

Guide to completion – Priority Notice Form

- To be used with Priority Notice Form only.
- This Guide for Completion is not part of the Priority Notice Form and must not accompany the Priority Notice Form when deposited in the Titles Registry.
- This guide to completion is separated into three parts:
 - 1.0 Example Forms
 - 2.0 Guide to Completing the Priority Notice Form Panels
 - 3.0 Guide to adding or deleting Fields in the *Priority Notice Form* in Microsoft Word

General Notes

- The Microsoft Word version of the form is available from the Titles Registry Forms page at: <u>https://www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/titles-property/titles-registry-forms</u>
- To retain formatting and enable the user to tab through Fields, document protection must be on.
- To retain formatting when saving the *Priority Notice Form* please ensure that the file is saved in .doc format by selecting "Word 97-2003 Document" as the "Save as type".
- Print single sided only.
- For information about the purpose and effect of a Priority Notice, refer to the Land Title Practice Manual available at: <u>https://www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/titles-property/practice-manual</u>

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1.0 Example Forms

1.1 Example 1 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – one title reference and individual Applicant

Priority Notice Form version 1

| | | | | - |
|--------------------|-----------------------|------------------------|------------------------------|---------------------------------|
| Lodger Details | | | | |
| Lodger Code | | | For Office Use Only | |
| Name | SMITH & HAYES | <u>}</u> | , | |
| Address | 10 MARY STREE | ET BRISBANE | | F THIS FORM |
| Ladvar Dav | QLD 4000 | | | |
| Lodger Box | 123 | | | I BE USED |
| Fnone Email | (07) 3227 5055 | | | |
| Reference | SMITHABC | 5.0011.20 | | |
| | | | | |
| | | FRIORIT | INDICE | |
| Jurisdiction | QUEENSLAND | | | |
| Privacy Collecti | on Statement | | | |
| The information in | n this form is collec | ted under statutory | authority and used for the p | urpose of |
| maintaining public | cly searchable regis | sters and indexes. | | |
| Title Reference | Lot o | n Plan Description | | |
| 16172222 | LOT 2 | 2 ON RP3467 | | |
| Applicant | | | | |
| Name | JOHN | I THOMAS CLARE | | |
| Transaction Inst | ruments | | | |
| Order | | | | |
| Document T | ype RELE | ASE OF MORTGA | GE | |
| Dealing N | <u>o.</u> MOR | MORTGAGE NO. 714818456 | | |
| <u>Title Refer</u> | rence 16172 | 16172222 | | |
| Document T | vpe TRAN | ISFER | | |
| Party Rec | eiving JOHN | THOMAS CLARE | | |
| Title Refe | ence 16172 | 2222 | | |
| _ | | | | The ACN or ARRN should not |
| Document T | ype MOR | | | be included after the name of a |
| Party Rec | eiving SUNF | | LID | company in this panel |
| Tille Refe | | | | |

The recording of this Priority Notice is requested.

| Applicant Execution Executed on behalf of | JOHN THOMAS CLARE | |
|----------------------------------------------|-------------------|---|
| Signer Name | PETER PAUL JAMES | _ |
| Signer Role | SOLICITOR | _ |
| Signature | P P James | - |
| Execution Date | 10 / 10 / 2017 | - |

1.2 Example 2 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – multiple title references and corporate trustee Applicants

Priority Notice Form version 1

Lodger Details

| SMITH & HAYES |
|-------------------------|
| 10 MARY STREET BRISBANE |
| QLD 4000 |
| 123 |
| (07) 3227 5055 |
| info@smithhayes.com.au |
| SMITH:ABC |
| |

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THE BACK OF THIS FORM MUST NOT BE USED

PRIORITY NOTICE

Jurisdiction QUEENSLAND

Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

| Title Reference | Lot on Plan Description | |
|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 16172222 | LOT 1 ON RP123456 | |
| 53215684 | LOT 40 ON SP256245 LOT 41 ON SP256245 | |
| Applicant Name ACN | ABC PTY LTD 204745692 | The words "AS TRUSTEE" should not be included following the name of the applicant(s) in this panel – but "AS TRUSTEE" must be included as the |
| Name ACN | RHINO PTY LTD 104545692 | relevant Capacity for a Party Receiving in the <u>Transaction Instruments Panel</u> |
| - | | |

Transaction Instruments

Order

| Document Type | RELEASE OF MORTGAGE | |
|-----------------|------------------------|---------|
| Dealing No. | MORTGAGE NO. 714818456 | |
| Title Reference | 16172222 | |
| Title Reference | 53215684 | |
| Document Type | TRANSFER | |
| Party Receiving | ABC PTY LTD | |
| Capacity | AS TRUSTEE | |
| Party Receiving | RHINO PTY LTD | The ACN |
| Capacity | AS TRUSTEE | |
| Title Reference | 16172222 | comp |
| Title Reference | 53215684 | |

The ACN or ARBN should not be included after the name of a company in this panel

| Document Type | MORTGAGE |
|-----------------|------------------------|
| Party Receiving | SUNPAC FINANCE PTY LTD |
| Title Reference | 16172222 |
| Title Reference | 53215684 |
| | |

The recording of this Priority Notice is requested.

| Applicant Execution | |
|-----------------------|------------------|
| Executed on behalf of | ABC PTY LTD |
| Signer Name | PETER PAUL JAMES |
| Signer Role | SOLICITOR |
| Signature | P P James |
| Execution Date | 10 / 10 / 2017 |
| Executed on behalf of | RHINO PTY LTD |
| Signer Name | PETER PAUL JAMES |
| Signer Role | SOLICITOR |
| Signature | P P James |
| Execution Date | 10 / 10 / 2017 |

1.3 Example 3 – Priority Notice for a Release of Mortgage and Mortgage

Priority Notice Form version 1

Lodger Details

| Lodger Code | |
|-------------|----------------------------|
| Name | YOUR BANK PTY LTD |
| Address | 15 RIVERSIDE PLACE |
| | BRISBANE QLD 4000 |
| Lodger Box | 523 |
| Phone | (07) 3000 1111 |
| Email | lodgements@yourbank.com.au |
| Reference | PETERS:123 |

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PRIORITY NOTICE

Jurisdiction QUEENSLAND

Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

| Title Reference | Lot on Plan Description | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------|
| 16172222 | LOT 2 ON RP3467 | |
| Applicant Name ACN | YOUR BANK PTY LTD 974652589 | |
| Transaction Instruments Order Document Type Dealing No. | RELEASE OF MORTGAGE MORTGAGE NO. 714818456 | |
| <u>Title Reference</u> Document Type <u>Party Receiving</u> <u>Title Reference</u> | 16172222 MORTGAGE YOUR BANK PTY LTD 16172222 | The ACN or ARBN should not be included after the name of a company in this panel |

The recording of this Priority Notice is requested.

Applicant ExecutionExecuted on behalf of
under power of attorney number 712345678Signer NameWENDY JONESSigner OrganisationYOUR BANK PTY LTDSigner RoleTIER TWO ATTORNEYSignatureW J JonesExecution Date10 / 10 / 2017

| Lodger Details | | | | |
|----------------------|----------------------|-------------------------|-------------------------------|---------------------------------|
| Lodger Code | | | For Office Use Only | |
| Name BIG CITY LAW | | | | |
| Address | 100 QUEEN STR | REET | THE BACK O | F THIS FORM |
| Ladaan Daa | BRISBANE QLD | 4000 | | |
| Lodger Box | 321 | | | BE USED |
| Fnone | (07) 3220 1000 | | | |
| Reference | | I.au | | |
| Reference | 00001.7.00 | PRIORITY | | |
| luriadiation | | | NOTIOL | |
| Jurisdiction | QUEENSLAND | | | |
| Privacy Collection | on Statement | | | |
| The information in | this form is collect | ted under statutory a | authority and used for the pu | rpose of |
| maintaining public | ly searchable regi | sters and indexes. | | |
| Title Reference | | Lot on Plan Description | | |
| 11223078 | | LOT 1 ON SP10256 | 8 | |
| Applicant | | | | * |
| Name | | BARGAIN BUYS PT | TY LTD | |
| ACN | | 321654987 | | |
| | | | | |
| Transaction Inst | ruments | | | |
| Order | | | | The ACN or ARBN should not |
| Document Type | | LEASE | | be included after the name of a |
| Party Receiving | | BARGAIN BUYS PT | TY LTD | company in this panel |
| Title Reference | | 11223078 | | |
| Part Land? | | | | |
| Part Des | scription | LEASE A UN SP34 | 0004 IN LUT TON SP10250 |)ð |
| The recording of the | nis Priority Notice | is requested. | | |
| Applicant Execut | tion | | | |

| Applicant Execution | |
|-----------------------|----------------------|
| Executed on behalf of | BARGAIN BUYS PTY LTD |
| Signer Name | HAROLD ARTHUR JAMES |
| Signer Role | SOLICITOR |
| Signature | H A James |
| Execution Date | 10 / 10 / 2017 |

Reference: DOBBY:ABC

2.0 Guide to Completing the *Priority Notice Form* Panels

2.1 Lodger Details Panel

_

| Lodger Details | |
|----------------|--------|
| Lodger Code | [DATA] |
| Name | [DATA] |
| Address | [DATA] |
| Lodger Box | [DATA] |
| Phone | [DATA] |
| Email | [DATA] |
| Reference | [DATA] |

This Panel is mandatory and must not be left blank.

None of the <u>Data Fields</u> are individually mandatory, however the combination of details must suitably identify the lodger.

If the <u>Lodger Code Field</u> is completed, there is no need to complete the <u>Name Field</u>, <u>Address Field</u>, <u>Lodger Box Field</u>, <u>Phone Field</u> or <u>Email Field</u>.

If the Lodger Code Field is not completed, the following fields should be completed:

- 1. The <u>Name Field</u> with the name of the lodger;
- 2. The Address Field with the postal address of the lodger;
- 3. The <u>Lodger Box Field</u> with the lodger box reference (if applicable);
- 4. The <u>Phone Field</u> with the telephone number of the lodger;
- 5. The <u>Email Field</u> with the email address of the lodger.

The <u>Reference Field</u> can be completed with the lodger's internal reference for the matter. This data is not required or used by the Titles Registry.

2.2 Jurisdiction Panel

The Jurisdiction Field in the Jurisdiction Panel must state QUEENSLAND.

Example:

Jurisdiction QUEENSLAND

2.3 Title Reference/Lot on Plan Description Panel

| Title Reference | Lot on Plan Description | |
|-----------------|-------------------------|--|
| [DATA] | [DATA] | |

2.3.1 Data Field Completion for Freehold Land

| Title Reference Field: | complete with the Title Reference(s) over which the priority notice will be deposited (the Title References that will be affected by the <i>Transaction Instrument</i> which the <i>Applicant</i> is or will be a party to). | |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Lot on Plan Description Field: | Insert <u>ALL</u> of the Lot on Plan Descriptions for <u>each</u> Title Reference listed in the <u>Title Reference Field</u> . | |
| | The description should always read 'Lot [no.] on [plan reference]'. Plan references must contain the appropriate prefix (e.g. 'SP' for a survey plan, 'RP' for a registered plan, 'BUP' for a building units plan, 'GTP' for a group titles plan or the relevant letters for crown plans). The area of the lot/s is not shown. | |
| Example: | | |
| Title Reference | Lot on Plan Description | |
| 11223078 | Lot 27 on RP204939 | |

Lot 1 on SP123456 Lot 40 on RP154321

2.3.2 Data Field Completion for Water Allocations

| <u>Title Reference Field:</u> | complete with the Title Reference(s) over which the priority notice will be deposited (the Title References that will be affected by the <i>Transaction Instrument</i> which the <i>Applicant</i> is or will be a party to). |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lot on Plan Description Field: | Insert the relevant description for each Water Allocation Title Reference listed in the <u>Title Reference Field</u> . |
| | A water allocation should be identified as 'Water Allocation', 'Allocation' or 'WA'. All plans referring to water allocations are administrative plans. Administrative plan is abbreviated to AP as the prefix of the plan identifier. |
| Example: | |

| Title Reference | Lot on Plan Description |
|-----------------|-------------------------|
| 46012345 | WA 27 ON AP7900 |

52223988

2.4 Applicant Panel

| Applicant | |
|-----------|--------|
| Name | [DATA] |
| ACN | [DATA] |
| ARBN | [DATA] |
| Name | [DATA] |
| ACN | [DATA] |
| ARBN | [DATA] |
| | |

For <u>each</u> *Applicant*, the following <u>Data Fields</u> are applicable:

Name Field:

For an individual – insert the full legal name of the individual.

For a company or entity registered under the *Corporations Act 2001* (Cth) – insert the current name of the company. This is the name that is shown on an ASIC search:

Current Company Extract

ASIC Company Pty Ltd ACN 000 000 123

| Organisation Details | | Document Number |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Current Organisation Detail | 5 | |
| Name: ACN: ABN: Registered in: Registration date: Next review date: Name start date: Previous state number: Status: Company type: Class: Subclass: | ASIC Company Pty Ltd 000 000 123 11 000 000 123 Victoria 01/01/2011 01/01/2011 01/01/2011 BN0000123 Registered Australian proprietary company Limited by shares Proprietary company | 000 000 123 |

For an organisation that is not a company registered under the *Corporations Act* 2001 (Cth) – insert the legal name.

The ACN or ARBN should not be included after the name of a company in this field but must be inserted in the <u>ACN Field</u> or <u>ARBN Field</u>.

The capacity of the *Applicant* should <u>NOT</u> be included in this field (e.g. as Trustee) but no requisition will issue for this in paper. However, the relevant capacity must be included in the *Transaction Instruments Panel* as the relevant capacity of the *Applicant* as the <u>Party Receiving</u> the benefit of a *Transaction Instrument* (refer to section 2.5).

ACN Field: If the *Applicant* has an ACN, the 9 digit ACN must be entered. If the Applicant does not have an ACN this Field can be left blank or deleted (see section 3.3.1.3).

ARBN Field: If the *Applicant* has an ARBN, the 9 digit ARBN must be entered. If the Applicant does not have an ARBN this Field can be left blank or deleted (see section 3.3.1.3).

Example for an individual Applicant

Insert the full legal name of the Applicant in the Name Field ("PETER JOHN JONES").

The <u>ACN Field</u> and <u>ARBN Fields</u> are not required because the *Applicant* is an individual. These <u>Data Fields</u> can be left blank or deleted (refer to section 3.3.1.3).

Applicant

Name ACN PETER JOHN JONES

ARBN

Example for an Australian company Applicant

Insert the legal name of the Australian company Applicant in the Name Field and the ACN in the ACN Field.

The company does not have an ARBN so the <u>ARBN Field</u> is not required and can be left blank or deleted (refer to section 3.3.1.3).

| Applicant | | |
|-----------|------------------------|--|
| Name | SUNPAC FINANCE PTY LTD | |
| ACN | 204745692 | |
| ARBN | | |

2.5 Transaction Instruments Panel

| Transaction Instruments | | | |
|-------------------------|--------|------------------|--|
| Order | | | |
| Document Type | | | |
| Dealing No. | [DATA] | | |
| Party Receiving | [DATA] | | |
| Capacity | [DATA] | Instrument to be | |
| Title Reference | [DATA] | lodged first | |
| Part Land? | [DATA] | | |
| Land Description | [DATA] | | |
| Part Description | [DATA] | | |
| Document Type | | | |
| Dealing No. | [DATA] | | |
| Party Receiving | [DATA] | | |
| Capacity | [DATA] | Instrument to be | |
| Title Reference | [DATA] | loagea secona | |
| Part Land? | [DATA] | | |
| Land Description | [DATA] | | |
| Part Description | [DATA] | | |
| | | | |

List the instruments that are to be lodged in the order of priority using the applicable <u>Data Fields</u> detailed below.

Refer to the Completion Examples at 2.5.1 for specific guidance in relation to common instruments.

For <u>each</u> *Transaction Instrument* to be lodged, the following <u>Data Fields</u> must be completed where applicable:

| Document Type Field: | Insert an appropriate description of the <i>Transaction Instrument</i> being lodged e.g. Release of Mortgage, Transfer, Mortgage, Lease, Sub Lease, Easement. |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dealing No. Field: | This <u>Field</u> is only required for types of <i>Transaction Instrument</i> which relate to registered interests or dealings (refer to the table below). |
| | If the type of <i>Transaction Instrument</i> relates to a previously registered interest or dealing, insert the relevant dealing number. A description of the interest or dealing can also be included with the dealing number e.g. MORTGAGE NO. 714818456 or LEASE NO. 787654321. Otherwise leave blank or delete. |

The <u>Party Receiving</u> and <u>Capacity</u> Fields should be repeated for each Party Receiving the benefit of the instrument:

<u>Party Receiving:</u> For an individual party receiving the benefit of the *Transaction Instrument* (e.g. the transferee for a Transfer or the mortgagee of a Mortgage) – insert the full legal name of the individual.

For a company registered under the *Corporations Act 2001* (Cth) that is receiving the benefit of the *Transaction Instrument* – insert the current name of the company. This is the name that is shown on an ASIC search:

Current Company Extract

ASIC Company Pty Ltd ACN 000 000 123

| Organisation Details | | Document Number |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Current Organisation Details | | |
| Name: ACN: ABN: Registered in: Registration date: Next review date: Name start date: Previous state number: Status: Company type: Class: Subclass: | ASIC Company Pty Ltd 000 000 123 11 000 000 123 Victoria 01/01/2011 01/01/2011 01/01/2011 BN0000123 Registered Australian proprietary company Limited by shares Proprietary company | 000 000 123 |

The ACN or ARBN should not be included after the name of a company in this field.

For an organisation that is not a company registered under the *Corporations Act* 2001 (Cth) – insert the legal name.

Capacity:If the party receiving will be recorded on the instrument to be lodged in a capacity
other than their personal capacity (e.g. as Trustee or Personal Representative) –
insert a description of the relevant capacity (e.g. AS TRUSTEE, AS PERSONAL
REPRESENTATIVE). Otherwise leave blank or delete.

The <u>Title Reference</u> Field and related fields should be repeated for each Title Reference affected by the instrument:

| Title Reference Field: | Insert the Title Reference that is affected by the <i>Transaction Instrument</i> . | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Part Land? Field | Insert "Y" if the <i>Transaction Instrument</i> to be lodged: | |
| | • only affects one or some of the lots on the indefeasible title listed in the <u>Title</u> <u>Reference Field</u> (e.g. a Transfer of only one of the lots on an indefeasible title with multiple lots) – then complete the <u>Land Description Field</u> ; or | |
| | only affects part of the area of a single lot on the Title Reference (e.g. a Lease, Sub Lease or Easement over part of a lot) – then complete the <u>Part Description</u> <u>Field</u>. | |
| | Otherwise leave blank or delete and leave <u>Land Description Field</u> and <u>Part</u> <u>Description Field</u> blank or delete. | |
| Land Description Field: | Where applicable – insert the lots on the indefeasible title listed in the <u>Title</u> <u>Reference Field</u> that are affected by the <i>Transaction Instrument</i> . Otherwise leave blank or delete. | |
| Part Description Field: | Where applicable – insert the relevant description of the area affected by the <i>Transaction Instrument</i> (e.g. the lease area or the easement area). Otherwise leave blank or delete. | |

2.5.1 Transaction Instruments Panel completion examples for a Release of Mortgage, Transfer and Mortgage using the items/panels from the relevant transaction instruments

The following three basic examples are provided to show the relationship between the information that will be entered into the items/panels of the *Transaction Instrument* being lodged and the information entered into the <u>*Transaction Instruments Panel*</u>.

An image has been included with each example that shows the extracted items/panels in the *Transaction Instrument* being lodged in the top part of the image with the *Transaction Instruments* <u>Panel</u> of the Priority Notice shown below. Coloured boxes and lines are used to demonstrate the relationship between the information in the *Transaction Instrument* and the information in the <u>Transaction Instruments</u> Panel.

Release of Mortgage

| QUEENSLAND TITLES REGIST | RY RELEASE OF MORTGAGE | FORM 3 Version 4 |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1. Dealing number of r 714818456 716845842 | nortgage being released Lodger (Name, addre | rss, E-mail & phone number) Lodger Code |
| Lot on Plan Descrip LOT 2 ON RP3467 | tion | Title Reference |
| | | |
| | | |
| | PRIORITY NOTICE | |
| Transaction Instrum Order Document Type <u>Dealing No.</u> | RELEASE OF MORTGAGE MORTGAGE NO 714818456 MORTGAGE NO 716845842 | |
| Party Receiving Capacity Title Reference | 16172222 | Leave blank or delete |
| Part Land? Land Desc Part Descr | ription (| Leave blank or delete |
| Document Type Field: | Insert "Release of Mortgage". | |
| Dealing No. Field: | Insert the dealing numbers of the Mortgages being release listed in Item 1 of the Form 3 – Release of Mortgage. | ased that will be |
| Party Receiving: | This Field is not applicable for a Release of Mortgage - delete. | leave blank or |
| Capacity: | This Field is not applicable for a Release of Mortgage - delete. | leave blank or |
| Title Reference Field: | Insert the Title References from which the Mortgage is will be listed in Item 2 of the <i>Form 3 – Release of Mort</i> | being released that gage. |
| Part Land? Field | This field is not required for this example - leave blank | or delete. |
| Land Description Field: | This field is not required for this example - leave blank | or delete. |

<u>Part Description Field:</u> This field is not required for this example - leave blank or delete.

Transfer

| QUEENSLAND T | ITLES REGISTRY | TR | ANSFER | FOR | M 1 Version 5 |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1. Interest FEE SIM | being transferred (if shares | s show as a fraction) | Lodger (Name | address, E-mail & phone number) | Lodger Code |
| 2. Lot on P LOT 2 OI LOT 1 OI | lan Description N RP3467 All lots on t N RP1234 Title Refere | the ences | | Title Refere 16172222 53215684 | ince |
| 5. Transfer PETER J | ee Given names OHN | Sumame/Compa JONES ABC PTY LT | DACN 123456789 | (include tenancy if m AS TRUSTEE AS TRUSTEE AS TENANTS IN IN EQUAL SHAP | ore than one) |
| | | PRIORI | | | |
| Transac Order Docur Deali Party Ca <u>Party</u> Ca <u>Title</u> Pa | ion Instruments nent Type ng No. Receiving upacity Receiving upacity Reference ort Land? Land Description Reference irt Land? Land Description Part Description Part Description Part Description Part Description Part Description Part Description | TRANSFER PETER JOHN JOI AS TRUSTEE ABC PTY LTD AS TRUSTEE 16172222 | Only u VES Conly u Only u multipl transfe | use if an interest is bei ferred instead of Fee S se if one or some of the le lot title reference are erred | ng imple e lots on a e being |
| Document Type Dealing No. Fiel Party Receiving: | Field: Insert "Tran d: If the interest interest – le If the interest as a Lease 713456875 Insert the le The ACN of | nsfer". est being transfer eave this field bla est being transfer or Mortgage – in (). egal name of the or ARBN should | red detailed in Iter ink or delete. red detailed in Iter sert the dealing nu Transferee that wi not be included af | m 1 of the Transfer will b m 1 of the Transfer will b umber of the interest (e.g ill be recorded in Item 5 fter the name of a compa- | be a Fee Simple be an interest suc . LEASE of the Transfer. ny. |
| Capacity: | If the trans 5 of the Tra | feree will be reco ansfer – insert the | orded in a capacity e capacity (e.g. AS | other than their persona S TRUSTEE). Otherwise | l capacity in iten leave blank or |

Insert the Title Reference being transferred that will be recorded in Item 2 of the

If only part of the land is being transferred (normally where one or some of the lots on a multiple lot Title Reference are being transferred) – insert "Y". Otherwise - leave blank

If <u>Part Land?</u> Is "Y" because one or some of the lots on a multiple lot Title Reference are being transferred – insert the lots being transferred. Otherwise leave blank or delete.

This field is not required for this particular example - leave blank or delete.

Title Reference Field:

Land Description Field:

Part Description Field:

Part Land? Field

delete.

Transfer.

or delete.

Mortgage (National Mortgage Form)

| | MORTGAGE | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|--|--|--|--|
| Estate and/or interest b | being mortgaged | | | | | |
| Land Title Reference | Part Land Affected? Land Description LOT 2 ON RP3467 | | | | | |
| Mortgagee Name ACN Capacity | SUNPAC FINANCE PTY LTD 204745692 TRUSTEE | | | | | |
| | PRIORITY NOTICE | | | | | |
| Transaction Instrument Order Document Type Dealing No. Party Receiving Capacity | MORTGAGE SUNPAC FINANCE PTY LTD TRUSTEE | Only use if an interest is being mortgaged | | | | |
| Part Land? Part Land? Land Descripti Part Descriptio | on | Only use if one or some of the lots on a multiple lot title are being mortgaged | | | | |
| Document Type Field: Insert "Mortgage". Dealing No. Field: If the interest being mortgaged that will be detailed in the Estate and/or interest being mortgaged Panel in the National Mortgage Form is Fee Simple – leave blank or delete. If the interest being mortgaged that will be detailed in the Estate and/or interest being mortgaged that will be detailed in the Estate and/or interest being mortgaged that will be detailed in the Estate and/or interest being mortgaged Panel in the National Mortgage Form is an interest such as a Lease – insert | | | | | | |
| Party Receiving: Insert the legal name of the Mortgagee that will be recorded in the Name Field in the Mortgagee Panel of the National Mortgage Form. For a company mortgagee the ACN or ARBN should not be included after the name of the company. | | | | | | |
| Capacity:If the mortgagee will be recorded in a capacity other than their personal capacity in the Capacity Field of the Mortgagee Panel of the National Mortgage Form – insert the capacity (e.g. TRUSTEE or AS TRUSTEE). Otherwise leave blank or delete. | | | | | | |
| Title Reference Field:Insert the Title Reference that will be listed in the Land TitleReference/Part land Affected?/Land Description Panel in the NationalMortgage Form. | | | | | | |
| Part Land? Field Mortgage Form. Part Land? Field If the Part Land Affected? Field in the National Mortgage Form is "Y" for the Title Reference (normally where only one or some of the lots on a multiple lot Title Reference are being mortgaged) – insert "Y". Otherwise - leave blank or delete. | | | | | | |

| Land Description Field: | If the Part Land? Field is "Y" because only one or some of the lots on a |
|-------------------------|----------------------------------------------------------------------------------------------------------------|
| | multiple lot Title Reference are being mortgaged – insert the lots being |
| | mortgaged that will be detailed in the <i>National Mortgage Form</i> panel. Otherwise leave blank or delete |
| | |
| Part Description Field: | This Field is not required for this particular example - leave blank or |
| | delete. |

2.6 Applicant Execution Panel

| Applicant Exec | ution | | | |
|-----------------------|-------------|--------|--|---|
| Executed or [DATA] | h behalf of | [DATA] | | |
| Signer Nam | e _ | [DATA] | | |
| Signer Orga | nisation | [DATA] | | |
| Signer Role | _ | [DATA] | | |
| Signature | - | | | _ |
| Execution D | ate | | | |

Complete the applicable fields for each *Applicant* executing the Priority Notice. Any <u>Data Fields</u> that are not applicable can be left blank or deleted (refer to section 3.3.3.3). The following examples have been provided below in section 2.6.2:

- Execution by a Solicitor on behalf of an Applicant;
- Execution by an attorney under a power of attorney (for both a specifically named attorney and an attorney defined by a position or role in an organisation);
- Execution by an individual Applicant; and
- Execution by a company Applicant.

For a company *Applicant* executing the Priority Notice, the ACN or ARBN does not need to be included in the company name in the relevant Execution Panel if it has been included in the <u>Applicant</u> <u>Panel</u>.

Electronic Form – The requirements for the execution and certification for the Applicant are contained in the Participation Rules (Queensland) for electronic conveyancing.

2.6.1 Execution under a registered Power of Attorney

The following requirements apply for an execution carried out by an attorney under a registered power of attorney:

- 1. The second line of the <u>Applicant Signature Details Field</u> must include the statement "under power of attorney [DEALING NUMBER]" stating the dealing number of the registered Power of Attorney (underneath "Executed on behalf of [NAME]"); and
- 2. For a registered Power of Attorney which specifically names the attorneys:
 - a. the <u>Signer Name Field</u> must be the same as the name of the attorney listed in the Power of Attorney; and
 - b. the Signer Role Field should state "ATTORNEY"; and
- 3. For a registered Power of Attorney which defines attorneys using a position or role in an organisation (e.g. Mortgage Officer or Tier 2 Attorney in a Bank, Partner in a law firm):

- a. The <u>Signer Organisation Field</u> must match the name of the organisation listed in the Power of Attorney; and
- b. the <u>Signer Role Field</u> must contain the relevant position or role contained in the Power of Attorney.

See the Execution Examples detailed below for examples of the above executions under power of attorney.

2.6.2 Execution Examples

2.6.2.1 Example – Execution by a Solicitor on behalf of an Applicant

Solicitor PETER PAUL JAMES signing on behalf of Applicant JOHN THOMAS CLARE.

The <u>Signer Organisation Field</u> can be left blank or deleted (refer to section 3.3.3.3).

See the sample priority notice provided in section 1.1 Example 1 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – one title reference and individual Applicant.

| Applicant Execution Executed on behalf of | JOHN THOMAS CLARE | |
|----------------------------------------------|-------------------|--|
| Signer Name | PETER PAUL JAMES | |
| Signer Organisation | | |
| Signer Role | SOLICITOR | |
| Signature | P P James | |
| Execution Date | 10 / 10 / 2017 | |

2.6.2.2 Examples – Execution by Attorney under Power of Attorney

Attorney JODIE SMITH specifically named in registered Power of Attorney number 712345678 on behalf of *Applicant* PETER JAMES MAY.

| Applicant Execution | | |
|-----------------------------------------------------|------------------------------------|---|
| Executed on behalf of under power of attorney nu | PETER JAMES MAY umber 712345678 | |
| Signer Name | JODIE SMITH | - |
| Signer Organisation | | - |
| Signer Role | ATTORNEY | _ |
| Signature | J Smith | - |
| Execution Date | 10 / 10 / 2017 | - |

Tier Two Attorney WENDY JONES of SUNPAC FINANCE PTY LTD whose position is specifically named in registered Power of Attorney number 712345678 on behalf of *Applicant* SUNPAC FINANCE PTY LTD (the ACN/ARBN is not required for a Company Applicant if it has already been included in the *Applicant Panel*).

See the sample priority notice provided in section <u>1.3 Example 3 – Priority Notice for a Release of</u> <u>Mortgage and Mortgage</u>.

| Applicant Execution Executed on behalf of under power of attorney nu | SUNPAC FINANCE PTY LTD mber 712345678 | |
|----------------------------------------------------------------------------|------------------------------------------|---|
| Signer Name | WENDY JONES | - |
| Signer Organisation | SUNPAC FINANCE PTY LTD | _ |
| Signer Role | TIER TWO ATTORNEY | _ |
| Signature | W J Jones | - |
| Execution Date | 10 / 10 / 2017 | - |

2.6.2.3 Example – Execution by an individual Applicant

Execution by Applicant PETER JAMES MAY personally.

_

The <u>Signer Organisation Field</u> and <u>Signer Role Field</u> can be left blank or deleted (refer to section 3.3.3.3).

| Applicant Execution Executed on behalf of | PETER JAMES MAY | |
|----------------------------------------------|-----------------|--|
| Signer Name | PETER JAMES MAY | |
| Signer Organisation | | |
| Signature | P J May | |
| Execution Date | 10 / 10 / 2017 | |

2.6.2.4 Example – Execution by a company Applicant

Execution by Applicant ABC PTY LTD (an Australian Company) executed (without seal) by a director and secretary in accordance with s. 127 of the *Corporations Act 2001* (Cth) (the ACN/ARBN is not required for a Company Applicant if it has already been included in the <u>Applicant Panel</u>)

| Applicant Execution | |
|-----------------------|------------------|
| Executed on behalf of | ABC PTY LTD |
| | |
| Signer Name | PETER JOHN SMITH |
| Signer Organisation | ABC PTY LTD |
| Signer Role | DIRECTOR |
| | |
| Signature | P J Smith |
| Execution Date | 10 / 10 / 2017 |

| Executed on behalf of | ABC PTY LTD |
|-----------------------|--------------------|
| Signer Name | ALFRED PETER JONES |
| Signer Organisation | ABC PTY LTD |
| Signer Role | SECRETARY |
| Signature | A P Jones |
| Execution Date | 10 / 10 / 2017 |

3.0 Guide to adding or deleting Fields in the *Priority Notice Form* in Microsoft Word

Steps for adding or deleting Fields in the *Priority Notice Form* in Microsoft Word:

- 3.1 Unprotect the Document
- 3.2 Show Gridlines
- 3.3 Add or delete the relevant fields
- 3.4 Protect the Document

3.1 Unprotect the Document

On the ribbon, go to the Review tab. Select Restrict Editing and select Stop Protection at the bottom right of the screen (see image below).



3.2 View Gridlines

While the cursor is within the panels of the form, go to the Review tab. Select Layout (2) in the Table Tools section (1) and select View Gridlines (3).

| w | 5-0 | U = Document8 [Compatibility Mode] - Word 1 TABLE TOOL | | | | | | | | | | | | | |
|-------------|--------------------------|--------------------------------------------------------|--------|--------------------------|-----------------------------|-----------------|--------------------|----------------------------|--------------|----------------|----------|-----------------|--------|-----------|-----------------|
| FILE | HOME | INSERT D | DESIGN | PAGE LAYOU | T REFEREN | CES | MAILINGS | REVIEW | VIEW | DEVELOPER | DM | Nuance PDF | DESIGN | LAYOUT 2 | |
| K | | | | | ÷ | - | | | HXH | . Height: Auto |) | 🗄 Distribute Ro | WS | | |
| Select v | View Prover Gridlines | ties Draw I Table | Eraser | Delete Insert v Above | Insert Insert Below Left | Insert Right | Merge S Cells (| Split Split Cells Table | AutoFit ~ | Width: Auto |) | 🛗 Distribute Co | lumns | Text | Cell Margins |
| | Tabic | Drav | w | Rows & | & Columns | Es. | N | lerge | | C | ell Size | | 5 | Alignment | |

3.3 Add or Delete the relevant Fields

3.3.1 Applicant Panel

3.3.1.1 Add a block of fields for an additional Applicant (where more than 2 Applicants)

Place the cursor to the left of the empty <u>Name Field</u> row so that the mouse cursor is oriented to the right (\mathscr{A}), left click and drag the cursor downwards to highlight the four rows, then right click within the highlighted rows and select <u>C</u>opy from the menu.

| A: | plicant | |
|-----|-------------------------------------|--------|
| A | Name | |
| ñ | ACN | |
| V | ARBN | |
| 2 | Name | |
| | ACN | |
| | ARBN | |
| | | |
| | | ······ |
| 4 | Arial - 11 - A A 💉 💉 🚛 - | |
| | B I = 🖄 - 🗛 - 🏠 - 🗌 - Insert Delete | |
| | ACN | |
| à | K Cut | |
| E | 🖹 🗅 Сору | |
| ľ | Paste Options: | |
| | <u>^</u> | |
| | Insert + | |
| | Delete Rows | |
| . F | Merge Cells | |
| | Distribute Rows Eve <u>n</u> ly | |
| | Distribute Columns Evenly | |
| | Border Styles | |
| | A Text Direction | |
| | Table Properties | |
| * | | |
| | New Comment | |

Place the cursor to the left of the empty <u>Name Field</u> row so that the mouse cursor is oriented to the right (a), right click and select Insert as New Rows (R) in the Paste Options (2).

| | <u> </u> | · · · · · · · · · · · · · · · · · · · |
|----------|------------------|--------------------------------------------------|
| | Aria | |
| 4 | в | $I \equiv 2 - \Delta - \Delta - D$ Insert Delete |
| 1 | 141. | |
| 51 | U V | |
| New Year | 00 | Cu <u>r</u> |
| | Ē | Сору |
| | ĥ | Paste Options: 2 |
| | | |
| | | |
| | | Insert |
| | | Delete Rows |
| | | Merge Cells |
| | BŦ | Distribute Rows Evenly |
| | Ħ | Distribute Columns Evenly |
| | - | |
| | | Border Styles |
| | ll₽ | Text Direction |
| | ≣ <mark>∎</mark> | Table Properties |
| | 2 | New Comment |

The copied rows with the required block of fields will be inserted above the row where the cursor was placed.

| Name | |
|------|--|
| ACN | |
| ARBN | |
| | |
| Name | |
| ACN | |
| ARBN | |
| | |
| Name | |
| ACN | |
| | |

3.3.1.2 Delete a block of Applicant Fields that are unecessary (where only one applicant)

Place the cursor to the left of the empty <u>Name Field</u> row so that the mouse cursor is oriented to the right ($\overline{\mathscr{A}}$) (1), left click and drag the cursor downwards to highlight the four rows (2), then right click within the highlighted rows (3) to display the menu and select <u>D</u>elete Rows (4) (or hit Backspace).

| ial x 11 x x = |
|------------------------------------------------------------------------------------------------------------|
| |
| $I \equiv rac{1}{2} \cdot \underline{A} \cdot \underline{\Delta} \cdot \underline{M} \cdot Insert Delete$ |
| |
| |
| а <u>С</u> ору |
| Paste Options: |
| <u>A</u> |
| |
| Insert + |
| Delete Rows 4 |
| Merge Cells |
| |
| Distribute Kows Eve <u>n</u> iy |
| Distribute Columns Evenly |
| Border Styles |
| Text Direction |
| Table Properties |
| |
| New Co <u>m</u> ment |
| 7 |

The rows with the unnecessary Fields will be deleted.

| Ар | plicant | |
|----|---------|-------------------|
| | Name | JOHN THOMAS CLARE |
| | ACN | |
| | ARBN | |
| | | |

3.3.1.3 Delete unnecessary Field(s) within a block of fields for an Applicant

Place the cursor to the left of the first empty <u>Field</u> row so that the mouse cursor is oriented to the right (\mathscr{A}) (1) and left click (if only one row to be deleted) or left click and drag the cursor downwards to highlight the relevant rows (if two rows are to be deleted) (2), then right click within the highlighted row(s) (3) to display the menu and select <u>D</u>elete Rows (4) (or hit Backspace).

| 2 ARBN 3 S Cut Iransaction Instruments Order Document Type Dealing No. Party Receiving Capacity Party Receiving Capacity Party Receiving Capacity Title Reference Part Land? | A <mark>⊕plicant</mark> Name 1 | JOHN THOMAS CLARE | Arial • 11 • A* • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • •< |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type Image: Column Streng Dealing No. Insert Party Receiving Image: Column Streng Capacity Image: Column Streng Capacity Image: Column Streng Capacity Image: Column Streng Title Reference Image: State Party Land? Image: State | 2 - ARBN Iransaction Instruments Order | 3 | Cut Copy Paste Options: |
| Capacity Distribute Rows Evenly Title Reference Distribute Columns Evenly Part Land? Resdee States | Document Type Dealing No. Party Receiving Capacity Party Receiving | | Insert Delete Rows 4 |
| Land Description Image: Contension of the sector of the | Capacity <u>Title Reference</u> Part Land? Land Description Part Description Title Reference | | Distribute Rows Evenly Distribute Columns Evenly Border Styles Text Direction Table Properties |

The rows with the unnecessary Fields will be deleted.

| Ap | plicant | | |
|----|---------|-------------------|---|
| | Name | JOHN THOMAS CLARE | |
| | | | ļ |

Example with a company Applicant:

i

| ₽₽ | plicant | | |
|----|---------|----------------------|---|
| | Name | BARGAIN BUYS PTY LTD | |
| | ACN | 321654987 | |
| | ARBN | | |
| | | | H |

| A ≞ | plicant | |
|------------|---------|----------------------|
| | Name | BARGAIN BUYS PTY LTD |
| | ACN | 321654987 |
| | | |

3.3.2 Transaction Instruments Panel

3.3.2.1 Add a block of fields for an additional Transaction Instrument (where more than 3 Transaction Instruments)

Place the cursor to the left of a row containing the blank fields so that the mouse cursor is oriented to the right (\cancel{A}) (1), right click to show the menu and select copy (2). Ensure all of the blank fields are highlighted as shown below.



Place the cursor to the left of the empty fourth row underneath the third row in the Transaction Instruments Panel so that the mouse cursor is oriented to the right (\mathscr{A}) and left click to highlight the row (3)

| Document type | |
|------------------|--|
| Dealing No. | |
| Party Receiving | |
| Capacity | |
| Party Receiving | |
| Capacity | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| | |
| | |

Right click inside the highlighted row and paste the copied row (Ctrl V <u>OR</u> right click menu \rightarrow Paste Options \rightarrow Insert as New Rows (R))

| Part Description Title Reference Part Land? Land Description Part Description | Arial • 11 • A • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • </th |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The recording of this Priority Notice is requested. | Cu <u>t</u> □ □ □ □ □ |
| Applicant Execution Executed on behalf of | Paste Options: |
| Signer Name | Delete Rows Insert as New Rows (R) |
| Signer Organisation | <u>M</u> erge Cells |
| Signer Role | Distribute Rows Evenly |
| Signature | Border Styles |
| Execution Date | Table Properties |

The block of fields will be inserted as shown below:

| Part Description | |
|---------------------------------|--------------------|
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| Document Type | |
| Dealing No | |
| Party Receiving | |
| Canacity | |
| Party Receiving | |
| Canacity | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| • | |
| | |
| e recording of this Priority No | ptice is requested |
| o recording of this r nonty ne | site is requested. |

3.3.2.2 Delete a block of Transaction Instrument Fields that are unnecessary (where less than 3 Transaction Instruments)

Place the cursor to the left of blank Transaction Instrument Field block(s) to be deleted so that the mouse cursor is oriented to the right (\mathscr{A}) (1), left click (if only one row to be deleted) or left click and drag the cursor downwards to highlight the relevant rows (if more than one block of fields is to be deleted) (2), then right click within the highlighted row(s) (3) to display the menu and select <u>D</u>elete Rows (4) (or hit Backspace).



The rows with the unnecessary Fields will be deleted.

| Document Type | LEASE |
|------------------|------------------------------------------|
| Dealing No. | |
| Party Receiving | BARGAIN BUYS PTY LTD |
| Capacity | AS TRUSTEE |
| Party Receiving | |
| Capacity | |
| Title Reference | 11223078 |
| Part Land? | Y |
| Land Description | |
| Part Description | LEASE A ON SP345684 IN LOT 1 ON SP102568 |
| Title Reference | 🔂 (Ctrl) 🕶 |
| Part Land? | |
| Land Description | |
| Part Description | |
| | |

3.3.2.3 Add additional Party Receiving and Capacity Fields within the Transaction Instrument block of Fields (where more than 2 parties are receiving the benefit of an instrument)

Place the cursor to the left of the row containing the blank Party Receiving field so that the mouse cursor is oriented to the right $(\cancel{3})$ (1), left click and drag the cursor down to highlight the rows containing the blank Party Receiving and Capacity Fields (2). Right click within the highlighted rows (3) to show the menu and select <u>C</u>opy (4).

| Tra | insaction Instruments | | | |
|--------------|-----------------------|-------------------------------------------------------------------------------------------------|---------------|------------|
| Ç ‡ r | der | Arial - 11 - A | · 🗸 💉 🖽 | · |
| | Document Type | $\mathbf{p} = \mathbf{r} = \mathbf{a} \mathbf{b} \mathbf{r} + \mathbf{A} \mathbf{c} \mathbf{b}$ | | art Delete |
| 1 | Dealing No. | | | |
| 70 | Party Receiving | 3 O x or | | |
| ₿. | Capacity | a Cut | | |
| R | Party Receiving | Copy 4 | | |
| 2 | Capacity | Paste Options: | | |
| | Title Reference | | | |
| | Part Land? | Insert | + | |
| | Land Description | | | |
| | Part Description | Herae Cells | | |
| | Title Reference | H Distribute Rows Eventy | | |
| | Part Land? | Distribute Columns Even | nhy | |
| | Land Description | | ···· <u>¥</u> | |
| | Part Description | Border Styles | • | |
| | | IIIA Text Direction | | |
| | | Table P <u>r</u> operties | | |
| | | t⊂ New Co <u>m</u> ment | | |

Place the cursor to the left of the row which the empty fields are to be inserted above so that the mouse cursor is oriented to the right (\vec{x}) then left click to highlight the row (1). Right click within the highlighted row (2) to show the menu and select Insert as New Rows (R) (3).



The new blank Fields will be inserted above the highlighted row.

| Tra | ansaction Instruments | |
|----------|-----------------------|--|
| ⊡Or | der | |
| | Document Type | |
| | Dealing No. | |
| | Party Receiving | |
| | Capacity | |
| | Party Receiving | |
| _ | Capacity | |
| | Party Receiving | |
| | Capacity | |
| - | Title Reference | |
| | Part Land? | |
| | Land Description | |
| | Part Description | |
| | Title Reference | |
| | Part Land? | |
| | Land Description | |
| | Part Description | |
| | [| |
| | | |

3.3.2.4 Add additional Title Reference/Part Land?/Land Description/Part Description Fields within the Transaction Instrument block of Fields (where more than 2 Title References are affected by an instrument)

Place the cursor to the left of the row containing the blank Title Reference Field so that the mouse cursor is oriented to the right (\mathscr{A}) (1), left click and drag the cursor down to highlight the rows containing the blank Title Reference/Part Land?/Land Description/Part Description Fields (2). Right click within the highlighted rows (3) to show the menu and select <u>C</u>opy (4).



Place the cursor to the left of the row which the empty fields are to be inserted above so that the mouse cursor is oriented to the right (\vec{x}) then left click to highlight the row (1). Right click within the highlighted row (2) to show the menu and select Insert as New Rows (R) (3).

| Document Type | |
|------------------|---------------------------------|
| Dealing No. | |
| Party Receiving | |
| Capacity | |
| Party Receiving | |
| Capacity | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| Title Reference | |
| Part Land? | Arial - 6 - A A 💞 🚛 - |
| Land Description | B I ≡ "⊻ - A - 🏠 - Insert Delet |
| Part Description | |
| | 2 O 🐰 Cut |
| | Е́ <u>в</u> <u>С</u> ору |
| | Paste Options: 3 |
| | |
| | |

The new blank Fields will be inserted above the highlighted row.

| saction Instruments | |
|---------------------|--|
|)r | |
| ocument Type | |
| Dealing No. | |
| Party Receiving | |
| Capacity | |
| Party Receiving | |
| Capacity | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |

3.3.2.5 Delete unnecessary Field(s) within a Transaction Instrument block of Fields

Place the cursor to the left of the empty <u>Field</u> row so that the mouse cursor is oriented to the right (\mathscr{A}) (1) and left click (if only one row to be deleted) or left click and drag the cursor downwards to highlight the relevant rows (if two consecutive rows are to be deleted) (2), then right click within the highlighted row(s) (3) to display the menu and select <u>D</u>elete Rows (4) (or hit Backspace).

| 20 | ansaction Instruments der | | Aria | I = I - A + b | · • | Insert Dele |
|----|--------------------------------|---------------------------------|------|---------------------------------------|-----|-------------|
| | Document Type | LEASE | 7 | · · · · · · · · · · · · · · · · · · · | | 1 |
| C | Dealing No. Party Receiving | BARGAIN BUYS PTY LTD | * | Cuţ | | |
| 1 | Capacity | AS TRUSTEE | ED. | Сору | 1 | |
| 1 | Party Receiving | | G | Paste Options: | | ****** |
| 1 | Capacity | | | ² | Ī | |
| | Title Reference | 11223078 | | | - | |
| 1 | Part Land? | Ŷ | 1 | insert | 1 | |
| | Land Description | | < | Delete Rows 4 | | |
| | Part Description | LEASE A ON SP345684 IN LOT 1 ON | | Merge Cells | | |
| 1 | Title Reference | | BŦ | Distribute Rows Evenly | | |
| | Part Land? | | H | Distribute Columns Evenly | 1 | |
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Single Row Deletion Example

The relevant row will be deleted

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| Party Receiving | BARGAIN BUYS PTY LTD |
| Capacity | AS TRUSTEE |
| Party Receiving | |
| Capacity | |
| Title Reference | 11223078 |
| Part Land? | Y |
| Land Description | |
| Part Description | LEASE A ON SP345684 IN LOT 1 ON SP102568 |
| Title Reference | |
| Part Land? | |
| Land Description | |
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Multiple Row Deletion Example

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| Document Type | LEASE |
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| Capacity | AS TRUSTEE |
| Title Reference | 11223078 |
| Part Land? | Υ |
| Land Description | |
| Part Description | LEASE A ON SP345684 IN LOT 1 ON SP102568 |
| Title Reference | |
| Part Land? | |
| Land Description | |
| Part Description | |
| | |

3.3.3 Applicant Execution Panel

3.3.3.1 Add an additional Execution block of fields

Place the cursor to the left of the <u>second</u> row of the panel so that the mouse cursor is oriented to the right (\mathscr{A}) (1), right click to show the menu and select copy (2). Ensure that both the Witnessing Fields and Execution Fields are highlighted.

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| | Signer Name | | | |
| | Signer Organisation | | | |
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| | Signature | | | |
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| B | Paste Options. | | | |
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| | Insert | • | | |
| | Delete Rows | | | |
| | <u>M</u> erge Cells | | | |
| ∃8 <u>∓</u> | Distribute Rows Eve <u>n</u> ly | | | |

Place the cursor to the left of the empty third row underneath the second row in the Transaction Instruments Panel so that the mouse cursor is oriented to the right (\aleph) and left click to Highlight row (3)

| Signer Name | | |
|---------------------|------|--|
| Signer Organisation | | |
| Signer Role | | |
| Signature | | |
| Execution Date | | |

Right click inside the highlighted row and paste the copied row (Ctrl V <u>OR</u> right click menu \rightarrow Paste Options \rightarrow Insert as New Rows (R))

| Executed on behalf of | ★ Cut Image: Copy |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signer Name Signer Organisation Signer Role | Insert Insert as New Rows (R) Delete Rows Image Cells Image Distribute Rows Evenly |
| Signature | ☐ Distribute Columns Evenly Border Styles ▶ □ □ □ □ □ □ |
| Execution Date | Table Properties To New Comment |
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| Signer Organisation | | |
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| Execution Date | | |
| Executed on behalf of | | |
| Signer Name | | |
| Signer Organisation | | |
| Signer Role | | |
| Signature | | |
| Execution Date | | |

3.3.3.2 Delete an unnecessary Execution block of fields

Place the cursor to the left of blank Transaction Instrument Field block(s) to be deleted so that the mouse cursor is oriented to the right (α) and left click (1).

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Then right click within the highlighted row (2) to display the menu and select <u>D</u>elete Rows (3) (or hit Backspace).

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| Signer Role | Paste Options: |
| Signature | Insert Delete Rows 3 |
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| | Distribute Columns Evenly |
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| | E Table P <u>r</u> operties |
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The row with the unnecessary Fields will be deleted.

| Executed on behalt of Signer Name | |
|-----------------------------------|--|
| Signer Name | |
| 9 | |
| Signer Organisation | |
| Signer Role | |
| Signature | |
| Execution Date | |

3.3.3.3 Delete unnecessary Field(s) within the Applicant Execution Field Block

Place the cursor to the left of the empty <u>Field</u> row so that the mouse cursor is oriented to the right (\mathscr{A}) (1) and left click, then right click within the highlighted row(s) (2) to display the menu and select <u>D</u>elete Rows (3) (or hit Backspace).

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|----|-----------------------|-------------------|----------|---------------------------------|
| | Executed on behalf of | JOHN THOMAS CLARE | Aria | al - 11 - A A - A - |
| | Signer Name | PETER PAUL JAMES | В | I = 🦄 - 🛕 - 🏠 - Insert Del |
|) | Signer Organisation | 2 | 2 O | |
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The relevant row will be deleted

| | | Priority Notice Form version |
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| aplicant Execution | | |
| Executed on behalf of | JOHN THOMAS CLARE | |
| Signer Name | PETER PAUL JAMES | |
| Signer Role | SOLICITOR | |
| Signature | | |
| Execution Date | | |

3.4 Protect the Document

After making the necessary additions/deletions, turn protection back on.

In the ribbon, select the Review tab, select Restrict Editing (1), select Yes, Start Enforcing Protection (2) and then select OK (3). A password is not required.



IMPORTANT: Significant changes to the form require prior approval from the Registrar. Requests should be submitted to <u>titlesinfo@resources.qld.gov.au</u> before depositing the Priority Notice.