

Application to Note Change /Correction of Address

These Guidance Notes are of a general nature and are not intended to, and cannot, replace the advice of a Legal Practitioner or Registered Conveyancer.

All panels must be completed.

All handwriting must be clear and legible in permanent, dense, rapid drying black or blue ink.

The Registrar-General *may refuse* to accept for registration any instrument, annexure sheet or additional or inserted sheet that does not comply with the provisions of LTO panel form standards.

LAND DESCRIPTION

If the whole of the land comprised in the CERTIFICATE OF TITLE (CT) or CROWN LEASE (CL) indicate in the following manner:

e.g. "Whole of the land in CT Volume _____ Folio _____"
or "Whole of the land in CL Volume _____ Folio _____"

ESTATE & INTEREST

If the Estate and Interest is Fee Simple insert "FEE SIMPLE",
If the Estate and Interest is as Crown Lessee insert "CROWN LESSEE"

APPLICANT

Full name to be stated (if the Applicant is a corporation full name and ACN is to be stated).

NEW ADDRESS

Current address to be stated.

EXECUTION

Natural Person

If the applicant is a natural person who is signing in his or her own right, he or she must sign his or her usual signature in the place indicated on the form. A different format must be used where a person is not signing in his or her own right (e.g. he or she is signing as attorney for the applicant).

Pursuant to Section 267 of the *Real Property Act 1886*, the witness must be aged 18 years or over and must know the applicant personally or have satisfied him or herself as to the identity of the applicant. The witness cannot be a party to the instrument. The witness must sign his or her name and print his or her full name, address and business hours telephone number legibly beneath his or her signature.

Pursuant to Section 268 of the *Real Property Act 1886*, a witness is guilty of an offence if he or she does not know the person signing the instrument personally and has no reasonable ground on which to be satisfied

as to the person's identity OR knows or has reasonable grounds for suspecting that the person signing the instrument is not a party to the instrument or does not have the authority to sign on behalf of the party.

- *Maximum Penalty - \$5,000 or imprisonment for 1 year.*

Corporation

If the party executing the Application is a body corporate its execution must conform to any prescribed formalities.

A company may execute a document without using a common seal if the document is signed by:

- a) 2 directors of the company; or
- b) a director and a company secretary of the company; or
- c) for a proprietary company that has a sole director who is also the sole company secretary – that director.

A recommended form of execution without a seal is as follows:

EXECUTED by:

[NAME OF COMPANY]

By the authority of the director(s)

[Signature]

Director

[Signature]

Director/Secretary*

**delete the inapplicable*

ANNEXURE

It will be necessary to use an annexure sheet (Form B1) if there is insufficient space in a panel for the text or to complete remaining certifications.

An annexure sheet to an instrument must:

- a. be in the format of Form B1 and identified therein as an annexure to the parent instrument;
- b. be referred to in the appropriate panel in the body of the instrument;
- c. be affixed securely and permanently to the top left-hand corner of the instrument. The annexure and instrument must not be bound;
- d. comply with the requirements in Form B1 Guidance Notes.

FORM CA (Version 2)



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