p>
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CAPACITY OF APPLICANT/S (tick whichever is applicable)

- [ ] Registered Proprietor/s
- [ ] Legal Practitioner
- [ ] Mortgagee in Mortgage No
- [ ] Executor
- [ ] Other (please state)

NAME AND ADDRESS OF REGISTERED PROPRIETOR/S (Complete where the Applicant is NOT a registered proprietor)

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REASON FOR CORRECTION (Please provide clear instructions/details as to the proposed correction to the register)

(This section should include – What the error is, how and when the error occurred, who made the error and what needs to be done to fix the error)

<p>| | |</p>
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</table>
### SUPPORTING DOCUMENTS (the following documents are required in support of this application)

- [ ] Statutory Declaration/s (from all parties affected by the correction)
- [ ] Contract for Sale (if required)
- [ ] Other (please specify)

### DATE

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
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</table>

### CONSENT

<table>
<thead>
<tr>
<th>Print full name of person consenting and the capacity under which consenting (eg, Registered Proprietor)</th>
<th>Print full name and address of witness</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Signature or common seal of Consenting Party</th>
<th>Signature of witness</th>
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<tbody>
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</table>

### APPLICANT’S EXECUTION

<table>
<thead>
<tr>
<th>Print full name of Applicant</th>
<th>Print full name and address of witness</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Signature or common seal of Applicant</th>
<th>Signature of witness</th>
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<tbody>
<tr>
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</table>

### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Lodged by</th>
<th>Certificate of title lodged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate/Passport</td>
<td>Drivers Licence</td>
</tr>
<tr>
<td>Citizenship Certificate</td>
<td>Medicare/Pension Card No.</td>
</tr>
<tr>
<td>Data entered by</td>
<td>Certificates attached to title</td>
</tr>
<tr>
<td>Registered by</td>
<td>Attachments / Annexures</td>
</tr>
<tr>
<td>Registration date</td>
<td>Production number</td>
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</tbody>
</table>
I/We,  

make the following declaration under the Statutory Declarations Act 1959:  

I/We understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.
A statutory declaration under the Statutory Declarations Act 1959 may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Occupation</th>
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<tbody>
<tr>
<td>Chiropractor</td>
<td>Dentist</td>
<td>Legal practitioner</td>
</tr>
<tr>
<td>Medical practitioner</td>
<td>Nurse</td>
<td>Optometrist</td>
</tr>
<tr>
<td>Patent attorney</td>
<td>Pharmacist</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Trademarks attorney</td>
<td>Veterinary surgeon</td>
</tr>
</tbody>
</table>

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff’s officer
- Teacher employed on a full-time basis at a school or tertiary education institution.