

# Part 24 – Property Information (Transfer) and Property Information (Transmission Application)

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# Part 24 – Property Information (Transfer) and Property Information (Transmission Application)

## General Law

[24-0000]

Form 24 – Property Information (Transfer) and Form 24A Property Information (Transmission Application) are common forms deposited with the Titles Registry to collect information on behalf of government agencies other than the Titles Registry.

The information is required by the following agencies and for the purposes stated:

- Office of State Revenue (Queensland Treasury) – to assist with statutory obligations for the administration and collection of land tax and duty on land
- [Electrical Safety Office](#) – to monitor compliance with legislative requirements relating to electrical safety switches
- [Queensland Fire and Emergency Services](#) – to monitor compliance with legislative requirements relating to smoke alarms
- [State Valuation Service](#) (Department of Resources) – to update information held on the valuation and sales database
- [Land Administration & Acquisition](#) – to update information in the Land Tenure Ledger
- [Water Catchment Services](#) (Department of Regional Development, Manufacturing and Water) – to assist with the maintenance of the water management system
- Local governments – to assist with the updating of local government rates records and water.
- Water distributor-retailers – to assist with the maintenance of records relating to supply of retail water.

## Legislation

[24-1000]

### <sup>2,3</sup>Application of the *Land Title Act 1994* to the *Water Act 2000*

Under the provisions of the Water Act, an interest or dealing may be registered in a way mentioned in the Land Title Act, subject to some exceptions.

A relevant interest or dealing may be registered in a way mentioned in the Land Title Act:

- (a) as if a reference to the freehold land register is a reference to the water allocations register; and
- (b) as if a reference to freehold land or land is a reference to a water allocation; and
- (c) as if a reference to a lot is a reference to a water allocation; and
- (d) with any other necessary changes.

## Reference to the registrar of titles in the *Land Title Act 1994* and *Land Act 1994* and reference to the registrar of water allocations in the *Water Act 2000*

Refer to [0-8100] and [0-8200] and [0-8300].

## Practice

[24-2000] deleted

### Lodgement

[24-2010]

The Guides to Completion of the Form 24 or the Form 24A are not to be deposited in the Titles Registry with the respective form.

Images of the Form 24 are not available to the public, and the information contained in these forms is not available from the Titles Registry.

Form 24 must accompany the Form 1 – Transfer while the Form 24A must accompany the Form 6 – Transmission Application for Registration as Devisee/Legatee of:

- land where the registered proprietor is responsible for the payment of local government rates and charges (namely the fee simple, a State lease or licence, or a lease under *South Bank Corporation Act 1989*); or
- a water allocation.

<sup>1,3</sup>However, a Form 24 is not required to be deposited with a transfer pursuant to s. 327 of the *Land Act 1994* (an absolute surrender to the State) or a transfer that temporarily surrenders land to the State to allow action under s. 358 of the Land Act.

<sup>2</sup>A Form 1 – Transfer with an intermediate party will necessitate a Form 24 for each contract, to supply details of the intermediaries. Only the current owner and new registered owner details are to be contained on the Form 1.

<sup>1,3</sup>Version 2 of Forms 1 or 6 will be accepted with a Form 100 – Common Form, provided both were executed before 31 December 1995. A transfer, record of death or transmission by death of the fee simple that were executed between 1 May 1992 and 24 April 1994 must also be deposited with a Form 100. A Form 100 is processed as if it were a Form 24.

[24-2020] deleted

### Supply of Correct or Additional Information

[24-2030]

State Valuation Service staff of the department examine details on the Form 24 and Form 24A when received from the Automated Titles System. If information is subsequently found to be deficient when examined, the Valuer-General or delegate may issue a notice to fix the defect to obtain the necessary information to complete the form (s. 246 of the *Land Valuation Act 2010*).

The lodger of the Form 24/Form 24A or the registered owner or holder may provide correct or additional information relevant to the form to either the Titles Registry or State Valuation Service.

The following procedures will apply for notification of correct or additional information:

- (A) If the notification is from a lawyer it may be either by –

- a statutory declaration signed by a lawyer; or
  - a letter on the firm’s letterhead signed by a lawyer.
- (B) If the notification is from a private individual it must be by way of a statutory declaration.
- In either case a new Form 24/Form 24A may be also deposited but is not mandatory.
  - Following formal notification of correct or additional information –
    - The original data in the Automated Titles System is updated by regional State Valuation Service or Titles Registry staff depending on where the notification was received.
    - A copy of the originally deposited Form 24/Form 24A together with the notification and any supporting documentation are scanned in to the registry imaging system.
    - An Update Report will be produced by the Automated Titles System and be supplied with the next data distribution to relevant agencies.

## Forms

### General Guide to Completion of Forms

[24-4000]

For general requirements for completion of forms see part 59 – Forms.

(This form must accompany **Titles Registry Form 1 – Transfer** when lodged in the Land Registry)*Foreign Ownership of Land Register Act 1988, Duties Act 2001, Land Valuation Act 2010, Land Tax Act 2010, Local Government Act 2009, Water Act 2000, Electrical Safety Act 2002, Fire and Emergency Services Act 1990 and South-East Queensland Water (Distribution and Retail Restructuring) Act 2009, Taxation Administration Act 2001***PART A – Transferee to complete**

Title reference [14365032]

Page 1 of 2

Electronic version – for completion before printing one-sided only.

Where insufficient space in an item, use Form 20  
(Enlarged Panel).**Mark appropriate [ ] with 'X'**Refer to guide for completion for further information and details  
about the purpose of the collection of information.**Official use only****1. Transferee**

(a) Given names & surname or Company & ACN/ABN	(b) Date of birth (dd/mm/yyyy)	(c) Residential or business address after possession
ANN MAREE FRASER	23/5/1965	6 HOWSON ST, MT GRAVATT 4122
JOHN ANDREW FRASER	15/6/1962	6 HOWSON ST, MT GRAVATT 4122

(d) Contact details after possession

(i) Phone number - 07 3222 5151

(ii) Postal address - As above [ ] OR complete address below

PO BOX 359, BULIMBA QLD 4121

(iii) Email address –thefrasers@myisp.com.au

(e) Name of trust - **N/A** [ X ] or complete -(f) Is transferee a foreign person / corporation? **N/A** [ ] **NO** [ X ] **YES** [ ] ➤ Attach completed Form 25  
(Foreign Ownership Information)**Note:** The definition of a foreign person or corporation is defined in the Foreign Ownership of Land Register Act 1988. Refer to guide for completion for more information. **(N/A if only for a Water Allocation)**(g) Does transferee ordinarily reside in Australia? **N/A** [ ] **NO** [ ] **YES** [ X ]  
**(N/A if only for a Water Allocation)****2. Transaction**

(a) Date of possession (dd/mm/yyyy) – 30/11/2011

➤ The date of possession is the actual date the transferee has legal control or ownership of the property. Usually, this is the date of settlement, or the date as agreed to by both parties.

(b) Date of settlement (dd/mm/yyyy) – 30/11/2011

➤ The date of settlement must be completed even where it is the same as the date of possession.

**This form is comprised of two Parts –**

- Part A – Transferee to complete
- Part B – Transferor to complete

**BOTH parts must be submitted  
with the Form 1 Transfer.**

(This form must accompany **Titles Registry Form 1 – Transfer** when lodged in the Titles Registry)

**PART B – Transferor to complete**

Title reference [14365032]

Page 2 of 2

Electronic version – for completion before printing one-sided  
Where insufficient space in an item, use Form 20 (Enlarged Panel).

**Mark appropriate [ ] with 'X'**  
Refer to guide for completion for further information and details about the purpose of the collection of information.

**3. Transferor's residential or business address after settlement**

357 VICTORIA RD, WYNNUM QLD 4170

**4. Details of sale price (Sale price must include GST if applicable)**

<b>(a) Property excluding water allocation</b>		<b>(b) Water allocation - N/A [ X ] OR complete below</b>	
Cash	\$460,000.00	Cash	\$
Vendor terms	\$	Vendor terms	\$
Assumption of liabilities	\$	Assumption of liabilities	\$
	\$		\$
Other (specify above)		Other (specify above)	
<b>Total</b>		<b>Total</b>	
\$460,000.00		\$	

**5. Property details**

<b>(a) Land / Water allocation description</b>		<b>(b) Property address (leave blank for water allocations)</b>			
Lot	Plan type & no.	Street no.	Street name	Suburb/Town/Locality	Postcode
16	RP888123	15	JOHNSON RD	CLEVELAND	4163

<b>(c) Property transferred includes:</b>		<b>(d) Current land use</b>		<b>(e) Water allocation - N/A [ X ] OR complete below</b>	
Plant & machinery	[ ]	Vacant land	[ ]	<b>(i) Is water allocation unsupplemented?</b>	
Livestock	[ ]	Dwelling	[ X ]	<b>NO [ ] YES [ ]</b> ➤ complete (ii) below	
Crops	[ ]	Multi-unit	[ ]	<b>(ii) Reference number of the water allocation</b>	
Existing right	[ ]	Flats	[ ]	<b>dealing certificate - unsupplemented</b>	
Movable chattels	[ ]	Guest house / Private hotel	[ ]		
Water licence	[ ]	Farming	[ ]		
Interim water allocation	[ ]	Industrial	[ ]		
Other:	[ ]	Commercial	[ ]		
		Other:	[ ]		

<b>(f) Safety switch</b>				
(i) Is an electrical safety switch installed?		N/A [ ]	NO [ ]	YES [ X ]
(ii) Has transferee been informed in writing about its existence?		N/A [ ]	NO [ ]	YES [ X ]
<b>(g) Smoke alarm</b>				
(i) Is a compliant smoke alarm/s installed?		N/A [ ]	NO [ ]	YES [ X ]
(ii) Has transferee been informed in writing about its existence?		N/A [ ]	NO [ ]	YES [ X ]

**6. Transaction information**

<b>(a) Is there an agreement in writing for the transfer of dutiable property?</b>	NO [ ]	YES [ X ]	➤ If Yes, complete (b) below
<b>(b) If Yes, provide the date of the written agreement (dd/mm/yyyy) -</b>		1/10/2007	(leave blank if No above)
<b>(c) Were any transferees related to or associated with any transferors at the date of the dutiable transaction?</b>	NO [ X ]	YES [ ]	➤ If Yes, complete (d) below
<b>(d) If Yes above, state the degree of relationship / association and supply evidence of value to Office of State Revenue -</b>	..... ➤ See guide for completion		
<b>(e) Is the consideration less than the unencumbered value of the property included in this transaction?</b>	NO [ X ]	YES [ ]	➤ See guide for completion
<b>(f) Is this transaction part of an arrangement that includes other dutiable transactions?</b>	NO [ X ]	YES [ ]	➤ See guide for completion
<b>(g) Is GST payable on this transaction? See guide for completion</b>	NO [ ]	YES [ X ]	➤ If Yes, complete (h) below
<b>(h) If GST is payable, is the transaction under the margin scheme?</b>	NO [ ]	YES [ X ]	
<b>(i) Is any transferor a non-Australian entity?</b>	NO [ X ]	YES [ ]	➤ See guide for completion

## Guide to Completion of Form 24

[24-4010]

**This Guide for Completion is *not* part of the Form 24 and must *not* accompany the Form 24 and Form 1 – Transfer when lodged in the Titles Registry.**

The information on the Form 24 is required for the Office of State Revenue and to monitor compliance with legislative requirements relating to electrical safety switches (Electrical Safety Office) and smoke alarms (Queensland Fire and Emergency Services); and to update information held on the valuation and sales database (Department of Resources) and water management systems (Department of Regional Development, Manufacturing and Water), and local authority rate records. Each agency is provided only with information relevant to their area of responsibility.

### General Notes

- Two versions of this form are available –
  - The electronic version has embedded fields and may be completed in Microsoft Word or Adobe Acrobat before printing (Word version – if an embedded field expands, enter a space in it to reduce its width).
  - The printed version has visible broken lines. It must be printed and then completed by hand.
- Form 24 must accompany Titles Registry Form 1 – Transfer of either freehold (fee simple), State lease or licence, water allocation or lease under *South Bank Corporation Act 1989*.
- The transferee is responsible for the completion of items 1 and 2.
- The transferor is responsible for the completion of items 3 to 6.
- For YES, NO or N/A (NOT APPLICABLE) answers, mark appropriate [ ] with an ‘X’.
- Insert information in the areas provided.
- If insufficient space for any item, complete and attach a Titles Registry Form 20 – Enlarged Panel.
  - In the relevant item of the Form 24, insert the words ‘See Enlarged Panel’ only.
  - A Form 20 may contain more than one item.
  - The Form 20 must refer to the same title reference mentioned in the Form 24, show consecutive page numbering in the top right hand corner and repeat the relevant item number and heading from the Form 24.
- Contact details for each agency are listed at [24-4120].

### Part A – Page 1

**Title Reference** – Must be completed.

- Insert the title reference mentioned in the Form 1 – Transfer (if more than one, use the first title reference only).

- The title reference inserted in Part A must be the same title reference as inserted in Part B.

## Item 1

[24-4020]

### Transferee

- Items 1(a), (b) and (c) have separate rows for each transferee (maximum four).
  - If insufficient space complete and attach a Titles Registry Form 20 – Enlarged Panel.
- (a) **Given Names and Surname or Company and ACN/ABN** – Must be completed
- Complete full name of each transferee in upper case as shown on the transfer.
  - For a natural person, insert name in the format [GIVEN NAMES] [SURNAME].
  - For a company, insert company name and ACN or ABN in the format [COMPANY NAME] [ACN or ABN].
- (b) **Date of Birth** – Must be completed where the transferee is a natural person
- Date of birth is used only for Office of State Revenue purposes.
  - Complete date of birth in the format [dd/mm/yyyy] beside the corresponding name of each natural person.
  - Where the transferee is other than a natural person (e.g. trustee) leave field blank.
- (c) **Residential or Business Address after possession** – Must be completed
- On the line beside each transferee complete the residential or business address after possession.
  - Where the address is the same as the transferee on the line above, insert ‘AS ABOVE’ on the relevant line.
  - For a natural person, complete the residential address where the transferee will reside after possession.
  - For a company, complete the registered business address where business will be conducted after possession. Do not use an agent’s address (e.g. not an accountant’s or solicitor’s details) or post office box.
- (d) **Contact details after possession** – Must be completed
- (i) **Phone number**
- Insert the transferee’s or authorised representative’s contact telephone number or mobile telephone number after possession to allow ready contact for correction of information on the form or to obtain further details.



(ii) **Postal Address**

- Complete a postal address after possession to enable authorised notices to be forwarded to the transferee (e.g. rates notice, valuation notice or land tax assessment).
- If the postal address is the same as the residential or the business address mark, As above [ ].

(iii) **Email Address-Optional**

- Insert an email address that will be used for the service of notices under the *Land Valuation Act 2010*. The Office of State Revenue and Local Governments may also use the email address for the service of notices.

(e) **Name of Trust** – Must be completed for transfers where the transferee is a trustee

- Where transferee acts as a trustee, insert the name of the trust as shown on the instrument of trust.
- If not applicable, mark N/A [ ].

(f) **Is transferee a foreign person/corporation?**

**Note:** Additional Australian Taxation Office reporting requirement

In addition to this Queensland requirement, there is also a requirement for a foreign person to register any acquisition of residential real estate, agricultural land or water entitlements/rights with the Australian Taxation Office.

Refer to the [Australian Taxation Office website](#) for more information.

- If the Transfer only relates to a water allocation, mark N/A [ ].
- If the Transfer includes the transfer of freehold land, State leasehold land or a lease of freehold land/sub-lease of State leasehold land with a term (including any available options) that exceeds 25 years, mark **YES** [ ] or **NO** [ ] as indicated below.
- Mark **NO** [ ] if a transferee is not a foreign person (foreign individual, foreign corporation or trustee of a foreign trust) as defined in the *Foreign Ownership of Land Register Act 1988* and *Duties Act 2001* (see definition below).
- Mark **YES** [ ] if a transferee is a foreign person (foreign individual, foreign corporation or trustee of a foreign trust) as defined in the *Foreign Ownership of Land Register Act 1988* and *Duties Act 2001* (see definition below).
  - o If **YES** [ ] is marked, a Form 25 is required to be completed and attached to the Form 24 when submitted to the Titles Registry.

**Definition of Foreign Person and Foreign Corporation**

**Foreign person** is defined in the *Duties Act 2001* as:

1. **a foreign individual** (s. 234 Duties Act)

A **foreign individual** is an individual other than an Australian citizen or permanent resident (s. 235 Duties Act).

2. **a foreign corporation** (s. 234 Duties Act)

**A foreign corporation is:**

- a corporation incorporated outside Australia;
- a corporation in which (taking their interests together) foreign persons or related persons of foreign persons:
  - are in a position to control at least 50% of the voting power in the corporation; or
  - are in a position to control at least 50% of the potential voting power in the corporation; or
  - have an interest in at least 50% of the issued shares in the corporation (s. 236 Duties Act).

3. **the trustee of a foreign trust** (s. 234 Duties Act)

A **foreign trust** is a trust where at least 50% of the interests in the trust are:

- a trust interest of a foreign individual; or
- a trust interest of a foreign corporation; or
- a trust interest of a trustee of a foreign trust; or
- a trust interest held by a **related person** of a foreign individual, foreign corporation or a trustee of a foreign trust (s. 237 Duties Act).

Further information about some of the definitions above is available in Public Rulings made by the Commissioner of State Revenue which can be accessed from the Resources page on the Queensland Treasury website (<https://www.treasury.qld.gov.au/resources>).

See s. 238 of the *Duties Act 2001* regarding **related persons**.

For more information contact the Titles Registry.

(g) **Does transferee ordinarily reside in Australia?** – Not applicable to a water allocation

- Under the *Land Tax Act 2010*, a person does not ordinarily reside in Australia if that person has been absent for six months during a year or was absent from Australia as at the last 30 June.
- If not applicable, mark N/A [ ].

For more information contact the Office of State Revenue.

**Item 2**

[24-4030]

**Transaction**

(a) **Date of possession** – Must be completed for *every* transfer

- This includes a transfer where:
  - the transferee already resides in the premises; or
  - where there is no written contract of sale (e.g. a transfer pursuant to gift or natural love and affection; transfer pursuant to an agreement or a Court Order); or
  - the transferee does not physically move on to the property on that date (e.g. transfer of property in a time share scheme, where the transferee is letting the property to another party or where the premises are left vacant).
- The date of possession is the actual date the transferee has legal control or ownership of the property. Usually, this is the date of settlement, or the date as agreed to by both parties. That is, the date when the transferee is legally entitled

to possession not the date when physical occupation of the property is to commence.

For more information contact the Office of State Revenue.

(b) **Date of settlement** – Must be completed for *every* transfer

- The *date of settlement* **must** be completed even where it is the same as the *date of possession*.

For more information relating to land contact the State Valuation Service.

For more information relating to a water allocation contact Water Catchment Services.

[24-4035] deleted

## Part B – Page 2

**Title Reference** – Must be completed

The title reference inserted in Part B must be the same title reference as inserted in Part A.

### Item 3

[24-4040]

**Transferor's residential or business address after settlement**

**Item 3 – Transferor's residential or business address after settlement** – Must be completed

- For a natural person, complete the anticipated residential address (street address not post office box) where the transferor will reside after settlement.
- Where the transferor does not intend to have a permanent residential address after settlement; or does not yet know their new residential address, item 3 must be completed to reflect the circumstance e.g. 'no permanent residential address' or 'new address not known'. In these circumstances, and where a transferor has a post office box, the details of this also must be completed in addition to the above statement.
- For a company, complete the registered business address where business will be conducted after settlement. Do not use an agent's address (e.g. **not** an accountant's or solicitor's details) or post office box.

### Item 4

[24-4050]

**Details of Sale Price (Sale price must include GST if applicable)**

(a) **Property excluding water allocation**

- Complete the details of the sales price in the field/s provided.
- 'Details of sale price' refers to the actual terms of the transfer of the property, ie what was given for the property mentioned in the transfer or what actions or events had to be carried out. Goods and Services Tax (GST) must be included as part of the sales price if applicable. Do not separate the GST component of the sale price (if any).

- The field ‘Cash’ refers to **any exchanging of money** for the property, whether under a contract of sale or deed; or any form of other written or verbal agreement/arrangement.
- Where details of sale price is **other** than cash (see point above), vendor terms or assumption of liabilities use the field ‘Other’ and complete the applicable terms of the transfer.
- In the ‘Other’ field do **not** insert ‘contract of sale’, ‘agreement’ or ‘verbal agreement’ etc where the terms of the sale include the exchange of cash (see definition above).
- For convenience, listed below are abbreviations that may be used in lieu of terms of the transfer to be inserted in the ‘Other’ field where cash, the assumption of liabilities or vendor terms does **not** apply.
- Where an abbreviation relevant to the terms of the transfer is not listed in the table below, insert appropriate details in the ‘Other’ field (e.g. ‘EXCHANGE OF A CAR AND BOAT FOR THE LAND’, ‘EXCHANGE OF LOT 1 ON SP 241369 FOR LOT 63 ON RP 136941’, etc.).
- Where the terms of the sale include items that may be attributed a value (e.g. car or other property), insert the value of these items, in the area provided.
- Where a sale price comprises an adjustment due to a special condition or side agreement which stipulates a rebate, discount or cash back, the following must be shown:
 

Cash .....	\$ [sale price on the contract]
Vendor terms .....	\$ .....
Assumption of liabilities .....	\$ .....
[Rebate, discount or cash back]	\$ [rebate or other as a negative figure]
Other (specify above)	
<b>Total</b>	<b>\$ [net sale price]</b>
- Inclusions that are being sold with the land (e.g. furniture, dishwasher, etc.) should **not** be inserted in this item. See item 5(c).
- The interest being transferred (e.g. ½ share) should **not** be shown on the Form 24. This information must be shown in the Form 1 – Transfer only.

**Sales price ‘Other’ field – abbreviations**

Brief description of terms of the transfer	Abbreviation	Brief description of terms of the transfer	Abbreviation
Change/correction of tenancy (not severance) or to resolve ownership (inc boundary realignment)	CHANGE/CORRECTION	Retirement/resignation and/or appointment of trustee, or declaration of a trust	TRUST
Court Order inc an order under the Family Law Act	COURT ORDER	Gift or Natural love and affection	GIFT
Prize in an art union	PRIZE	Severance of joint tenancy under s. 59 of <i>Land Title Act 1994</i> or s. 322A of <i>Land Act 1994</i>	SEVERANCE OF TCY

Brief description of terms of the transfer	Abbreviation	Brief description of terms of the transfer	Abbreviation
Pursuant to terms of a will (no mention of valuable consideration)	WILL		

For more information contact the Office of State Revenue.

(b) **Water Allocation**

- See 4(a) above.
- For more information about water allocations refer to water management publications available online.

**Item 5**

[24-4060]

**Property Details**

(a) **Land/Water Allocation Description** – Must be completed

- There are two rows for land and/or water allocation descriptions.
- If insufficient space complete and attach a Titles Registry Form 20 – Enlarged Panel.
- Complete the lot number/s, the plan type and the plan number/s being transferred as shown on a Current Title Search for the lot, e.g. for Lot 2 on SP 102938.

(b) **Property Address** – Not applicable to a water allocation

- Complete the address of the property beside the corresponding lot/s.
- If there is no street number, insert N/A – do not enter the lot number associated with the plan as street number.
- Properties with multi-unit dwellings should show the unit number as well as the street number (e.g. 2/24 Smith St).
- If the property is a water allocation only, leave blank.

(c) **Property Transferred includes** – Must be completed for all transfers involving land

- Mark the inclusion/s appropriate to the property.
- Movable chattels include movable articles or goods included with the transfer of the land, e.g. furniture.
- Specify further inclusion/s in the ‘Other’ field where necessary.
- If not applicable, leave blank, e.g. transfer of only a water allocation.

For more information contact the State Valuation Service.

(d) **Current Land Use** – Not applicable to water allocation

- Mark the land use/s appropriate to the property.
- Where the relevant land use is not listed on form (e.g. time share) specify the appropriate land use in ‘Other’ field.
- If the property being transferred is a water allocation only, leave this item blank. For any other property, it must be completed.

### Land Use Definitions

<p><b>Vacant Land:</b> Property/Land without visible improvement, e.g. structures.</p> <p><b>Dwelling:</b> House used for single unit residential habitation usually by a family unit.</p> <p><b>Multi-unit:</b> A structure which has been registered as: (a) a Building Unit or Group Title under the <i>Building Unit and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>. The structure may be used for residential, industrial, commercial or mixed purposes.</p> <p><b>Flats:</b> A structure containing two or more areas designed for self contained residential occupation including groups of units held by a single Company but not registered as: (a) a Building Unit or Group Title under the <i>Building Units and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>.</p> <p><b>Guest House/Private Hotel:</b> An accommodation building where room only or room and meals are provided and having shared facilities (not a motel).</p> <p><b>Other, specify:</b> Those not covered above. If there is any doubt as to what land use the property may be included please specify the usage here.</p>	<p><b>Farming:</b> Means the business or industry of grazing, dairying, pig farming, poultry farming, viticulture, orcharding, apiculture, horticulture, aquaculture, vegetable growing, the growing of crops of any kind, forestry or any other business or industry involving the cultivation of soils, the gathering in of crops or the rearing of livestock.</p> <p><b>Industrial:</b> Includes properties used for general industry, light industry, noxious/offensive industry, harbour industry, extractive purposes and may include the following where not used for retail purposes: warehouses, bulk stores, transport terminals, service stations, oil depots, wharves, builders yards and cold stores.</p> <p><b>Commercial:</b> Includes properties used for shops or shop/dwelling, shopping group, drive in shopping centres, restaurants, motels, special tourist attractions, marina, residential institutions, car parks, retail warehouse, sales area outdoor (dealers, boats, cars), offices (professional offices, finance, banks, lending agents and brokers), funeral parlours, hospitals, convalescent homes, predominantly medical care, child care, hotels/taverns, nurseries, theatre/cinema, drive in cinemas, licensed clubs, sporting facilities/clubs, caravan parks and advertising hoardings.</p>
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For more information contact the State Valuation Service.

- (e) **Water Allocation** – Not applicable to land
- If not applicable, mark N/A [ ].
- (i) **Is water allocation unsupplemented?**
- Unsupplemented i.e. a water supply for an allocation where the reliability is not enhanced or supplemented by releases from water storage infrastructure.
  - Indicate if the water allocation is unsupplemented.
- (ii) **Reference number of the Water Allocation Dealing Certificate – Unsupplemented**
- If the water allocation is unsupplemented complete the certificate reference of the Notice of Proposed Transfer of Unsupplemented Water Allocation.
  - If water allocation is a supplemented allocation leave blank.

For more information contact Water Catchment Services.

- (f) **Safety Switch** – Applicable to *domestic residence* only

- *Domestic residence* means a building or part of a building that is used, or designed to be used, as a single dwelling, e.g. a dwelling house, a home unit in a multi-unit development or a flat.
- (i) **Is an electrical safety switch installed?**
- There is a requirement under law that an electrical safety switch must be installed for all general purpose socket outlets in every domestic residence.
  - If not applicable, mark N/A [ ].
- (ii) **Has transferee been informed in writing about its existence?**
- There is a requirement under law that the transferor must inform the transferee in writing about the existence or otherwise of an electrical safety switch in the home.
  - If not applicable, mark N/A [ ].

For more information contact the Department of Employment and Industrial Relations),  
Electrical Safety Office.

(g) **Smoke Alarm** – Applicable to *domestic dwellings* only

- *Domestic dwelling* means a Class 1a building (a detached house or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, townhouse or a villa unit) or a Class 2 building (a building containing two or more sole-occupancy units each being a separate dwelling).
- (i) Is a compliant smoke alarm/s installed?
- There is a requirement under the *Fire and Emergency Services Act 1990* that from 1 July 2007 the required number of smoke alarm/s that comply with Australian Standard 3786 have been installed in the domestic dwelling.
  - If not applicable, mark N/A [ ].
- (ii) **Has transferee been informed in writing about its existence?**
- There is a requirement under law that the transferor must inform the transferee in writing about the existence or otherwise of a smoke alarm/s in the domestic dwelling.
  - If not applicable, mark N/A [ ].

For more information contact the Queensland Fire and Emergency Services.

**Item 6**

[24-4070]

**Transaction Information**

- (a) **Is there an agreement in writing for the transfer of dutiable property?** – Must be completed

- Examples of an agreement in writing include a contract of sale or any agreement in writing that has provision for the transfer of the property.
- If a written agreement has been entered into for the property being transferred, mark **YES** [ ].
- If there is no written agreement, mark **NO** [ ].

(b) **Date of written agreement** – Must be completed if section 6(a) is marked YES

- State the date the written agreement was executed.
- If there is no written agreement, leave blank.

For more information contact the Office of State Revenue.

(c) **Were any transferees related to or associated with any transferors at the date of the dutiable transaction?** – Must be completed

- A relationship includes by blood or marriage or de facto to the third degree (e.g. father to son, uncle to niece). An association may be with a person as individual or in the capacity of a related body corporate, director, shareholder or through a partnership agreement or as trustee or beneficiary of the same or another trust.
- If the transferor and transferee are related or associated at the date of the transfer, mark **YES** [ ].
- If there is no relationship or association at the date of the transfer, mark **NO** [ ].

For more information contact the Office of State Revenue.

(d) **State the degree of relationship or association and supply evidence of value** – Must be completed if section 6(c) is marked YES

- If the transferor and transferee are related or associated at the date of the transfer, state the relationship.
- If the transferor and transferee are related or associated at the date of the transfer, independent evidence of value of the property must be provided to the Office of State Revenue.
- For residential property only, the Office of State Revenue accepts as evidence of value a written opinion or market appraisal as at the date of the transfer, including three comparable sales, from a local real estate agent.
- If there is no relationship or association at the date of the transfer, leave blank.

For more information contact the Office of State Revenue.

(e) **Is the consideration less than the unencumbered value of the property included in this transaction?** – Must be completed

- Unencumbered value is the value of the property without regard to any encumbrance/liability (e.g. mortgage or lien), and it is the value the property would achieve if sold on the open market.



- Where the consideration is less than the unencumbered value of the property, provide independent evidence of value of the property to the Office of State Revenue. See 6(b) above for further information.
- If the consideration is equal to or more than the unencumbered value of the property, mark **NO** [ ].

For more information contact the Office of State Revenue.

**(f) Is this transaction part of an arrangement that includes other dutiable transactions?** – Must be completed

- If this transaction forms part of an arrangement that includes other dutiable transactions, provide the Office of State Revenue full details of the other transactions.
- If there are no other transactions relating to this property transfer, mark **NO** [ ].

For more information contact the Office of State Revenue.

**(g) Is GST payable on this transaction?** – Must be completed

- GST is payable on this transaction if the transferor is registered, or required to be registered, for GST, and conducting an enterprise as defined by the ATO.
- Mark **NO** [ ] to this question if the sale price quoted in item 4 is GST free and does not require an amount for GST to be remitted to the ATO.
- Mark **YES** [ ] to this question if the sale price quoted in item 4 includes a GST amount to be remitted to the Australian Tax Office (ATO).

For more information contact the Australian Tax Office <[www.ato.gov.au](http://www.ato.gov.au)> or your tax accountant.

**(h) Is this transaction under the margin scheme?** – Must be completed if section 6(g) is marked YES.

- The Margin Scheme is a different way of working out the GST payable when you sell your property.
- Whether you can use the margin scheme depends on when you purchased your property and the nature of the acquisition.
- **Mark NO** [ ] if the property was not sold using the Margin Scheme.
- **Mark YES** [ ] if you have sold this property using the Margin Scheme.
- If GST is not payable on the transaction, leave blank.

For more information contact the Australian Tax Office <[www.ato.gov.au](http://www.ato.gov.au)> or your tax accountant.

**(i) Is any transferor a non-Australian entity?** – Must be completed

- A “non-Australian entity” refers to:

- Individuals who are not Australian citizens (regardless of whether they are permanent residents);
  - Companies incorporated outside Australia;
  - Trusts with a country of tax residence that is not Australia; and
  - Other bodies (e.g. body politic, corporation sole) formed outside Australia.
- Mark **NO**  if none of the transferors meet the definition of a non-Australian entity as detailed above.
  - Mark **YES**  if a transferor meets the definition of a non-Australian entity as detailed above.
    - If **YES** , please note that each non-Australian transferor will be contacted to provide an identity details annexure to the Office of State Revenue via a secure online form. A paper-based form will be available to non-Australian transferors without email access.

For more information, contact the Office of State Revenue.

**PROPERTY INFORMATION (TRANSMISSION APPLICATION)**

(This form must accompany **Titles Registry Form 6 – Transmission Application** when lodged in the Land Registry)  
*Foreign Ownership of Land Register Act 1988, Land Valuation Act 2010, Land Tax Act 2010, Local Government Act 2009, Water Act 2000, Electrical Safety Act 2002, Fire and Emergency Services Act 1990 and South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*

**Applicant (devisee/legatee) to complete**

Page 1 of 1

Electronic version – for completion before printing.  
 Where insufficient space in an item, use Form 20 (Enlarged Panel).  
**Mark appropriate [ ] with 'X'**  
 Refer to guide for completion for further information.

**Official use only**



**1. Deceased's last residential address**

25 BLACKWOOD STREET, STAFFORD QLD 4053

**2. Applicant**

- (a) Given names & surname or Company & ACN/ABN  
JOHN EDWARD SIMPSON
- (b) Date of birth (dd/mm/yyyy)  
15/6/1960
- (c) Residential or business address after possession  
14 VIEW DRIVE, FERNY GROVE QLD 4055
- (d) Contact details after possession
  - (i) Phone number - 07 3851 0022
  - (ii) Postal address - As above [ X ] OR complete address below
  - (iii) Email address – john.simpson@myisp.com.au
- (e) Is applicant a foreign person / corporation? **N/A** [ ] **NO** [ X ] **YES** [ ] > Attach completed Form 25 (Foreign Ownership Information)  
**Note:** The definition of a foreign person or corporation is defined in the *Foreign Ownership of Land Register Act 1988*.
- (f) Does applicant ordinarily reside in Australia? **N/A** [ ] **NO** [ ] **YES** [ X ]

**3. Property details**

(a) Land / Water allocation description		(b) Property address			
Lot	Plan type & no.	Street no.	Street name	Suburb/Town/Locality	Postcode
12	RP343922	25	BLACKWOOD STREET	STAFFORD	4053

- (c) Property transferred includes
  - Plant & machinery [ ]
  - Livestock [ ]
  - Crops [ ]
  - Existing right [ ]
  - Movable chattels [ ]
  - Water licence [ ]
  - Interim water allocation [ ]
  - Other (specify above) [ ]
- (d) Current land use
  - Vacant land [ ]
  - Dwelling [ X ]
  - Multi-unit [ ]
  - Flats [ ]
  - Guest house / Private hotel [ ]
  - Farming [ ]
  - Industrial [ ]
  - Commercial [ ]
  - Other (specify above) [ ]
- (e) Water allocation - **N/A** [ X ] OR complete below
  - (i) Is water allocation unsupplemented?  
**NO** [ ] **YES** [ ] > complete (ii) below
  - (ii) Reference number of the water allocation dealing certificate - unsupplemented

- (f) Safety switch
  - (i) Is an electrical safety switch installed? **N/A** [ ] **NO** [ ] **YES** [ X ]
  - (ii) Has applicant been informed in writing about its existence? **N/A** [ ] **NO** [ ] **YES** [ X ]
- (g) Smoke alarm
  - (i) Is a compliant smoke alarm/s installed? **N/A** [ ] **NO** [ ] **YES** [ X ]
  - (ii) Has applicant been informed in writing about its existence? **N/A** [ ] **NO** [ ] **YES** [ X ]

## Guide to Completion of Form 24A

[24-4080]

**This Guide for Completion is not part of the Form 24A and must not accompany the Form 24A and Form 6 – Transmission Application when lodged in the Titles Registry.**

The information on the Form 24A is required for the Office of State Revenue and to monitor compliance with legislative requirements relating to electrical safety switches (Electrical Safety Office) and smoke alarms (Queensland Fire and Emergency Services), and to update information held on the valuation and sales database (Department of Resources) and water management systems (Department of Regional Development, Manufacturing and Water), and local authority rate records. Each agency is provided only with information relevant to their area of responsibility.

### General Notes

- Two versions of this form are available –
  - The electronic version has embedded fields and may be completed in Microsoft Word or Adobe Acrobat before printing (Word version – if an embedded field expands, enter a space in it to reduce its width).
  - The printed version has visible broken lines. It must be printed and then completed by hand.
- Form 24A must accompany Titles Registry Form 6 – Transmission Application by a devisee/legatee of freehold (fee simple), State lease or licence, water allocation or lease under *South Bank Corporation Act 1989*.
- The applicant referred to in the Form 24A is the applicant (devisee/legatee) in the Transmission Application.
- For YES, NO or N/A (NOT APPLICABLE) answers, mark appropriate [ ] with an ‘X’.
- Insert information in the areas provided.
- If insufficient space for any item, complete and attach a Titles Registry Form 20 – Enlarged Panel.
  - In the relevant item of the Form 24A, insert the words ‘See Enlarged Panel’ only.
  - A Form 20 may contain more than one item.
  - The Form 20 must refer to the first title reference mentioned in the Form 6 – Transmission Application, show consecutive page numbering in the top right-hand corner and repeat the relevant item number and heading from the Form 24A.
- Contact details for each agency are listed at [24-4120].

### Item 1

[24-4090]

**Deceased’s last residential address** – Must be completed

- Insert the last residential address of the deceased.

## Item 2

[24-4100]

### Applicant

- Items 2(a), (b) and (c) have separate rows for each applicant (maximum four).
  - If insufficient space, complete and attach Titles Registry Form 20 – Enlarged Panel.
- (a) **Given Names and Surname or Company and ACN/ABN** – Must be completed
- Complete full name of each applicant in upper case as shown on the Transmission Application.
  - For a natural person, insert name in the format [GIVEN NAMES] [SURNAME].
  - For a company, insert company name and ACN or ABN in the format [COMPANY NAME] [ACN or ABN].
- (b) **Date of Birth** – Must be completed where the applicant is a natural person
- Date of birth is used only for Office of State Revenue purposes.
  - Complete date of birth in the format [dd/mm/yyyy] beside the corresponding name of each natural person.
- (c) **Residential or Business Address after possession** – Must be completed
- On the line beside each applicant complete the residential or business address after possession.
  - Where the address is the same as the applicant on the line above, insert ‘AS ABOVE’ on the relevant line.
  - For a natural person, complete the residential address where the applicant will reside after possession.
  - For a company, complete the registered business address where business will be conducted after possession. Do not use an agent’s address (e.g. **not** an accountant’s or solicitors details) or post office box.
- (d) **Contact details after possession** – Must be completed
- (i) **Phone number**
- Insert the applicant’s or authorised representative’s contact telephone number or mobile telephone number after possession to allow ready contact for correction of information on the form or to obtain further details.

(ii) **Postal Address**

- Complete a postal address after possession to enable authorised notices to be forwarded to the applicant (e.g. rate notice, valuation notice or land tax assessment).
- If the postal address is the same as the residential or the business address, mark As above [ ].

(iii) **Email Address-Optional**

- Insert an email address that will be used for the service of notices under the *Land Valuation Act 2010*. The Office of State Revenue and Local Governments may also use the email address for the service of notices

(e) **Is applicant a foreign person/corporation?** – Not applicable to a water allocation

**Note:** Additional Australian Taxation Office reporting requirement

In addition to this Queensland requirement, there is also a requirement for a foreign person to register any acquisition of residential real estate, agricultural land or water entitlements/rights with the Australian Taxation Office.

Refer to the [Australian Taxation Office website](#) for more information.

- The *Foreign Ownership of Land Register Act 1988* only applies to land.
- If the application only relates to a water allocation, mark N/A [ ].
- Mark **YES** [ ] if the applicant is a foreign person (foreign individual, foreign corporation or trustee of a foreign trust) as defined in the Foreign Ownership of Land Register Act and *Duties Act 2001* (see definition below).
  - o If **YES** [ ] is marked, a Form 25 is required to be completed and attached to the Form 24A when submitted to the Titles Registry.

**Definition of Foreign Person and Foreign Corporation**

**Foreign person** is defined in the *Duties Act 2001* as:

1. **a foreign individual** (s. 234 Duties Act)

A **foreign individual** is an individual other than an Australian citizen or permanent resident (s. 235 Duties Act).

2. **a foreign corporation** (s. 234 Duties Act)

A **foreign corporation** is:

- a corporation incorporated outside Australia;
- a corporation in which (taking their interests together) foreign persons or related persons of foreign persons:
  - are in a position to control at least 50% of the voting power in the corporation; or
  - are in a position to control at least 50% of the potential voting power in the corporation; or
  - have an interest in at least 50% of the issued shares in the corporation (s. 236 Duties Act).

3. **the trustee of a foreign trust** (s. 234 Duties Act)

A **foreign trust** is a trust where at least 50% of the interests in the trust are:

- a trust interest of a foreign individual; or

<ul style="list-style-type: none"><li>• a trust interest of a foreign corporation; or</li><li>• a trust interest of a trustee of a foreign trust; or</li><li>• a trust interest held by a <b>related person</b> of a foreign individual, foreign corporation or a trustee of a foreign trust (s. 237 Duties Act).</li></ul>
Further information about some of the definitions above is available in Public Rulings made by the Commissioner of State Revenue which can be accessed from the Resources page on the Queensland Treasury website ( <a href="https://www.treasury.qld.gov.au/resources">https://www.treasury.qld.gov.au/resources</a> ). See s. 238 of the <i>Duties Act 2001</i> regarding <b>related persons</b> .

For more information contact the Titles Registry.

### Item 3

[24-4110]

#### Property Details

(a) **Land/Water Allocation Description** – Must be completed

- There are two rows for land and/or water allocation descriptions.
- If insufficient space complete and attach Land Registry Form 20 – Enlarged Panel.
- Complete the lot number/s, the plan type and the plan number/s being transmitted as shown on a Current Title Search for the lot, e.g. Lot 2 on SP 102938.

(b) **Property Address** – Not applicable to a water allocation

- Complete the address of the property beside the corresponding lot/s.
- Properties with multi-unit dwellings should show the unit number as well as the street number (e.g. 2/24 Smith St).
- If there is no street number, insert N/A – do **not** enter the lot number associated with the plan as the street number.
- If the property is a water allocation only, leave blank.

(c) **Property Transferred includes** – Must be completed for all transmissions involving land

- Mark the inclusion/s appropriate to the property.
- Specify further inclusion/s in the ‘Other’ field where necessary.
- If not applicable, leave blank, e.g. transmission of only a water allocation.

For more information contact the State Valuation Service.

(d) **Current Land Use** – Not applicable to a water allocation

- Mark the land use/s appropriate to the property.
- Where the relevant land use is not listed on the form (e.g. time share) specify the appropriate land use in the ‘Other’ field.

- If the property being transmitted is a water allocation only, leave this item blank. For any other property, it must be completed.

### Land Use Definitions

<p><b>Vacant Land:</b> Property/Land without visible improvement, e.g. structures.</p> <p><b>Dwelling:</b> House used for single unit residential habitation usually by a family unit.</p> <p><b>Multi-unit:</b> A structure which has been registered as: (a) a Building Unit or Group Title under the <i>Building Unit and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>. The structure may be used for residential, industrial, commercial or mixed purposes.</p> <p><b>Flats:</b> A structure containing two or more areas designed for self contained residential occupation including groups of units held by a single Company but not registered as: (a) a Building Unit or Group Title under the <i>Building Units and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>.</p> <p><b>Guest House/Private Hotel:</b> An accommodation building where room only or room and meals are provided and having shared facilities (not a motel).</p> <p><b>Other, specify:</b> Those not covered above. If there is any doubt as to what land use the property may be included please specify the usage here.</p>	<p><b>Farming:</b> Means the business or industry of grazing, dairying, pig farming, poultry farming, viticulture, orcharding, apiculture, horticulture, aquaculture, vegetable growing, the growing of crops of any kind, forestry or any other business or industry involving the cultivation of soils, the gathering in of crops or the rearing of livestock.</p> <p><b>Industrial:</b> Includes properties used for general industry, light industry, noxious/offensive industry, harbour industry, extractive purposes and may include the following where not used for retail purposes: warehouses, bulk stores, transport terminals, service stations, oil depots, wharves, builders yards and cold stores.</p> <p><b>Commercial:</b> Includes properties used for shops or shop/dwelling, shopping group, drive in shopping centres, restaurants, motels, special tourist attractions, marina, residential institutions, car parks, retail warehouse, sales area outdoor (dealers, boats, cars), offices (professional offices, finance, banks, lending agents and brokers), funeral parlours, hospitals, convalescent homes, predominantly medical care, child care, hotels/taverns, nurseries, theatre/cinema, drive in cinemas, licensed clubs, sporting facilities/clubs, caravan parks and advertising hoardings.</p>
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For more information contact the State Valuation Service.

(e) **Water Allocation** – Not applicable to land

- If not applicable, mark N/A [ ].
- (i) **Is water allocation unsupplemented?**
  - Unsupplemented, ie a water supply for an allocation where the reliability is not enhanced or supplemented by releases from water storage infrastructure.
  - Indicate if the water allocation is unsupplemented.
- (ii) **Reference number of the Water Allocation Dealing Certificate – Unsupplemented**
  - If the water allocation is unsupplemented complete the certificate reference of the Notice of Proposed Transfer of Unsupplemented Water Allocation.
  - If water allocation is a supplemented allocation leave blank.

For more information contact Water Catchment Services.



(f) **Safety Switch** – Applicable to *domestic residence* only

- *Domestic residence* means a building or part of a building that is used, or designed to be used, as a single dwelling, e.g. a dwelling house, a home unit in a multi-unit development or a flat.

(i) **Is an electrical safety switch installed?**

- There is a requirement under law that an electrical safety switch must be installed for all general purpose socket outlets in every domestic residence.
- If not applicable, mark N/A [ ].

(ii) **Has applicant been informed in writing about its existence?**

- There is a requirement under law that the personal representative must inform the applicant in writing about the existence or otherwise of an electrical safety switch in the home.
- If not applicable, mark N/A [ ].

For more information contact the Electrical Safety Office.

(g) **Smoke Alarm** – Applicable to *domestic dwelling* only

- *Domestic dwelling* means a Class 1a building (a detached house or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, townhouse or a villa unit) or a Class 2 building (a building containing two or more sole-occupancy units each being a separate dwelling).

(i) **Is a compliant smoke alarm/s installed?**

- There is a requirement under the *Fire and Emergency Services Act 1990* that from 1 July 2007 the required number of smoke alarm/s that comply with Australian Standard 3786 have been installed in the domestic dwelling.
- If not applicable, mark N/A [ ].

(ii) **Has applicant been informed in writing about its existence?**

- There is a requirement under law that the personal representative must inform the applicant in writing about the existence or otherwise of a smoke alarm/s in the domestic dwelling.
- If not applicable, mark N/A [ ].

For more information contact the Queensland Fire and Emergency Services.

**Contact Details for Further Information**

[24-4120]

Agency	Contact Details
<b>Queensland Treasury – Office of State Revenue</b> <a href="http://www.osr.qld.gov.au">www.osr.qld.gov.au</a>	<b>Office of State Revenue:</b> Phone 1300 300 734
<b>Department of Resources</b> <a href="http://www.resources.qld.gov.au">www.resources.qld.gov.au</a>	<b>State Valuation Service:</b> <i>For all enquiries related to information required for the valuation roll, contact your local office of the Department of Resources and ask to speak to a Valuations Administration Officer.</i> <b>Titles Registry:</b> Phone 1300 255 750
<b>Electrical Safety Office</b> <a href="http://www.electricalsafety.qld.gov.au">www.electricalsafety.qld.gov.au</a>	<b>Electrical Safety Office:</b> Phone 1300 362 128
<b>Queensland Fire and Emergency Services</b> <a href="http://www.qfes.qld.gov.au">www.qfes.qld.gov.au</a>	<b>Queensland Fire and Emergency Services:</b> Phone 13 QGOV (13 74 68)
<b>Water Catchment Services</b> <b>Department of Regional Development, Manufacturing and Water</b> <a href="http://www.drdrm.qld.gov.au">www.drdrm.qld.gov.au</a>	<b>Water Allocations:</b> Phone 13 QGOV (13 74 68)

**eConveyancing**

[24-5000]

**Electronic Conveyancing and Electronic Conveyancing Document** [24-5010]

Electronic Conveyancing (or eConveyancing) is the term used to refer to the electronic preparation, lodgement, processing and registration of instruments and other documents (Electronic Conveyancing Documents) for the purposes of the *Land Title Act 1994*, *Land Act 1994* and other titling legislation. It is an alternative to the traditional ‘paper based’ conveyancing system which involves the manual completion, execution and lodgement of paper forms either at a Titles Registry lodgement office, by post or through eLodgement.

An Electronic Conveyancing Document is a document under the Electronic Conveyancing National Law (Queensland) (the ECNL) that is lodged electronically through an Electronic Lodgment Network (see s. 14B of the *Land Title Act 1994* and s. 7 of the ECNL).

For more information, refer to Part 62 – eConveyancing.

The terms Electronic Conveyancing and eConveyancing are used interchangeably in this Part and throughout the Land Title Practice Manual.

**Scope Restrictions**

[24-5100]

Refer to the [Titles Registry Electronic Conveyancing web page](#) for the list of transactions currently available through eConveyancing.

## Prescribed Requirements – Form 24 (electronic)

[24-5200]

Under the Participation Rules (Queensland) a Prescribed Requirement is a published requirement of the Registrar that Subscribers to an Electronic Lodgment Network are required to comply with.

The following are prescribed requirements under the Participation Rules (Queensland) for Subscribers that are completing a Form 24 (electronic) and Form 25 (electronic) for a *foreign person* that is required to provide a notification for the acquisition of an interest in land under s. 18(1) of the *Foreign Ownership of Land Register Act 1988*:

25-001 Where the Subscriber is completing the Form 24 (electronic) and Form 25 (electronic) for:

- (1) a natural person that is a trustee of a *foreign trust* (and not a *foreign individual*):
  - (a) where all of the foreign trust interests are wholly held by a foreign beneficiary or beneficiaries from one country only then:
    - (i) the Form 24 Question 1(f) must be marked as “YES”; and
    - (ii) the Form 25 must be completed as if it were being completed by a *foreign individual* but using the country of the foreign beneficiary or beneficiaries.
  - (b) otherwise:
    - (i) the Form 24 Question 1(f) must be marked as “NO” (a Form 25 will then not be required to be completed through electronic conveyancing); and
    - (ii) a Form 25 must be prepared in paper and sent by post or e-mail to [info@titlesqld.com.au](mailto:info@titlesqld.com.au) (a scanned digital copy of the signed Form 25 is acceptable) after the electronic lodgement of the relevant dealing. Refer to the relevant examples and guide to completion for a trustee of a foreign trust in [25-4010];
- (2) a natural person that is a *foreign individual* **and** a trustee of a *foreign trust*:
  - (a) the Form 24 Question 1(f) must be marked as “YES”; and
  - (b) the Form 25 must be completed as normal for a *foreign individual* using the foreign country of the *foreign individual*;
- (3) a corporation that is a trustee of a *foreign trust* (and not a *foreign corporation*):
  - (a) the Form 24 Question 1(f) must be marked as “YES”; and
  - (b) the Form 25 must be completed as if it were being completed by a *foreign corporation* but instead of entering the percentages and countries of foreign shareholders, the percentages and countries of the foreign beneficiaries of the trust must be entered;
- (4) a corporation that is a *foreign corporation* **and** a trustee of a *foreign trust*
  - (a) the Form 24 Question 1(f) must be marked as “YES”; and

- (b) the Form 25 must be completed as normal for a *foreign corporation* using the foreign country of incorporation or the percentages and countries of foreign shareholders.

**Summary of the requirements for the completion of a Form 24 (electronic) and Form 25 (electronic) for a *foreign person* in eConveyancing**

Entity Type	<i>foreign person</i> type as defined in the <i>Duties Act 2001</i> (Qld)	Form 24 Question 1(f)	Form 25 (electronic) Completion
Natural Person	1. <i>foreign individual</i> only	Yes	Complete as normal for a <i>foreign individual</i> using the foreign country of the <i>foreign individual</i> .
	2. trustee of a <i>foreign trust</i> only:		
	a) where the trust interests are <u>wholly held</u> by a foreign beneficiary or beneficiaries from <u>one country only</u>	Yes	Complete as if completing for a <i>foreign individual</i> but insert the foreign country of the foreign beneficiary/beneficiaries.
	b) trustee of a <i>foreign trust</i> otherwise	No	Do not complete a Form 25 through electronic conveyancing.  Prepare a Form 25 in paper and send it by post or e-mail to <a href="mailto:info@titlesqld.com.au">info@titlesqld.com.au</a> (a scanned digital copy of the signed Form 25 is acceptable) after the electronic lodgement of the relevant dealing. Refer to [25-4010].
	3. <i>foreign individual</i> <b>AND</b> trustee of a <i>foreign trust</i>	Yes	Complete as normal for a <i>foreign individual</i> using the foreign country of the <i>foreign individual</i> .
Corporation	1. <i>foreign corporation</i> only	Yes	Complete as normal using the foreign country of incorporation or the percentages and countries of foreign shareholders.
	2. trustee of a <i>foreign trust</i> only	Yes	Complete as if completing for a <i>foreign corporation</i> but instead of entering the percentages and countries of foreign shareholders, enter the percentages and countries of the foreign beneficiaries of the trust.
	3. <i>foreign corporation</i> <b>AND</b> trustee of a <i>foreign trust</i>	Yes	Complete as normal for a <i>foreign corporation</i> using the foreign country of incorporation or the percentages and countries of foreign shareholders.

## **Attachments – Form 24 (electronic)**

[24-5300]

Currently there is no requirement or provision for any document or evidence to be included as an attachment with a Form 24 (electronic).

## **Execution and Certification**

[24-5400]

The requirements for digitally signing and making certifications for an Electronic Conveyancing Document are contained in the Participation Rules (Queensland).

## **Electronic Form**

[24-5600]

### **Approved Electronic Form**

[24-5610]

A Property Information (Transfer) form that is an Electronic Conveyancing Document (an eConveyancing Property Information (Transfer)) must accompany a Form 1 – Transfer (electronic) that is lodged through an Electronic Lodgment Network and be in the form approved by the Registrar under the Electronic Conveyancing National Law (Queensland). The eConveyancing Property Information (Transfer) must be digitally signed by or for each Transferor (Part B) and Transferee (Part A) as required by the approved form and Participation Rules.

Representations of the electronic form approved by the Registrar under s. 7 of the Electronic Conveyancing National Law (Queensland) are shown below.

## PROPERTY INFORMATION (TRANSFER)

**PART A - Transferee to complete**

**Title Reference**

**1. Transferee**

- (a) Given names & Surname or Company and ACN/ARBN
- (b) Date of Birth
- (c) Residential or business address after possession
  
- (d) Contact details after possession
  - (i) Phone number
  - (ii) Postal address
  - (iii) Email address
- (e) Name of trust
- (f) Is transferee a foreign person / corporation?                      **N/A** [ ]    **NO** [ ]    **YES** [ ]
- (g) Does transferee ordinarily reside in Australia?                      **N/A** [ ]    **NO** [ ]    **YES** [ ]

**2. Transaction**

- (a) Date of possession
- (b) Date of settlement

**Execution**

I certify that:

Signed by:

For  
On behalf of

Dated:

Information from this form is collected and used under the authority of legislation stated at the top of this form. It is provided to Qld Government departments, local authorities and water distribution entities. Some information may be included in publicly searchable records maintained by those agencies. Information from the Valuation & Sales database may be provided to data brokers who may sell it as part of an information package.

*This is a representation of the instrument that was electronically lodged*

**PROPERTY INFORMATION (TRANSFER)**

**PART B - Transferor to complete**

**Title Reference**

**3. Transferor's residential or business address after settlement**

**4. Details of sale price** (Sale price must include GST if applicable)

(a) Property excluding water allocation	(b) Water Allocation - <b>N/A</b> [ ]
Cash	Cash
Vendor Terms	Vendor Terms
Assumption of liabilities	Assumption of liabilities
Other	Other

**Total** **Total**

**5. Property Details**

(a) Land/Water allocation description (b) Property address

Lot	Plan type & no.	Street no.	Street name	Suburb/Town/ Locality	Postcode
-----	-----------------	------------	-------------	--------------------------	----------

(c) Property transferred includes: (d) Current land use (e) Water allocation - **N/A** [ ]

Plant & machinery	[ ]	Vacant land	[ ]	(i) Is water allocation unsupplemented?
Livestock	[ ]	Dwelling	[ ]	<b>NO</b> [ ] <b>YES</b> [ ]
Crops	[ ]	Multi-unit	[ ]	(ii) Reference number of the water allocation
Existing right	[ ]	Flats	[ ]	dealing certificate - unsupplemented
Moveable chattels	[ ]	Guest house /		
Water licence	[ ]	Private hotel	[ ]	
Interim water allocation	[ ]	Farming	[ ]	
Other:	[ ]	Industrial	[ ]	
		Commercial	[ ]	
		Other	[ ]	

(f) Safety switch				
(i) Is an electrical safety switch installed?	<b>N/A</b> [ ]	<b>NO</b> [ ]	<b>YES</b> [ ]	
(ii) Has transferee been informed in writing about its existence?	<b>N/A</b> [ ]	<b>NO</b> [ ]	<b>YES</b> [ ]	
(g) Smoke alarm				
(i) Is a compliant smoke alarm/s installed?	<b>N/A</b> [ ]	<b>NO</b> [ ]	<b>YES</b> [ ]	
(ii) Has transferee been informed in writing about its existence?	<b>N/A</b> [ ]	<b>NO</b> [ ]	<b>YES</b> [ ]	

**6. Transaction information**

(a) Has an agreement in writing for the transfer of dutiable property been entered into?	<b>NO</b> [ ]	<b>YES</b> [ ]
(b) Date of written agreement		
(c) Are the transferor and transferee related or associated at the date of the transfer?	<b>NO</b> [ ]	<b>YES</b> [ ]

Information from this form is collected and used under the authority of legislation stated at the top of this form. It is provided to Qld Government departments, local authorities and water distribution entities. Some information may be included in publicly searchable records maintained by those agencies. Information from the Valuation & Sales database may be provided to data brokers who may sell it as part of an information package.

*This is a representation of the instrument that was electronically lodged*

- 
- (d) State the degree of relationship or association and supply evidence of value to Office of State Revenue
- (e) Is the consideration less than the unencumbered value of the property included in this transaction? NO [ ] YES [ ]
- (f) Does this transaction form part of an arrangement that includes other dutiable transactions? NO [ ] YES [ ]
- (g) Is GST payable on this transaction? NO [ ] YES [ ]
- (h) Is the transaction under the margin scheme? NO [ ] YES [ ]
- (i) Is any transferor a non-Australian entity? NO [ ] YES [ ]
- 

**Execution**

I certify that:

Signed by:

For  
On behalf of

Dated:

---



## Electronic Form Example

[24-5620]

**PROPERTY INFORMATION (TRANSFER)****PART A - Transferee to complete**

Title Reference 14365032

**812345678F**

SY F24 \$0.00

21/01/2021 09:01:24

**1. Transferee**

- |   |                   |  |
|---|-------------------|--|
| (a) Given names & Surname or Company and ACN/ARBN | (b) Date of Birth | (c) Residential or business address after possession |
| ANN MAREE FRASER                                  | 23/05/1965        | 6 Howson ST<br>MT GRAVATT QLD 4122                   |
| JOHN ANDREW FRASER                                | 15/06/1962        | 6 Howson ST<br>MT GRAVATT QLD 4122                   |
- (d) Contact details after possession
- |                     |                                    |
|---------------------|------------------------------------|
| (i) Phone number    | 07 3222 5151                       |
| (ii) Postal address | 6 Howson ST<br>MT GRAVATT QLD 4122 |
| (iii) Email address | thefrasers@myisp.com.au            |
- (e) Name of trust
- (f) Is transferee a foreign person / corporation?      N/A [ ]    NO [X]    YES [ ]
- (g) Does transferee ordinarily reside in Australia?      N/A [ ]    NO [ ]    YES [X]

**2. Transaction**

- |                        |            |
|------------------------|------------|
| (a) Date of possession | 30/11/2020 |
| (b) Date of settlement | 30/11/2020 |

**Execution**

I certify that:

- The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Signed by:

James Woodhouse  
For WOODHOUSE LAWYERS  
On behalf of  
ANN MAREE FRASER  
JOHN ANDREW FRASER

Dated: 21/01/2021

**PROPERTY INFORMATION (TRANSFER)****PART B - Transferor to complete**

Title Reference 14365032

**3. Transferor's residential or business address after settlement**

357 Victoria RD WYNNUM QLD 4170

**4. Details of sale price** (Sale price must include GST if applicable)

(a) Property excluding water allocation		(b) Water Allocation - N/A [X]	
Cash	\$549,000.00	Cash	
Vendor Terms	\$0.00	Vendor Terms	
Assumption of liabilities	\$0.00	Assumption of liabilities	
Other	\$0.00	Other	
<b>Total</b>	<b>\$549,000.00</b>	<b>Total</b>	

**5. Property Details**

(a) Land/Water allocation description (b) Property address

Lot	Plan type & no.	Street no.	Street name	Suburb/Town/ Locality	Postcode
16	RP888123	15	Johnson RD	CLEVELAND	4163

(c) Property transferred includes: (d) Current land use

Plant & machinery	[ ]	Vacant land	[ ]
Livestock	[ ]	Dwelling	[X]
Crops	[ ]	Multi-unit	[ ]
Existing right	[ ]	Flats	[ ]
Moveable chattels	[ ]	Guest house /	
Water licence	[ ]	Private hotel	[ ]
Interim water allocation	[ ]	Farming	[ ]
Other:	[ ]	Industrial	[ ]
		Commercial	[ ]
		Other	[ ]

(e) Water allocation - N/A [X]

		(i) Is water allocation unsupplemented?			
			NO [ ]	YES [ ]	
		(ii) Reference number of the water allocation dealing certificate - unsupplemented			
(f) Safety switch					
(i) Is an electrical safety switch installed?		N/A [ ]	NO [ ]	YES [X]	
(ii) Has transferee been informed in writing about its existence?		N/A [ ]	NO [ ]	YES [X]	
(g) Smoke alarm					
(i) Is a compliant smoke alarm/s installed?		N/A [ ]	NO [ ]	YES [X]	
(ii) Has transferee been informed in writing about its existence?		N/A [ ]	NO [ ]	YES [X]	

**6. Transaction information**

(a) Has an agreement in writing for the transfer of dutiable property been entered into?	NO [ ]	YES [X]
(b) Date of written agreement	01/10/2020	
(c) Are the transferor and transferee related or associated at the date of the transfer?	NO [X]	YES [ ]
(d) State the degree of relationship or association and supply evidence of value to Office of State Revenue		

Information from this form is collected and used under the authority of legislation stated at the top of this form. It is provided to Qld Government departments, local authorities and water distribution entities. Some information may be included in publicly searchable records maintained by those agencies. Information from the Valuation & Sales database may be provided to data brokers who may sell it as part of an information package.

*This is a representation of the instrument that was electronically lodged*

- 
- |   |  |   |
|---|--|---|
| (e) Is the consideration less than the unencumbered value of the property included in this transaction? | NO <input checked="" type="checkbox"/> | YES <input type="checkbox"/>            |
| (f) Does this transaction form part of an arrangement that includes other dutiable transactions?        | NO <input checked="" type="checkbox"/> | YES <input type="checkbox"/>            |
| (g) Is GST payable on this transaction?   | NO <input type="checkbox"/>            | YES <input checked="" type="checkbox"/> |
| (h) Is the transaction under the margin scheme?   | NO <input type="checkbox"/>            | YES <input checked="" type="checkbox"/> |
| (i) Is any transferor a non-Australian entity?  | NO <input checked="" type="checkbox"/> | YES <input type="checkbox"/>            |
- 

**Execution**

I certify that:

1. The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Signed by:

Peter Jones

For JONES LAWYERS

On behalf of

ANDREW THOMAS JACOBS

Dated: 21/01/2021

## Electronic Form Notes for Completion

[24-5700]

Refer to the table below for notes for the completion of a Form 24 (electronic).

Item	Notes
Item 1(f)	<p>For Subscribers that are completing the Form 24 (electronic) for a <i>foreign person</i> that is a trustee of a <i>foreign trust</i> – refer to Prescribed Requirement 25-001 (see [24-5200] and also Part 25 esp. [25-5000]).</p> <p><b>Note:</b> <u>Additional Australian Taxation Office reporting requirement</u></p> <p>In addition to this Queensland requirement, there is also a requirement for a foreign person to register any acquisition of residential real estate, agricultural land or water entitlements/rights with the Australian Taxation Office.</p> <p>Refer to the <a href="#">Australian Taxation Office website</a> for more information.</p>

## Cross References and Further Reading

[24-9000]

Part 25 – Foreign Ownership Information

Part 62 – eConveyancing

### Notes in text

[24-9050]

Note<sup>1</sup> – This numbered section, paragraph or statement does not apply to water allocations

Note<sup>2</sup> – This numbered section, paragraph or statement does not apply to State land.

Note<sup>3</sup> – This numbered section, paragraph or statement does not apply to freehold land.