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: https://www.titlesqld.com.au/titles-registry-forms/
- 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: https://www.titlesqld.com.au/manual-guides/land-title-practice-manual/

Table of Contents

1.0   Example Forms

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

Lodger Details

Lodger Code	
Name	SMITH & HAYES
Address	10 MARY STREET BRISBANE QLD 4000
Lodger Box	123
Phone	(07) 3227 5055
Email	info@smithhayes.com.au
Reference	SMITH:ABC

For Office Use Only

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 2 ON RP3467

Applicant

Name	JOHN THOMAS CLARE

Transaction Instruments

Order

Document Type	RELEASE OF MORTGAGE
Dealing No.	MORTGAGE NO. 714818456
Title Reference	16172222

Document Type	TRANSFER
Party Receiving	JOHN THOMAS CLARE
Title Reference	16172222

Document Type	MORTGAGE
Party Receiving	SUNPAC FINANCE PTY LTD
Title Reference	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 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

Lodger Code	
Name	SMITH & HAYES
Address	10 MARY STREET BRISBANE QLD 4000
Lodger Box	123
Phone	(07) 3227 5055
Email	info@smithhayes.com.au
Reference	SMITH:ABC

For Office Use Only

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
	LOT 2 ON RP123456
53215684	LOT 40 ON SP256245
	LOT 41 ON SP256245

Applicant

Name	ABC PTY LTD
ACN	204745692
Name	RHINO PTY LTD
ACN	104545692

> 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 relevant Capacity for a Party Receiving in the *Transaction Instruments Panel*

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
Capacity	AS TRUSTEE
Title Reference	16172222
Title Reference	53215684

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

Document Type	MORTGAGE
<u>Party Receiving</u>	SUNPAC FINANCE PTY LTD
<u>Title Reference</u>	16172222
<u>Title Reference</u>	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

For Office Use Only

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 2 ON RP3467

Applicant

Name	YOUR BANK PTY LTD
ACN	974652589

Transaction Instruments

Order

Document Type	RELEASE OF MORTGAGE
Dealing No.	MORTGAGE NO. 714818456
Title Reference	16172222

Document Type	MORTGAGE
Party Receiving	YOUR BANK PTY LTD
Title Reference	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 Execution

Executed on behalf of   YOUR BANK PTY LTD
under power of attorney number 712345678

Signer Name   WENDY JONES

Signer Organisation   YOUR BANK PTY LTD

Signer Role   TIER TWO ATTORNEY

Signature   *W J Jones*

Execution Date   10 / 10 / 2017

1.4   Example 4 – Priority Notice for a Lease

Lodger Details

Lodger Code	
Name	BIG CITY LAW
Address	100 QUEEN STREET
	BRISBANE QLD 4000
Lodger Box	321
Phone	(07) 3220 1000
Email	info@bigcity.com.au
Reference	DOBBY:ABC

For Office Use Only

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**
11223078	LOT 1 ON SP102568

Applicant

Name	BARGAIN BUYS PTY LTD
ACN	321654987

Transaction Instruments

Order

Document Type	LEASE
Party Receiving	BARGAIN BUYS PTY LTD
Title Reference	11223078
Part Land?	Y
Part Description	LEASE A ON SP345684 IN LOT 1 ON SP102568

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 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

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 Data Fields are individually mandatory, however the combination of details must suitably identify the lodger.

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

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

1. The Name Field with the name of the lodger;

2. The Address Field with the postal address of the lodger;

3. The Lodger Box Field with the lodger box reference (if applicable);

4. The Phone Field with the telephone number of the lodger;

5. The Email Field with the email address of the lodger.

The Reference Field 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 ***Transaction Instrument*** which the ***Applicant*** 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
52223988	Lot 1 on SP123456 Lot 40 on RP154321

2.3.2 Data Field Completion for Water Allocations

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 ***Transaction Instrument*** which the ***Applicant*** 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

2.4   Applicant Panel

Applicant

Name	*[DATA]*
ACN	*[DATA]*
ARBN	*[DATA]*
Name	*[DATA]*
ACN	*[DATA]*
ARBN	*[DATA]*

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

<u>Name Field:</u>   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:

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 **NOT** 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).

<u>ACN Field:</u>   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).

<u>ARBN Field:</u>   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 <u>Name Field</u> ("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	PETER JOHN JONES
ACN	

	ARBN	

Example for an Australian company *Applicant*

Insert the legal name of the Australian company *Applicant* in the <u>Name Field</u> and the ACN in the <u>ACN Field</u>.

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 lodged first*
Title Reference	*[DATA]*	
Part Land?	*[DATA]*	
Land Description	*[DATA]*	
Part Description	*[DATA]*	

   Document Type

Dealing No.	*[DATA]*	
Party Receiving	*[DATA]*	
Capacity	*[DATA]*	*Instrument to be lodged second*
Title Reference	*[DATA]*	
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 **each** *Transaction Instrument* to be lodged, the following <u>Data Fields</u> must be completed where applicable:

<u>Document Type Field:</u>   Insert an appropriate description of the *Transaction Instrument* being lodged e.g. Release of Mortgage, Transfer, Mortgage, Lease, Sub Lease, Easement.

<u>Dealing No. Field:</u>   This <u>Field</u> is only required for types of *Transaction Instrument* which relate to registered interests or dealings (refer to the table below).

                If the type of *Transaction Instrument* 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 Party Receiving and Capacity Fields should be repeated for each Party Receiving the benefit of the instrument:

Party Receiving: 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:

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 Title Reference 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 **Transaction Instrument**.

Part Land? Field Insert "Y" if the **Transaction Instrument** to be lodged:

- only affects one or some of the lots on the indefeasible title listed in the Title Reference Field (e.g. a Transfer of only one of the lots on an indefeasible title with multiple lots) – then complete the Land Description Field; 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 Part Description Field.

Otherwise leave blank or delete and leave Land Description Field and Part Description Field blank or delete.

Land Description Field: Where applicable – insert the lots on the indefeasible title listed in the Title Reference Field that are affected by the **Transaction Instrument**. Otherwise leave blank or delete.

Part Description Field: Where applicable – insert the relevant description of the area affected by the **Transaction Instrument** (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 *Transaction Instruments Panel*.

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 Panel* 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 *Transaction Instruments Panel*.

Release of Mortgage

Document Type Field:	Insert "Release of Mortgage".
Dealing No. Field:	Insert the dealing numbers of the Mortgages being released that will be listed in Item 1 of the *Form 3 – Release of Mortgage*.
Party Receiving:	This Field is not applicable for a Release of Mortgage - leave blank or delete.
Capacity:	This Field is not applicable for a Release of Mortgage - leave blank or delete.
Title Reference Field:	Insert the Title References from which the Mortgage is being released that will be listed in Item 2 of the *Form 3 – Release of Mortgage*.
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.
Part Description Field:	This field is not required for this example - leave blank or delete.

Transfer

Document Type Field:	Insert "Transfer".
Dealing No. Field:	If the interest being transferred detailed in Item 1 of the Transfer will be a Fee Simple interest – leave this field blank or delete.
	If the interest being transferred detailed in Item 1 of the Transfer will be an interest such as a Lease or Mortgage – insert the dealing number of the interest (e.g. LEASE 713456875).
Party Receiving:	Insert the legal name of the Transferee that will be recorded in Item 5 of the Transfer. The ACN or ARBN should not be included after the name of a company.
Capacity:	If the transferee will be recorded in a capacity other than their personal capacity in item 5 of the Transfer – insert the capacity (e.g. AS TRUSTEE). Otherwise leave blank or delete.
Title Reference Field:	Insert the Title Reference being transferred that will be recorded in Item 2 of the Transfer.
Part Land? Field	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 or delete.
Land Description Field:	If Part Land? 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.
Part Description Field:	This field is not required for this particular example - leave blank or delete.

Mortgage *(National Mortgage Form)*

Document Type Field:	Insert "Mortgage".
Dealing No. Field:	If the interest being mortgaged that will be detailed in the <u>Estate and/or interest being mortgaged Panel</u> in the *National Mortgage Form* is Fee Simple – leave blank or delete.
	If the interest being mortgaged that will be detailed in the <u>Estate and/or interest being mortgaged Panel</u> in the *National Mortgage Form* is an interest such as a Lease – insert the dealing number of the interest (e.g. LEASE 713456875).
Party Receiving:	Insert the legal name of the Mortgagee that will be recorded in the Name Field in the <u>Mortgagee Panel</u> 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 <u>Mortgagee Panel</u> 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 <u>Land Title Reference/Part land Affected?/Land Description Panel</u> in the *National Mortgage Form*.
Part Land? Field	If the <u>Part Land Affected? Field</u> 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 <u>Part Land? Field</u> 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 *National Mortgage Form* 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 Execution

Executed on behalf of *[DATA]*	*[DATA]*
Signer Name	*[DATA]*
Signer Organisation	*[DATA]*
Signer Role	*[DATA]*
Signature	
Execution Date	

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 *Applicant Panel*.

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 <u>Signer Role Field</u> 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 <u>1.1 Example 1 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – one title reference and individual Applicant</u>.

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 number 712345678	PETER JAMES MAY
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 1.3 Example 3 – Priority Notice for a Release of Mortgage and Mortgage.

Applicant Execution

Executed on behalf of	SUNPAC FINANCE PTY LTD
under power of attorney number 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 Signer Organisation Field and Signer Role Field 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	
Signer Role	
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 *Applicant Panel*)

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).
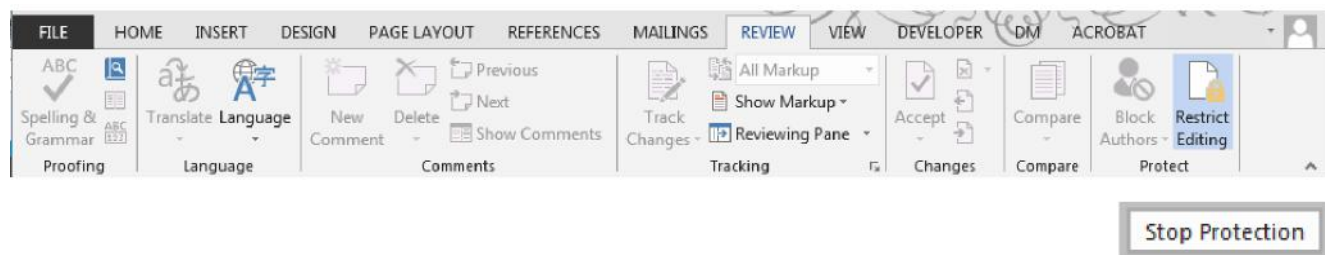
3.2 View Gridlines

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)**.
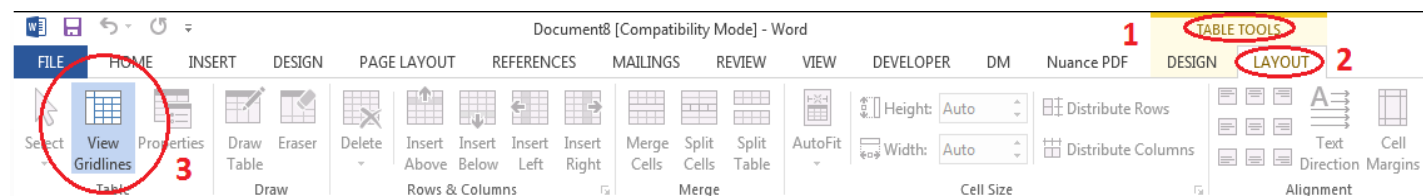
3.3 Add or Delete the relevant Fields

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 Name Field row so that the mouse cursor is oriented to the right (↗), left click and drag the cursor downwards to highlight the four rows, then right click within the highlighted rows and select Copy from the menu.

Place the cursor to the left of the empty Name Field row so that the mouse cursor is oriented to the right (⬈), right click and select Insert as New Rows (R) in the Paste Options **(2)**.
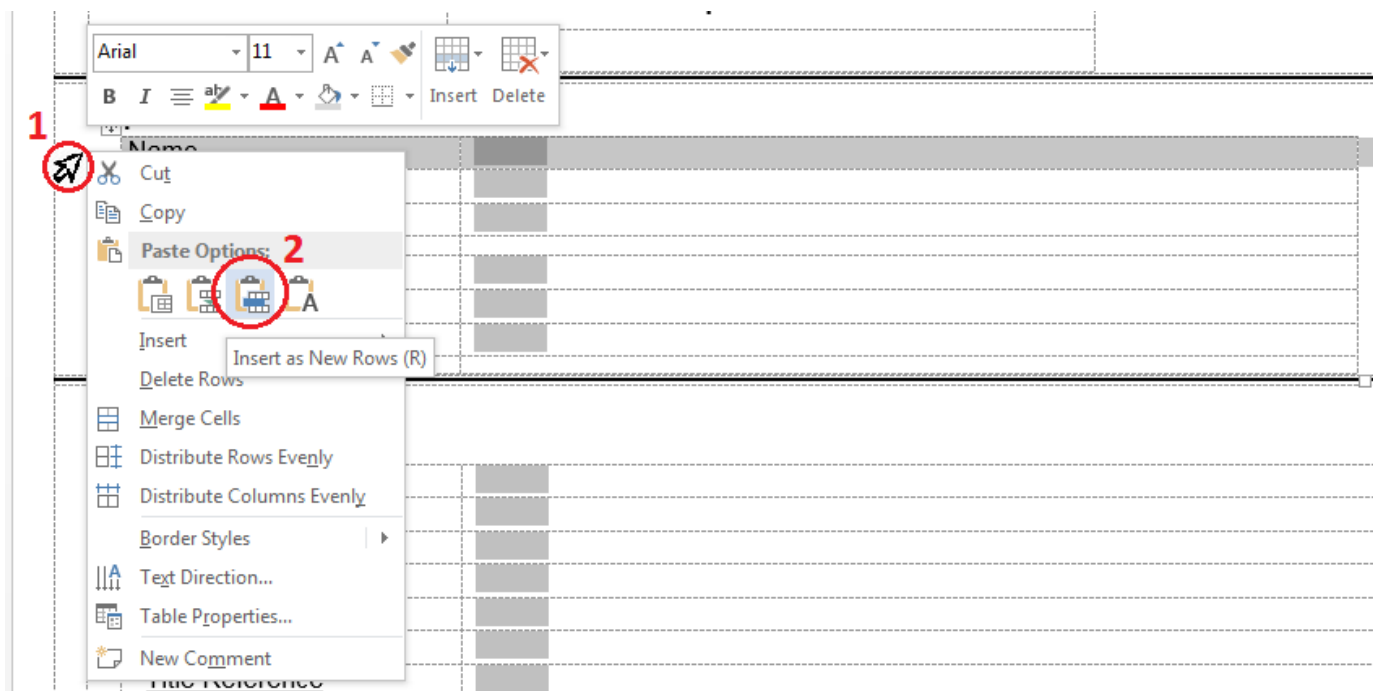
The copied rows with the required block of fields will be inserted above the row where the cursor was placed.

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 Name Field row so that the mouse cursor is oriented to the right (↗) **(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 Delete Rows **(4)** (or hit Backspace).


The rows with the unnecessary Fields will be deleted.

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 Field row so that the mouse cursor is oriented to the right (↗) **(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 Delete Rows **(4)** (or hit Backspace).

The rows with the unnecessary Fields will be deleted.

Example with a company Applicant:

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 (⇗) **(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 (⬈) and left click to highlight the row **(3)**

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

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	░░░
Capacity	░░░
Party Receiving	░░░
Capacity	░░░
Title Reference	░░░
Part Land?	░
Land Description	░░░
Part Description	░░░
Title Reference	░░░
Part Land?	░
Land Description	░░░
Part Description	░░░

The recording of this Priority Notice 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 (⬀) **(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.

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 (↗) **(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 Copy **(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 (↗) 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.

Transaction Instruments	
Order	
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 (⇗) **(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 Copy **(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 (⇗) 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.

Transaction Instruments

Order

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	
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 Field row so that the mouse cursor is oriented to the right (⬿) **(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 Delete Rows **(4)** (or hit Backspace).

Single Row Deletion Example

The relevant row will be deleted

Multiple Row Deletion Example

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 **second** row of the panel so that the mouse cursor is oriented to the right (⇗) **(1)**, right click to show the menu and select copy **(2)**. Ensure that both the Witnessing Fields and Execution Fields are highlighted.

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 (↗) and left click to Highlight row **(3)**

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

Executed on behalf of		
Signer Name		
Signer Organisation		
Signer Role		
Signature		
Execution Date		
Executed on behalf of		
Signer Name		
Signer Organisation		
Signer Role		
Signature		
Execution Date		

(Ctrl) ▾

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 (⤢) and left click **(1)**.

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

The row with the unnecessary Fields will be deleted.

The recording of this Priority Notice is requested.

Applicant Execution

Executed on behalf of	
Signer Name	
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 Field row so that the mouse cursor is oriented to the right (↗) **(1)** and left click, then right click within the highlighted row(s) **(2)** to display the menu and select Delete Rows **(3)** (or hit Backspace).

The relevant row will be deleted

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.

1

2

3
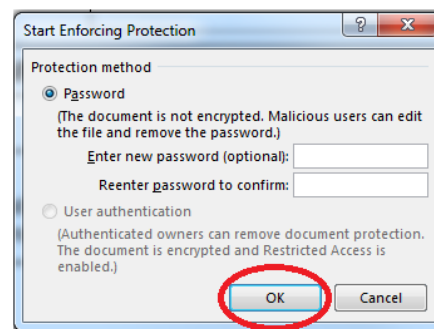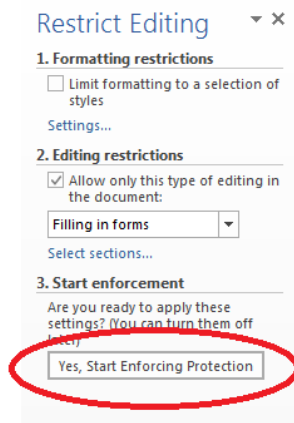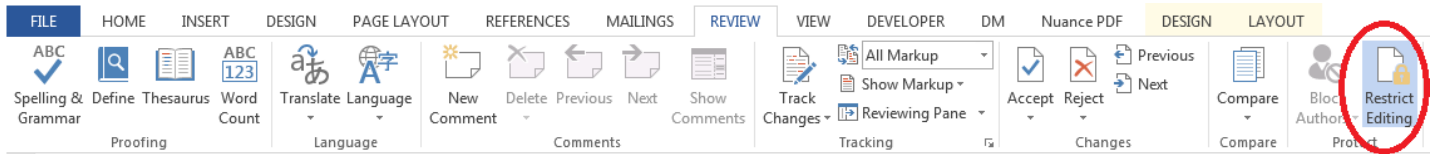
IMPORTANT: Significant changes to the form require prior approval from the Registrar. Requests should be submitted to info@titlesqld.com.au before depositing the Priority Notice.

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