

**After all parties have signed the Form – Please detach this Notice****VERY IMPORTANT: Please read this before signing the form**

Before signing the form you must show the witness adequate documentation so they can **verify your identity** and **your entitlement to sign**

Unless you provide adequate documentation the witness may decline to proceed

*Note: this notice is not part of the form and must not be lodged in the Titles Registry*

**Important information – witnessing signatures on titles registry forms**

- Only particular persons (Schedule 1 – *Land Title Act 1994*) are able to witness the signature of an individual on a titles registry form and they are required by law to take reasonable steps to verify the individual's identity and ensure they are the person entitled to sign the form.
- You must provide your witness with sufficient documentation for them to verify your identity (e.g. shows your photo and signature) **and** your entitlement to sign the form (e.g. shows your name and the property details).
- It is recommended that you present as many relevant documents as possible to the witness to assist them in complying with their legal obligations.
- For further guidance, including for witnessing outside Australia, refer to Part 61 of the Land Title Practice Manual, available online at [www.qld.gov.au/titles](http://www.qld.gov.au/titles).

**1. Verification of identity documents**

The Verification of Identity Standard in ¶[61-2700] of the Land Title Practice Manual requires a witness to sight a specified combination of identity documents. An extract showing the first 3 Categories of the Standard is below:

Category	Minimum Document Requirements For Persons who are Australian citizens or residents:
1	<ul style="list-style-type: none"> <li>• Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard</li> <li>• <u>plus</u> Australian drivers licence or Photo Card* (a Photo Card is a card issued by the Commonwealth or any State or Territory Government showing a photograph of the holder and enabling the holder to evidence their age and/or their identity)</li> <li>• <u>plus</u> change of name or marriage certificate <i>if necessary</i></li> </ul>
2	<ul style="list-style-type: none"> <li>• Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard</li> <li>• <u>plus</u> full birth certificate or citizenship certificate or descent certificate</li> <li>• <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card</li> <li>• <u>plus</u> change of name or marriage certificate <i>if necessary</i></li> </ul>
3	<ul style="list-style-type: none"> <li>• Australian drivers licence or Photo Card* (see Photo Card definition in Category 1 above*)</li> <li>• <u>plus</u> full birth certificate or citizenship certificate or descent certificate</li> <li>• <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card</li> <li>• <u>plus</u> change of name or marriage certificate <i>if necessary</i></li> </ul>

**2. Documentation to confirm you are entitled to sign the form/s**

If you are **selling property** or are **only refinancing**

- a current local government rates notice; or
- a current title search statement; or
- a current land tax assessment notice.

If you are **buying property** and/or **financing the purchase**

- a copy of the contract of sale; or
- official loan documentation from your lender; or
- a letter from a solicitor confirming you are entitled to sign the form.

**Unless you show your witness adequate documentation they may decline to proceed**



Dealing Number

OFFICE USE ONLY

Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

Print one-sided only

1. Interest being transferred (if shares show as a fraction) Lodger (Name, address, E-mail & phone number) Lodger Code

Note: A Form 24 - Property Information (Transfer) must be attached to this Form where interest being transferred is "fee simple" (Land Title Act 1994), "State leasehold" (Land Act 1994) or "Water Allocation" (Water Act 2000)

2. Lot on Plan Description Title Reference

3. Transferor

4. Consideration

5. Transferee Given names Surname/Company name and number (include tenancy if more than one)

6. Transfer/Execution The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof. The Transferor declares that the information contained in items 3 to 6 on the attached Form 24 is true and correct. The Transferee states the information contained in items 1, 2, 4 to 6(h) on the attached Form 24 is true and correct. Where a solicitor signs on behalf of the Transferee the information in items 1, 2, 4 to 6(h) on the Form 24 is based on information supplied by the Transferee.

NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994.

Separate executions are required for each transferor and transferee. Signatories are to provide to the witness, evidence that they are the person entitled to sign the instrument (including proof of identity).

.....  
.....  
Witnessing Officer (signature, full name & qualification) Execution Date Transferor's Signature

.....  
.....  
Witnessing Officer (signature, full name & qualification) Execution Date Transferor's Signature

.....  
.....  
Witnessing Officer (signature, full name & qualification) Execution Date \*Transferee's or Solicitor's Signature

.....  
.....  
Witnessing Officer (signature, full name & qualification) Execution Date \*Transferee's or Solicitor's Signature

(Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

\*Note: A Solicitor is required to print full name if signing on behalf of the Transferee and no witness is required in this instance

(This form must accompany **Titles Registry Form 1 – Transfer** when lodged in the Titles 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, South-East Queensland Water (Distribution and Retail Restructuring) Act 2009, Taxation Administration Act 2001*

**PART A – Transferee to complete**

Title reference [ ] 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
- (d) Contact details after possession
- (i) Phone number -
- (ii) Postal address (include only one address even if multiple owners) - As above [ ] OR complete address below
- (iii) Email address -
- (e) Name of trust - **N/A** [ ] OR complete -
- (f) Is transferee a foreign person / corporation? **N/A** [ ] **NO** [ ] **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 and Duties Act 2001*. Refer to Guide to Completion for more information.  
**(N/A if only for a Water Allocation)**
- (g) **N/A** [ ] **NO** [ ] **YES** [ ]  
**(N/A if only for a Water Allocation)**

**2. Transaction**

- (a) Date of possession (dd/mm/yyyy) – / / ➤ 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) – / / ➤ 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 [ ] Page 2 of 2

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

**Mark appropriate [ ] with 'X'**

Where insufficient space in an item, use Form 20 (Enlarged Panel).

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**

**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 [ ] OR complete below</b>	
Cash	\$	Cash	\$
Vendor terms	\$	Vendor terms	\$
Assumption of liabilities	\$	Assumption of liabilities	\$
	\$		\$
Other (specify above)		Other (specify above)	
<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

**5. Property details**

<b>(a) Land / Water allocation description</b>		<b>(b) Property address</b>			
Lot	Plan type & no.	Street no.	Street name	Suburb/Town/Locality	Postcode

<b>(c) Property transferred Includes</b>		<b>(d) Current land use</b>		<b>(e) Water allocation - N/A [ ] OR complete below</b>	
Plant & machinery	[ ]	Vacant land	[ ]	<b>(i) Is water allocation unsupplemented?</b>	
Livestock	[ ]	Dwelling	[ ]	<b>NO [ ] YES [ ] &gt; complete (ii) below</b>	
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	[ ]		
		Commercial	[ ]		
Other (specify above)		Other	[ ]		
<b>(f) Safety switch</b>					
<b>(i) Is an electrical safety switch installed?</b>				<b>N/A [ ] NO [ ] YES [ ]</b>	
<b>(ii) Has transferee been informed in writing about its existence?</b>				<b>N/A [ ] NO [ ] YES [ ]</b>	
<b>(g) Smoke alarm</b>					
<b>(i) Is a compliant smoke alarm/s installed?</b>				<b>N/A [ ] NO [ ] YES [ ]</b>	
<b>(ii) Has transferee been informed in writing about its existence?</b>				<b>N/A [ ] NO [ ] YES [ ]</b>	

**6. Transaction information**

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