

**SUMMARY OF CHANGES TO LAND TITLE PRACTICE MANUAL  
PUBLISHED 20 DECEMBER 2023**

<b>Part</b>	<b>Para</b>	<b>Summary</b>
2	4020	Update text for Reference Field to include cross reference to part 59-2030
14	4000	Update examples of Statutory Declarations to reflect the updated Form 20 – Declaration under the Oaths Act 1867
20	2040	Clarify text in relation to requirements for deposit of statutory declarations and include information about the Form 20 - Declaration
20	4000	Include example of updated Form 20 - Declaration
59	2000	Update text to clarify requirements in relation to lodger's internal reference details
59	2030	Insert new paragraph setting out requirements for inclusion of internal references by lodgers
60	0260	Clarify requirements for who can take a statutory declaration and include cross reference to part 20-2040

## Guide to Completion of National Mortgage Form

### Lodger Details Panel

[2-4020]

The standard Fields of the *Lodger Details Panel* are as follows:

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#### Lodger Details

Lodger Code  
Name  
Address  
Lodger Box  
Phone  
Email  
Reference

---

None of the Fields are individually mandatory, however the combination of details must contain the minimum information necessary for positive identification and contact by mail, electronic mail and telephone.

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 because this information can be obtained from Titles Registry records using the lodger code.

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. [Any internal reference completed by a lodger must comply with the requirements set out in part \[59-2030\]](#).

### Jurisdiction Panel

[2-4030]

The Jurisdiction Field in the *Jurisdiction Panel* must state QUEENSLAND.

Example:

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<u>Jurisdiction</u>	QUEENSLAND
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---

### Estate and/or interest being mortgaged Panel

[2-4040]

Insert FEE SIMPLE, WATER ALLOCATION, LEASE, or type of State tenure e.g. (STATE LEASE), whichever is applicable. If the mortgage only relates to the interest of one Tenant in Common Registered Owner, that Registered Owner's share fraction share (as numerator/denominator) should be included.

# Forms

## General Guide to Completion of Forms

[14-4000]

For general requirements for completion of forms see part 59.

## Guide to Completion of Form 14 for Examples 1 to 25

### Item 1

[14-4010]

Insert nature of request.

### Item 2

[14-4020]

#### <sup>1,2</sup>Freehold Description

The description of the relevant lot/s 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.

e.g.	Lot on Plan Description	Title reference
	Lot 27 on RP 204939	11223078

#### <sup>2,3</sup>Water Allocation Description

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.

e.g.	Lot on Plan Description	Title reference
	WA 27 on AP 7900	46012345

#### <sup>1,3</sup>State Tenure Description

The description of the relevant State tenure should always read ‘Lot [no.] on [plan reference]’. Plan references must contain the appropriate prefix (e.g. ‘CP’ for a crown plan).

e.g.	Lot on Plan Description	Title reference
	Lot 27 on CP LIV1234	40567123

### Item 3

[14-4030]

Insert, as the case requires, the full name of the person/entity owning or holding the interest which is the subject of the request and shown in Item 4, for example:

- the registered owner of a freehold lot; or the holder of a lease or licence under the *Land Act 1994*, or the holder of a water allocation; or
- the registered proprietor or holder of a secondary interest (e.g. mortgagee or lessee of a lease of freehold).

### Item 4

[14-4040]

Insert interest, either fee simple, water allocation, the type of State tenure e.g. State Lease, or lease or mortgage number.

**Item 5****[14-4050]**

Insert full name of applicant.

Complete the postal address of the applicant for service of notice for a request that changes:

- the registered owner of a freehold lot; or
- the holder of a lease or licence under the *Land Act 1994*; or
- the holder of a water allocation; or
- An address for service of notice is not required for requests to change or correct the name of the registered owner.

**Item 6****[14-4060]**

Insert details of the Request.

**Item 7****[14-4070]**

Complete and execute where indicated.



**Example 1 – Request to Record Correction of Name (Natural Person) supported by a declaration from the solicitor’s firm that prepared the original instrument or document**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 2

*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.

**1. Nature of request**

REQUEST TO RECORD CORRECTION OF NAME

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger Code**  
21

**2. Lot on Plan Description**

LOT 14 ON RP238942

**Title Reference**

11345070

**3. Registered Proprietor/State Lessee**

WAYNE KYLE PEARSON and MEREDITH JULIE PEARSON

**4. Interest**

FEE SIMPLE

**5. Applicant**

DWAYNE KYLE PEARSON

**6. Request**

I hereby request that: the name of one of the Registered Owners be corrected from Wayne Kyle Pearson to Dwayne Kyle Pearson in accordance with the declaration deposited herewith.

**7. Execution by applicant**

*LJ Fung*

LOIS JANE FUNG

1/11/2023

**Execution Date**

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

Example 1 (contd)

DECLARATION

Oaths Act 1867

STATUTORY DECLARATION

Title Reference [11345070]

I, **LOIS JANE FUNG** of 24 Logan Road, Logan in the State of Queensland, Solicitor, ~~do~~ solemnly and sincerely that: declare  
~~as follows:~~

1. My firm, Smith & Co prepared a Form 1 – Transfer in the name of WAYNE Kyle Pearson and Meredith Julie Pearson lodged under Dealing No. 710478823.
2. The name WAYNE Kyle Pearson in item 5 of the transfer was shown incorrectly.
3. The name should have been shown as DWAYNE Kyle Pearson.

**AND** I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

~~DECLARED AND SIGNED~~ before me at Brisbane )  
this 21<sup>st</sup> day of November 2021 )

*L J Fung*

.....  
(Signature of Declarant)

*W J Brown JP(Qual.) #12345*

.....  
(Signature of a Justice of the Peace/Solicitor)

**WILLIAM JOHN BROWN**

.....  
(Name of Witness in Full)

I state that\*1:

~~A. This declaration was made in the form of an electronic document.~~

~~B. This declaration was electronically signed.~~

~~C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*~~

~~D. This Declaration was physically signed in the physical presence of the witness.~~

W J Brown  
Signature

1/ 12 /2023  
Execution Date

L J Fung  
Declarant's Signature

WILLIAM JOHN BROWN  
Full Name

JP Qual #12345  
Type of Witness\*2

.....  
Name of Law Practice /  
Witness's Place of Employment\*3

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SAMPLE



**Example 1A – Request to Record Correction of Name (Natural Person) supported by a declaration by the registered owner**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 2

*Dealing Number*



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**1. Nature of request**

REQUEST TO RECORD CORRECTION OF NAME

**Lodger** (Name, address, E-mail & phone number) **Lodger Code**

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

21

**2. Lot on Plan Description**

LOT 14 ON RP238942

**Title Reference**

11345070

**3. Registered Proprietor/State Lessee**

WAYNE KYLE PEARSON and MEREDITH JULIE PEARSON

**4. Interest**

FEE SIMPLE

**5. Applicant**

DWAYNE KYLE PEARSON

**6. Request**

I hereby request that: the name of one of the Registered Owners be corrected from Wayne Kyle Pearson to Dwayne Kyle Pearson in accordance with the declaration deposited herewith.

**7. Execution by applicant**

*L J Fung*  
LOIS JANE FUNG

21/11/2023

**Execution Date**

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

**NOTE:** Form must be accompanied by Statutory Declaration and any relevant evidence referred to in the declaration

**Example 1A (contd)**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994  
and Water Act 2000

**DECLARATION**

**FORM 20** Version 2  
Page 2 of 2

\_\_\_\_\_ **Title Reference [11345070]**

**Oaths Act 1867**

**STATUTORY DECLARATION**

I, **DWAYNE KYLE PEARSON** of 24 Hideaway Close, Narangba in the State of Queensland, ~~do~~ solemnly and sincerely declare ~~as follows~~ that:

- 1. On 20 May 20023 a transfer to Wayne Kyle Pearson and Meredith Julie Pearson was lodged under dealing 710478823.
- 2. My name in item 5 on the transfer was shown incorrectly as WAYNE Kyle Pearson.
- 3. My name should have been shown as DWAYNE Kyle Pearson as evidenced by the name shown in the copy of my certificate of birth deposited herewith.

**AND** I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

~~DECLARED AND SIGNED~~ before me at Brisbane )  
this 21<sup>st</sup> day of November 2021 )

*D K Pearson*

\_\_\_\_\_  
(Signature of Declarant)

*W J Brown JP(Qual.) #12345*

\_\_\_\_\_  
(Signature of a Justice of the Peace/Solicitor)

**WILLIAM JOHN BROWN**

\_\_\_\_\_  
(Name of Witness in Full)

I state that\*1:

- A. This declaration was made in the form of an electronic document.
- B. This declaration was electronically signed.
- C. This declaration was made, signed and witnessed under part 6A of the Oaths Act 1867
- D. This Declaration was physically signed in the physical presence of the witness.

...W J Brown.....

Signature

WILLIAM JOHN BROWN.

Full Name

JP Qual #12345.

Type of Witness\*2

.....  
Name of Law Practice /

Witness's Place of Employment\*3

18/ 11 /2023  
Execution Date

B K Pearson.....

Declarant's Signature

SAMPLE



**Example 2 – Request to Record Change of Name of Registered Owner (Natural Person)**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 2

*Dealing Number*



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**1. Nature of request**

REQUEST TO RECORD A CHANGE OF NAME

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger Code**  
21

**2. Lot on Plan Description**

LOT 10 ON RP225533

**Title Reference**

17688021

**3. Registered Proprietor/State Lessee**

GEOFFREY MATTHEW WINDSOR and LAURA MARGARET BARNARD

**4. Interest**

FEE SIMPLE

**5. Applicant**

LAURA MARGARET WINDSOR

**6. Request**

I hereby request that: in accordance with the declaration dated 21 November 2021 deposited herewith, the change of name of Laura Margaret Barnard to Laura Margaret Windsor be registered.

**7. Execution by applicant**

21/11/23

**Execution Date**

*L M Windsor*

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Form must be accompanied by Statutory Declaration and any relevant evidence referred to in the declaration

Example 2 (contd)

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994  
and Water Act 2000

DECLARATION

FORM 20 Version 2  
Page 2 of 2

Title Reference [17688021]

Oaths Act 1867

STATUTORY DECLARATION

I, **LAURA MARGARET WINDSOR**, of 111 Example Street, Brisbane, in the State of Queensland do solemnly and sincerely declare that: as follows:

1. I am the person identical with Registered Owner **LAURA MARGARET BARNARD** named in Item 3 on the attached Form 14 – General Request.
2. My true and correct name is as shown in Item 5 on the Form 14 – General Request as **LAURA MARGARET WINDSOR** as on the 14<sup>th</sup> day of August 20243 I married **GEOFFREY MATTHEW WINDSOR**, as evidenced by the office copy Certificate of Marriage deposited herewith.

**AND** I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

I state that\*<sup>1</sup>:

- A. This declaration was made in the form of an electronic document.  
B. This declaration was electronically signed.  
C. This declaration was made, signed and witnessed under part 6A of the Oaths Act 1867  
D. This Declaration was physically signed in the physical presence of the witness.

J J Preston.

Signature

JOHN JAMES PRESTON.

Full Name

SOLICITOR

Type of Witness\*<sup>2</sup>

BRADSHAW AND PARTNERS

Name of Law Practice /

Witness's Place of Employment\*<sup>3</sup>

L M Windsor

Declarant's Signature

1/ 11 /2023

Execution Date



~~DECLARED AND SIGNED~~ before me at Brisbane )  
this 21<sup>st</sup> day of November 2021 )

*L M Windsor*

.....  
(Signature of Declarant)

.....  
*W J Brown JP(Qual.) #12345*

.....  
(Signature of a Justice of the Peace/Solicitor)

**WILLIAM JOHN BROWN**

.....  
(Name of Witness in Full)

SAMPLE



Example 3 – Request to Record Change of Name of Registered Owner (Corporation)

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

GENERAL REQUEST

Duty Imprint

Form 14 Version 4  
Page 1 of 1

Dealing Number



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1. Nature of request

REQUEST TO RECORD CHANGE OF NAME

Lodger (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

Lodger Code  
21

2. Lot on Plan Description

LOT 14 ON RP977000

Title Reference

11326072

3. Registered Proprietor/State Lessee

XYZ CORPORATION LIMITED ACN 001 311 711

4. Interest

FEE SIMPLE

5. Applicant

EXIT CORPORATION LIMITED ACN 001 311 711

6. Request

I hereby request that: the change of name of the registered owner from XYZ Corporation Limited ACN 001 311 711 to Exit Corporation Limited ACN 001 311 711 be recorded.

7. Execution by applicant

(seal)  
or full name of  
company to be shown

21/11/21

Execution Date

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

S Brown, Director  
SAMUEL DENIS BROWN

G Wolfe, Director/Secretary  
GERALD JOSEPH WOLFE

Applicant's or Solicitor's Signature

**Example 4 – Request to Record Removal of Expired Lease from Title**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 2

*Dealing Number*



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**1. Nature of request**

REQUEST TO RECORD REMOVAL  
OF EXPIRED LEASE FROM TITLE

**Lodger** (Name, address, E-mail & phone number) **Lodger Code**

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

21

**2. Lot on Plan Description**

LOT 27 ON RP131121

**Title Reference**

18329006

**3. Registered Proprietor/State Lessee**

SWANSDOWN PTY LTD ACN 020 777 420

**4. Interest**

LEASE NO. 300290364 (L336621P)

**5. Applicant**

BLACKDON PTY LTD ACN 030 662 421

**6. Request**

I hereby request that: the dealing noted in the attached statutory declaration marked Annexure "A" be removed from the title.

**7. Execution by applicant**

(seal)  
or full name of  
company to be shown

21/142/243  
**Execution Date**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

*D A Smith*, Director  
DIANNE ALLYSON SMITH

.....  
*M Hudson*, Director/Secretary  
MARGARET ALICE HUDSON

.....  
**Applicant's or Solicitor's Signature**

**NOTE:** Form must be accompanied by Statutory Declaration

**Example 4 (contd)**

**ANNEXURE "A" DECLARATION**

**Title Reference [18329006]**

**Oaths Act 1867**

**STATUTORY DECLARATION**

**This is annexure "A" referred to in the Form 14 – General Request executed for Blackdon Pty Ltd ACN 030 662 421 dated 21 November 2021.**

I, **DIANNE ALLYSON SMITH** of 45 Queen Street, Brisbane, in the State of Queensland, Director of Blackdon Pty Ltd ACN 030 662 421 ~~do hereby~~ solemnly and sincerely declare ~~as follows:that:~~

1. I am duly authorised to make this declaration.
2. Lease registered under Dealing No 600290364 (L336621P) on Title Reference 18329006 may be removed, as the option to renew has not been exercised.

**AND** I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

**I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.**

**I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.**

I state that\*1:

- ~~A. This declaration was made in the form of an electronic document.~~
- ~~B. This declaration was electronically signed.~~
- ~~C. This declaration was made, signed and witnessed under part 6A of the Oaths Act 1867.~~
- ~~D. This Declaration was physically signed in the physical presence of the witness.~~

Sean Cooper...

**Signature**

SEAN COOPER

**Full Name**

SOLICITOR

**Type of Witness\*2**

COOPER AND ASSOCIATES

**Name of Law Practice /**

**Witness's Place of Employment\*3**

D A Smith.

**Declarant's Signature**

1/ 12 /2023  
**Execution Date**

~~DECLARED AND SIGNED before me at Brisbane )  
this 21<sup>st</sup> day of November 2021 )~~

D A Smith

.....  
(Signature of Declarant)

W J Brown JP(Qual.) #12345

.....  
(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN

.....  
(Name of Witness in Full)

SAMPLE



**Example 5 – Request to Register Merger of Lease**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 1

*Dealing Number*



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**1. Nature of request**

REQUEST TO REGISTER MERGER OF LEASE

**Lodger** (Name, address, E-mail & phone number) **Lodger Code**

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

21

**2. Lot on Plan Description**

LOT 1 ON RP112233

**Title Reference**

11223244

**3. Registered Proprietor/State Lessee**

JANE ELIZABETH SMITH

**4. Interest**

FEE SIMPLE

**5. Applicant**

JANE ELIZABETH SMITH

**6. Request**

I hereby request that: Lease No. 600555333 be merged in the fee simple.

**7. Execution by applicant**

21/11/21  
**Execution Date**

*J E Smith*  
.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

**Example 6 – Request to Register Merger of Easement**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

Duty Imprint

**Form 14** Version 4  
Page 1 of 1

Dealing Number

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**1. Nature of request**

REQUEST TO REGISTER MERGER  
OF EASEMENT NO. 623456789

**Lodger** (Name, address, E-mail & phone number) **Lodger Code**  
21

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**2. Lot on Plan Description****Title Reference****DOMINANT TENEMENT**

LOT 3 ON RP877500

21138062

**SERVIENT TENEMENT**

EASEMENT A IN LOT 4 ON RP877500

21138063

**3. Registered Proprietor/State Lessee**

XYZ CORPORATION LIMITED ACN 001 222 349

**4. Interest**

FEE SIMPLE

**5. Applicant**

XYZ CORPORATION LIMITED ACN 001 222 349

**6. Request**

I hereby request that: Easement No. 623456789 be merged in the fee simple of the land described above.

**7. Execution by applicant**

(seal)  
or full name of  
company to be shown

21/11/21

**Execution Date**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

*P D Maxwell*, Director  
PETER DOUGLAS MAZWELL

.....  
*M S Hudson*, Director/Secretary  
MATTHEW STANLEY HUDSON

.....  
**Applicant's or Solicitor's Signature**

**Example 7 – Request to Register Discharge of Writ of Execution**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 1

*Dealing Number*



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**1. Nature of request**

REQUEST TO REGISTER DISCHARGE OF WRIT OF EXECUTION BY ENFORCEMENT CREDITOR

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger Code**  
21

**2. Lot on Plan Description**

LOT 10 ON RP100006

**Title Reference**

16679023

**3. Registered Proprietor/State Lessee**

DALE RAYMOND WHITE

**4. Interest**

FEE SIMPLE

**5. Applicant**

ERICA JUNE JONES

**6. Request**

I hereby request that: the discharge of Writ of Execution No 700334991 be registered.

**7. Execution by applicant**

21/11/21

**Execution Date**

*E J Jones*

**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: If executed by the enforcement creditor no evidence is required  
If executed by a solicitor for the enforcement credit, evidence of satisfaction of the debt is required see Part 12



SAMPLE



**Example 9 – Request to Register Satisfaction of Writ of Execution**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 1

*Dealing Number*



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**1. Nature of request**

REQUEST TO REGISTER SATISFACTION  
OF WRIT OF EXECUTION

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger  
Code**  
21

**2. Lot on Plan Description**

LOT 2 ON RP223311

**Title Reference**

12255187

**3. Registered Proprietor/State Lessee**

JANET DESLEY BROWNE

**4. Interest**

FEE SIMPLE

**5. Applicant**

JANET DESLEY BROWNE

**6. Request**

I hereby request that: Writ of Execution No 600721789 be discharged upon the grounds that the writ of execution has been satisfied, as evidenced by the [certificate of search issued by the Supreme Court Registrar or other evidence] deposited herewith.

**7. Execution by applicant**

*J D Browne*

21/11/21

**Execution Date**

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Evidence of satisfaction of the debt is required to be deposited see Part 12

**Example 10 – Request to Record Extension of Writ of Execution**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 1

*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.

**1. Nature of request**

REQUEST TO RECORD EXTENSION OF WRIT OF EXECUTION

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger Code**  
21

**2. Lot on Plan Description**

LOT 2 ON RP223311

**Title Reference**

15023186

**3. Registered Proprietor/State Lessee**

DALE RODNEY CROSS

**4. Interest**

FEE SIMPLE

**5. Applicant**

CREDIT QUICK CORPORATION PTY LTD ACN 002 390 480

**6. Request**

I hereby request that: in accordance with the court order dated 13 April 2021 deposited herewith, you record an extension for a period of three months of Writ of Execution No. 634882911.

**7. Execution by applicant**

(seal)  
or full name of  
company to be shown

21/11/21

**Execution Date**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

*M P Laidlaw*, Director  
MARTIN PETRIE LAIDLAW

.....  
*D T Wright*, Director/Secretary  
DOUGLAS THOMAS WRIGHT

.....  
**Applicant's or Solicitor's Signature**

**Example 11 – Request to Register Standard Terms Document**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 1

*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.

**1. Nature of request**

REQUEST TO REGISTER STANDARD  
TERMS DOCUMENT FOR LEASE

**Lodger** (Name, address, E-mail & phone number) **Lodger Code**  
21

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**2. Lot on Plan Description**

**Title Reference**

NOT APPLICABLE

**3. Registered Proprietor/State Lessee**

NOT APPLICABLE

**4. Interest**

NOT APPLICABLE

**5. Applicant**

ADVANCED LIFE PTY LTD ACN 010 330 730

**6. Request**

I hereby request that: pursuant to s.169 of the Land Title Act 1994 the attached Standard Terms Document containing Lease covenants for Advanced Life Pty Ltd ACN 010 330 730 be registered.

**7. Execution by applicant**

*F B Chan*

FRED BRIAN CHAN

21/11/21

**Execution Date**

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

**Example 12 – Request to Record Transmission by Bankruptcy (Request by Official Trustee)**QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000**GENERAL REQUEST**

Duty Imprint

**Form 14** Version 4  
Page 1 of 3

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.

**1. Nature of request**REQUEST TO RECORD  
TRANSMISSION BY BANKRUPTCY**Lodger** (Name, address, E-mail & phone number)SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943**Lodger  
Code**  
21**2. Lot on Plan Description**

LOT 2 ON RP571535

**Title Reference**

30066134

**3. Registered Proprietor/State Lessee**

EDWARD ROBERT SULLIVAN

**4. Interest**

FEE SIMPLE

**5. Applicant**

THE OFFICIAL TRUSTEE IN BANKRUPTCY

Address for the service of notices to the applicant: PO BOX 10443 ADELAIDE STREET BRISBANE QLD 4001

**6. Request**

I hereby request that: the applicant be registered as a proprietor of the estate or interest specified in Item 4 in the and described in Item 2 in consequence of the bankruptcy of EDWARD ROBERT SULLIVAN as evidenced by the National Personal Insolvency index extract and declaration deposited herewith.

**7. Execution by applicant**The seal of the Official Trustee in  
Bankruptcy was hereto affixed by me,  
**Digby Nicholas Bartholomew Ross**,  
the Official Receiver for the Bankruptcy  
District of the State of Queensland

(seal)

D N B Ross

21/10/21

**Execution Date****Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Items to be deposited:

- Extract from the National Personal Insolvency Index;
- Supporting declaration/s.

Example 12 (contd)

DECLARATION

Title Reference [3006134]

Oaths Act 1867

STATUTORY DECLARATION

I, **DIGBY NICHOLAS BARTHOLOMEW ROSS** of c/- 13<sup>th</sup> Level, 340 Adelaide Street, Brisbane in the State of Queensland, a Commonwealth Public Servant, ~~do~~ solemnly and sincerely declare that:

1. I am the Official Receiver for the Bankruptcy District of the State of Queensland under the *Bankruptcy Act 1966* (Cth) and am authorised to act on behalf of the Official Trustee in Bankruptcy pursuant to s. 18(8) of the Act.
2. Edward Robert Sullivan is registered as proprietor of an estate in fee simple in that land comprised in Indefeasible Title 30066334 being Lot 2 RP571535.
3. The said Edward Robert Sullivan registered as proprietor in the said Indefeasible Title is one and the same person as and identical with the Edward Robert Sullivan mentioned in extract from the National Personal Insolvency Index deposited herewith who disclosed his interest in the said land as an asset of his estate.
4. I am advised and verily believe that by virtue of section 58 of the *Bankruptcy Act 1966* (Cth) the Official Trustee in Bankruptcy is entitled to be registered as proprietor of the interest of Edward Robert Sullivan in the said land.

**AND** I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

~~SIGNED AND DECLARED~~ by **DIGBY NICHOLAS BARTHOLOMEW ROSS** at Brisbane in the State of Queensland this 21<sup>st</sup> day of October 2021

*D B N Ross*

(Signature of Declarant)

*H P Thomas JP (Qual.) #19833*

(Signature of a Justice of the Peace/Solicitor)

**HAROLD PETER THOMAS**

(Name of Witness in Full)

I state that<sup>\*1</sup>:

A. This declaration was made in the form of an electronic document.

B. This declaration was electronically signed.

C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*

D. This Declaration was physically signed in the physical presence of the witness.

H P Thomas

Signature

HAROLD PETER THOMAS.

Full Name

JP Qual #19833.

Type of Witness\*2

.....  
Name of Law Practice /

Witness's Place of Employment\*3

18/ 11 /2023  
Execution Date

...D N B Ross...

Declarant's Signature

SAMPLE





**National Personal Insolvency Index  
Insolvency Trustee Service Australia  
Extract as at 04:18 pm 21-Nov-2007**

<b>Name</b>	<b>SULLIVAN, EDWARD ROBERT</b>		
<b>Date of Birth</b>	16-Sep-1942	<b>Administration Type</b>	Bankruptcy
<b>Administration Number</b>	QLD 2541/3/0	<b>Petition Type</b>	Debtor Petition
<b>Date Filed</b>	20-Oct-2006		
<b>Date SA Filed</b>	20-Oct-2006		
<b>Entered on NPII</b>	20-Oct-2006		
<b>Date Ended</b>	<No Data Held>		
<b>Result</b>	<No Result>		
<b>Address</b>	1 Choonda Street CORINDA QLD 4075		
<b>Occupation</b>	UNEMPLOYED		
<b>Business Name</b>	<No Data Held>		
<b>Business Address</b>	<No Data Held>		
<b>Trustee</b>	OFFICIAL TRUSTEE IN BANKRUPTCY		
<b>Overall Summary</b>	This individual is an undischarged bankrupt.		

**End of  
Report**

The information in this extract comes from ITSA's National Personal Insolvency Index database as at the time and date indicated in this document. If you consider that the information contains errors, please promptly advise ITSA.



**Example 13 – Request to Record Transmission by Bankruptcy (Request by Trustee other than Official Trustee)**QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000**GENERAL REQUEST**

Duty Imprint

**Form 14** Version 4  
Page 1 of 2

Dealing Number

**OFFICE USE ONLY****Privacy Statement**

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**1. Nature of request**REQUEST TO RECORD  
TRANSMISSION BY BANKRUPTCY**Lodger** (Name, address, E-mail & phone number)SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943**Lodger Code**  
21**2. Lot on Plan Description**

LOT 33 ON RP213130

**Title Reference**

34567112

**3. Registered Proprietor/State Lessee**

ROBERT TIMOTHY MCCARTHY and ANNA JANE MCCARTHY

**4. Interest**

THE ½ SHARE OF AN ESTATE IN FEE SIMPLE HELD BY ROBERT TIMOTHY MCCARTHY IN THE LOT DESCRIBED IN ITEM 2.

**5. Applicant**THE TRUSTEE OF THE PROPERTY OF ROBERT TIMOTHY MCCARTHY (a bankrupt)  
ADDRESS FOR THE SERVICE OF NOTICES TO THE APPLICANT: GPO BOX 301, BRISBANE, 4001**6. Request**

I hereby request that the applicant be registered as proprietor of the estate or interest specified in Item 4 in the land described in item 2 in consequence of the bankruptcy of ROBERT TIMOTHY MCCARTHY as evidenced by the National Personal Insolvency Index extract and in accordance with the declaration of Arthur Wayne Lachlan deposited herewith.

**7. Execution by applicant***A W Lachlan*

Arthur Wayne Lachlan as Trustee in Bankruptcy

21/11/23

**Execution Date**.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Items to be deposited:

- Extract from the National Personal Insolvency Index (see Example 12);
- Supporting documentation.

**Example 13 (contd)**

**DECLARATION**

**Title Reference [34567112]**

**Oaths Act 1867**

**STATUTORY DECLARATION**

I, **ARTHUR WAYNE LACHLAN**, Chartered Accountant of c/- Level 30, Waterfront Place, 1 Eagle Street, Brisbane, Queensland ~~do~~ solemnly and sincerely declare as followsthat:

1. On 1 November 2006~~22~~ I became the trustee in bankruptcy of the estate of Robert Timothy McCarthy pursuant to a sequestration order made that day in the Federal Court by District Registrar McPherson sitting in the General Division of the Bankruptcy Division of the State of Queensland, the order having been made after all requirements of s. 52 of the *Bankruptcy Act 1966* (Cth) were satisfied.
2. Pursuant to s58 of the *Bankruptcy Act 1966* (Cth), upon the making of the said sequestration order, all the divisible property of Robert Timothy McCarthy vested in me. That divisible property includes the right title and interest of Robert Timothy McCarthy.
3. The said Robert Timothy McCarthy is one and the same person and identical with the Robert Timothy McCarthy mentioned in the extract from the National Personal Insolvency Index deposited herewith.
4. The said Robert Timothy McCarthy disclosed his interest in the property described as Lot 33 on RP 213130 contained in Indefeasible Title 34567112 as an asset of his estate.

**AND** I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

I state that\*1:

A. This declaration was made in the form of an electronic document.

B. This declaration was electronically signed.

C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*

D. This Declaration was physically signed in the physical presence of the witness.

W J Brown....

Signature

1/ 11/ 2023  
Execution Date

A W Lachlan....

Declarant's Signature

WILLIAM JOHN BROWN..

Full Name

SOLICITOR.

Type of Witness\*2

BROWN AND ASSOCIATES

Name of Law Practice /

Witness's Place of Employment\*3

~~SIGNED AND DECLARED~~ by ~~ARTHUR WAYNE~~ )  
~~LACHLAN~~ at Brisbane in the State of Queensland this )  
21<sup>st</sup> day of November 2007 )

*A W Lachlan*

.....  
(Signature of Declarant)

.....  
*WJ Brown JP(Qual.) #12345*

.....  
(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN

.....  
(Name of Witness in Full)

SAMPLE



SAMPLE



**Example 15 – Request to Record Annulment of Bankruptcy**QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000**GENERAL REQUEST**

Duty Imprint

**Form 14** Version 4  
Page 1 of 1

Dealing Number

**OFFICE USE ONLY****Privacy Statement**

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**1. Nature of request**REQUEST TO RECORD ANNULMENT  
OF BANKRUPTCY**Lodger** (Name, address, E-mail & phone number)SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943**Lodger  
Code**  
21**2. Lot on Plan Description**

LOT 811 ON RP993662

**Title Reference**

13182248

**3. Registered Proprietor/State Lessee**

TRUSTEE OF THE PROPERTY OF KAREN ELIZABETH JOHNSTONE (A BANKRUPT)

**4. Interest**

FEE SIMPLE

**5. Applicant**

KAREN ELIZABETH JOHNSTONE

ADDRESS FOR THE SERVICE OF NOTICES TO THE APPLICANT: 160 MARSDEN ROAD KALINGA QLD 4030

**6. Request**

I hereby request that: the above land be vested in the applicant in consequence of the annulment of the bankruptcy of KAREN ELIZABETH JOHNSTONE as evidenced by the extract from the National Personal Insolvency deposited herewith.

**7. Execution by applicant**

21/11/21

**Execution Date***K E Johnstone***Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

**NOTE: Items to be deposited:**

- Extract from the National Personal Insolvency Index (see Example 12);
- If executed by the trustee, no further evidence. If executed by the former bankrupt or a solicitor a Form 18 – General Consent from the trustee or a statutory declaration by the trustee authorising the transaction (see clause [14-2250])

**Example 16 – Request to Record Removal of Life Estate Charge**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 1

*Dealing Number*



**OFFICE USE ONLY**

**Privacy Statement**

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**1. Nature of request**

REQUEST TO RECORD REMOVAL  
OF LIFE ESTATE CHARGE

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger  
Code**  
21

**2. Lot on Plan Description**

LOT 10 ON RP224436

**Title Reference**

17317021

**3. Registered Proprietor/State Lessee**

JAMES EDWARD CORNWALL AS PERSONAL REPRESENTATIVE

**4. Interest**

ESTATE FOR LIFE

**5. Applicant**

JAMES EDWARD CORNWALL

**6. Request**

I hereby request that: in accordance with the copy of the death certificate of the life tenant deposited herewith, the life estate charge under instrument No. 611223345 entered against the above lot be removed.

**7. Execution by applicant**

21/11/21

**Execution Date**

*J E Cornwall*

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Items to be deposited:

- Certified copy of certificate of death, or evidence of relinquishment of life interest, as applicable.

## Example 17 – Request for Title by Adverse Possession

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

## GENERAL REQUEST

Duty Imprint

Form 14 Version 4  
Page 1 of 4

Dealing Number



### OFFICE USE ONLY

#### Privacy Statement

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#### 1. Nature of request

REQUEST FOR TITLE BY ADVERSE POSSESSION

Lodger (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger Code**  
21

#### 2. Lot on Plan Description

LOT 4 ON RP955211

**Title Reference**

19229134

#### 3. Registered Proprietor/State Lessee

ANGUS THOMAS BLACK

#### 4. Interest

FEE SIMPLE

#### 5. Applicant

LAWRENCE FABIAN FORBES

ADDRESS FOR SERVICE OF NOTICES TO THE APPLICANT: 3 Brisbane Road, Brisbane 4000

#### 6. Request

I hereby request that: pursuant to Part 6, Division 5 of the Land Title Act 1994 and in accordance with the declarations and the other evidence deposited herewith, I be recorded as Registered Owner in fee simple by adverse possession of the land described above.

#### 7. Execution by applicant

8/10/07

**Execution Date**

*L F Forbes*

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Items to be deposited:  
▪ Supporting declaration and evidence.

Example 17 (contd)

DECLARATION

Title Reference [19229134]

Oaths Act 1867

STATUTORY DECLARATION

I, **LAWRENCE FABIAN FORBES**, of 3 Brisbane Road, Brisbane in the State of Queensland ~~do~~ solemnly and sincerely declare that:

1. I am the applicant in an application for title by adverse possession dated 8 October 2007 lodged with the Registrar of Titles.
2. I began occupying the subject land on or about 7 January 1975. To the best of my knowledge the land had not been occupied for some time. The land was vacant.
3. On 30 June 1975 I completed construction of a dwelling house on the land. I have continued to use the land for residential purposes up to the date of this application.
4. Since 30 June 1975 I have paid rates on the land to the Brisbane City Council as evidenced by the attached certificate.
5. I enclose declaration by Edith Dora Leary and Francis Terrence Darville, residents of No. 2 and No. 7 Brisbane Road, Brisbane respectively testifying as to my occupation of the land.
6. There is no person in possession or occupation of the land adversely to my estate or interest therein.
7. I am not aware of any mortgage, encumbrance or claim affecting the land or that any person other than the registered owner has any claim, estate or interest in the land in law or in equity.
8. I have never been the tenant of the registered owner of the land and I have never been contacted by him or anyone acting on his behalf.
9. I have no documents, receipts or contracts in my possession or under my control from the registered owner of any other person deriving title thereunder relating to the land.
10. In consequence of the evidence herein set forth I verily believe and claim that I am entitled to be registered as owner of the land described above under Part 6, Division 5 of the *Land Title Act 1994*.

**AND** I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

**SIGNED AND DECLARED** before me at Brisbane )  
this 8<sup>th</sup> day of October 2007 )

L F Forbes

(Signature of Declarant)

WJ Brown JP(Qual.) #12345

(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN



.....  
(Name of Witness in Full)

I state that\*1:

~~A. This declaration was made in the form of an electronic document.~~

~~B. This declaration was electronically signed.~~

~~C. This declaration was made, signed and witnessed under part 6A of the Oaths Act 1867~~

~~D. This Declaration was physically signed in the physical presence of the witness.~~

*W J Brown..*

**Signature**

WILLIAM JOHN BROWN....

**Full Name**

JP (Qual) #12345..

**Type of Witness\*2**

.....  
**Name of Law Practice /**

**Witness's Place of Employment\*3**

**8/ 10 /2023**  
**Execution Date**

*L F Forbes...*

**Declarant's Signature**

SAMPLE

**Example 17 (contd)**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994  
and Water Act 2000

**DECLARATION**

**FORM 20** Version 2  
Page 3 of 4

**Title Reference [19229134]**

**Oaths Act 1867**

**STATUTORY DECLARATION**

I, **EDITH DORA LEARY**, of 2 Brisbane Road, Brisbane in the State of Queensland ~~do~~ solemnly and sincerely declare that:

1. I have occupied 2 Brisbane Road, Brisbane since 1972.
2. I recall that Lawrence Fabian Forbes commenced occupation of the property at 3 Brisbane Road, Brisbane on or about January 1975.
3. I remember that shortly after that time Lawrence Fabian Forbes constructed a home on the land.
4. Since that time Lawrence Fabian Forbes has used the land for his residence.
5. To the best of my knowledge at no time has any person come forward claiming an interest in the land.

**AND** I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

**I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.**

**I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.**

I state that\*1:

- A. This declaration was made in the form of an electronic document.
- B. This declaration was electronically signed.
- C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*.
- D. This Declaration was physically signed in the physical presence of the witness.

R A Mills.....

Signature

21/ 10 /2023  
Execution Date

E D Leary

Declarant's Signature

ROBERT ADAM MILLS...

Full Name

SOLICITOR.

Type of Witness\*2

MILLS, MOORE, SMITH AND PARTNERS

Name of Law Practice /

Witness's Place of Employment\*3

**SIGNED AND DECLARED** before me at Brisbane —>

this 8<sup>th</sup> day of October 2007 )

*E D Leary*

(Signature of Declarant)

*WJ Brown JP(Qual.) #12345*

(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN

(Name of Witness in Full)

SAMPLE



Title Reference [19229134]

Oaths Act 1867

STATUTORY DECLARATION

I, **FRANCIS TERRENCE DARVILLE** of 7 Brisbane Road, Brisbane in the State of Queensland ~~do~~ solemnly and sincerely declare that:

1. On 13 September 1970 I purchased 7 Brisbane Road, Brisbane. I have lived at that address since that time.
2. I remember that around January 1975 Lawrence Fabian Forbes was occupying 3 Brisbane Road, Brisbane. I remember that in the winter of 1975 Lawrence Fabian Forbes built a home on the land.
3. I have not noticed any other person come forward claiming an interest in that land.
4. Lawrence Fabian Forbes has occupied the land since 1975.

**AND** I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

I state that\*1:

- ~~A. This declaration was made in the form of an electronic document.~~
- ~~B. This declaration was electronically signed.~~
- ~~C. This declaration was made, signed and witnessed under part 6A of the Oaths Act 1867~~
- D. This Declaration was physically signed in the physical presence of the witness.

L Gibbs.

Signature

Leroy Gibbs.

Full Name

C Dec

Type of Witness\*2

.....  
Name of Law Practice /

Witness's Place of Employment\*3

F T Darville.....

Declarant's Signature

29/ 10/ 2023  
Execution Date

~~SIGNED AND DECLARED before me at Brisbane~~ →

this 8<sup>th</sup> day of October 2007 )

*F T Darville*

(Signature of Declarant)

*WJ Brown JP(Qual.) #12345*

(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN

(Name of Witness in Full)

SAMPLE



**Example 18 – Request to Register Order of Foreclosure and Vesting**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

Duty Imprint

**Form 14** Version 4  
Page 1 of 1

Dealing Number

**OFFICE USE ONLY****Privacy Statement**

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**1. Nature of request**

REQUEST TO REGISTER ORDER OF  
FORECLOSURE AND VESTING

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger Code**  
21**2. Lot on Plan Description**

LOT 6 ON RP177662

**Title Reference**

13352117

**3. Registered Proprietor/State Lessee**

XYZ CORPORATION PTY LTD ACN 003 976 423 (IN LIQUIDATION)

**4. Interest**

FEE SIMPLE

**5. Applicant**

BRISBANE BANKING CORPORATION LIMITED ACN 003 421 600

ADDRESS FOR SERVICE OF NOTICES TO THE APPLICANT: PO BOX 259 SOUTH BRISBANE 4101

**6. Request**

I hereby request that: in accordance with the court order dated 20 July 2021 deposited herewith you register the order for foreclosure and vesting of the interest of the Registered Owner shown in Item 4 above in the applicant.

**7. Execution by applicant**

(seal)  
or full name of  
company to be shown

21/11/21

**Execution Date**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

*M J Kendall*, Director  
MARCUS JOHN KENDALL

.....  
*K M Chan*, Director/Secretary  
KEVIN MICHAEL CHAN

**Applicant's or Solicitor's Signature**

NOTE: Items to be deposited:

- Court issued copy of the order;
- If the court order stipulates conditions for foreclosure and vesting to occur – a statutory declaration from the mortgagee or their solicitor declaring that the conditions have been met.

## Example 19 – Request to Record Revocation of Resumption

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

## GENERAL REQUEST

Duty Imprint

Form 14 Version 4  
Page 1 of 1

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.

#### 1. Nature of request

REQUEST TO RECORD REVOCATION  
OF RESUMPTION

Lodger (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

Lodger  
Code  
21

#### 2. Lot on Plan Description

LOT 10 ON RP223344

Title Reference

13123066

#### 3. Registered Proprietor/State Lessee

MORETON BAY REGIONAL COUNCIL (FORMERLY CABOOLTURE SHIRE COUNCIL)

#### 4. Interest

FEE SIMPLE

#### 5. Applicant

MORETON BAY REGIONAL COUNCIL  
ADDRESS FOR SERVICE OF NOTICES: PO BOX 22, NARANGBA QLD 4460

#### 6. Request

I hereby request that: in accordance with the gazette notice dated 11 May 2021 revoking a previous gazette notice registered under dealing 6032214/88 you record the revesting of the above-described land in the name of DEVELOPMENT CO PTY LTD ACN 003 520 397 for an estate in fee simple.

#### 7. Execution by applicant

S Jones,

.....  
MORETON BAY REGIONAL COUNCIL  
Stephen James Jones Chief Executive Officer  
.....

21/11/21

Execution Date

Applicant's or Solicitor's Signature

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Items to be deposited:

- Proclamation revoking resumption.

SAMPLE





**Example 21 – Request to Record Determination of Lease**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

*Duty Imprint*

**Form 14** Version 4  
Page 1 of 2

*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.

**1. Nature of request**

REQUEST TO RECORD  
DETERMINATION OF LEASE

**Lodger** (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

**Lodger Code**  
21

**2. Lot on Plan Description**

LOT 12 ON RP674555

**Title Reference**

13088190

**3. Registered Proprietor/State Lessee**

XYZ COPORATION LIMITED ACN 003 976 423

**4. Interest**

LEASE NO. 718654213

**5. Applicant**

ABC CORPORATION LTD ACN 011 632 911

**6. Request**

I hereby request that: Lease No. 718654213 be determined and cancelled from the above title in accordance with the attached statutory declaration.

**7. Execution by applicant**

(seal)  
or full name of  
company to be shown

21/11/21

**Execution Date**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

*L Blundell*, Director  
LAUREL BLUNDELL

.....  
*J Smith*, Director/Secretary  
JORDAN RAYMOND SMITH

.....  
**Applicant's or Solicitor's Signature**

NOTE: Items to be deposited:

- Supporting documentation.

**Example 21 (contd)**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994  
and Water Act 2000

**DECLARATION**

**FORM 20** Version 2  
Page 2 of 2

**Title Reference [13088190]**

*Oaths Act 1867*

**STATUTORY DECLARATION**

I, **LAUREL BLUNDELL** of 122 Edward Street, Brisbane, Queensland ~~do~~ solemnly and sincerely declare ~~as follows~~that:

1. I am a director of ABC Corporation Ltd ACN 011 632 911 and am duly authorised to make this declaration on its behalf.
2. On 5 November 2020 ABC Corporation Ltd as lessor entered into Lease No. 718654213 with XYZ Corporation Limited ACN 003 976 423 as lessee of the premises known as Sunshine Place situated at 14 Sunny Street, Brisbane and described as Lot 12 on RP674555.
3. On 1 March 2021 ABC Corporation Ltd served the two notices annexed hereto ("**Notices**") claiming breaches of the lease on the Principal Executive Officer, Richard Manuel Morrow at the lessee's registered office at 222 Bowen Road, Manly.
4. The breaches stated in the Notices were not remedied by the lessee and the lease was subsequently determined by the Registered Owner who re-entered and took possession of the premises.

**AND** I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

I state that\*1:

A. This declaration was made in the form of an electronic document.

B. This declaration was electronically signed.

C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*

D. This Declaration was physically signed in the physical presence of the witness.

*P D James*

Signature

Pamela Diane James..

Full Name

Solicitor.

Type of Witness\*2

James and Associates.

Name of Law Practice /

Witness's Place of Employment\*3

*Laurel Blundell*

Declarant's Signature

19/ 11 /21  
Execution Date

~~SIGNED AND DECLARED~~ before me at Brisbane )  
this 21<sup>st</sup> day of November 2021 )

*L Blundell*

.....  
(Signature of Declarant)

*WJ Brown JP(Qual.) #12345*

.....  
(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN

.....  
(Name of Witness in Full)

SAMPLE



**Example 22 – Request to Record Retirement (or Discharge) of Trustee**QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000**GENERAL REQUEST**

Duty Imprint

**Form 14** Version 4  
Page 1 of 1

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.

**1. Nature of request**REQUEST TO RECORD THE RETIREMENT  
(OR DISCHARGE) OF TRUSTEE**Lodger** (Name, address, E-mail & phone number)SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943**Lodger  
Code**  
21**2. Lot on Plan Description**

LOT 17 ON RP113268

**Title Reference**

13088190

**3. Registered Proprietor/State Lessee**ANTHEA NICOLA RICHARDS AND JONATHON MATTHEW BRADY AS TRUSTEE UNDER INSTRUMENT NO.  
732468931**4. Interest**

FEE SIMPLE

**5. Applicant**

ANTHEA NICOLA RICHARDS

**6. Request**

I hereby request that: you record the retirement/discharge of the above-named Jonathon Matthew Brady in accordance with terms of the deed of retirement (or discharge) deposited.

**7. Execution by applicant**

21/11/21

**Execution Date**

A N Richards

.....  
**Applicant's or Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Items to be deposited:

- Certified copy of original deed of retirement (or discharge).

## Example 23 – Request to Record Merger of Estates

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

## GENERAL REQUEST

Duty Imprint

Form 14 Version 4  
Page 1 of 2

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.

### 1. Nature of request

REQUEST TO RECORD MERGER OF ESTATES

Lodger (Name, address, E-mail & phone number)

SMITH & CO.  
SOLICITORS  
218 EDWARD STREET  
BRISBANE QLD 4000  
mail@smithco.com.au  
(07) 3278 5943

Lodger  
Code  
21

### 2. Lot on Plan Description

LOT 3 ON RP32044

Title Reference

22383085

### 3. Registered Proprietor/State Lessee

JONATHAN COLIN MIDDLETON AS DEVISEE IN TRUST

### 4. Interest

FEE SIMPLE

### 5. Applicant

JONATHAN COLIN MIDDLETON

ADDRESS FOR SERVICE OF NOTICES TO THE APPLICANT: 30 INALA AVENUE, BROWNS PLAINS QLD 4060

### 6. Request

I hereby request that: you register the applicant as the registered owner of the lot pursuant to a merger of the beneficial and legal estate.

### 7. Execution by applicant

10/11/23

Execution Date

J C Middleton

Applicant's or Solicitor's Signature

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

NOTE: Items to be deposited:  
• Supporting declaration.

N.B. – The request requires a duty notation.

**Example 23 (contd)**

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994  
and Water Act 2000

**DECLARATION**

**FORM 20** Version 2  
Page 2 of 2

**Title Reference [23383085]**

**Oaths Act 1867**

**STATUTORY DECLARATION**

I, **JONATHAN COLIN MIDDLETON** of 30 Inala Avenue, Browns Plains in the State of Queensland ~~do~~ solemnly and sincerely declare ~~as follows~~that:

1. I am the executor of the estate of Rose Middleton, and the registered owner of the lot described in the attached Form 14 – General Request as devisee in trust.
2. Pursuant to the will of Rose Middleton, deposited with Transmission by Death No. 700015762, Joyce Elva Middleton is the life tenant of the said lot, and I am the devisee in trust.
3. The life tenant, Joyce Elva Middleton, died on 14 September 202~~1~~4 as appears by the certificate of death deposited herewith. I am the sole beneficiary.
4. I have effected all executorial duties in respect of the administration of the estate of Rose Middleton deceased.
5. The legal and beneficial estates have merged and are vested in me.

**AND** I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

**I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.**

**I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.**

I state that<sup>\*1</sup>:

A. This declaration was made in the form of an electronic document.

B. This declaration was electronically signed.

C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*

D. This Declaration was physically signed in the physical presence of the witness.

*P.S Parker*

Signature

Paula Simone Parker.

Full Name

JP (Qual) #98765.

Type of Witness<sup>\*2</sup>

.....  
Name of Law Practice /

Witness's Place of Employment<sup>\*3</sup>

*J.C Middleton*

Declarant's Signature

10/ 11 /2023  
Execution Date

~~SIGNED AND DECLARED~~ before me at Brisbane )  
this 10<sup>th</sup> day of November 2021 )

*J C Middleton*

(Signature of Declarant)

*WJ Brown JP(Qual.) #12345*

(Signature of a Justice of the Peace/Solicitor)

WILLIAM JOHN BROWN

(Name of Witness in Full)

SAMPLE

Where an instrument or document is lodged with an execution or executions on a Form 20 and there was sufficient space for all parties to execute on the face of the form, the instrument or document will be requisitioned to seek an explanation as to why the Form 20 was used.

A Form 20 may also be required in order to include all of the information required in another panel. For example, Item 2 of a *Form 1 – Transfer*, the description of the land or water allocation, may not provide sufficient space to insert all of the descriptions of the lots involved, so on the Form 1, Item 2 would be completed with ‘see Enlarged Panel’. The *Form 20 – Enlarged Panel* would then contain the relevant panel heading of the Form 1 and set out the descriptions of the lots involved.

To assist timely registration of an instrument or document a form should not include, in the relevant item, more than 20 title references. However, in extenuating circumstances or when it is not practical, a person may apply in writing to the Registrar seeking relaxation.

A Form 20 can contain more than one enlarged panel. As is the situation for schedules, a Form 20 used for one or more enlarged panels must refer to at least one relevant title reference in the top centre of the page, show consecutive page numbering in the top right hand corner and repeat the relevant item number and name.

## Additional Page

[20-2030]

Where a schedule or an enlarged panel exceeds one page a *Form 20 – Additional Page* is to be used for the additional pages.

The additional page must repeat the relevant item number and name, refer to at least one relevant title reference in the top centre and show consecutive page numbering on the top right hand corner.

## Declaration

[20-2040]

~~Statutory declarations that are required as essential evidence for an instrument or a document should generally be prepared on a *Form 20 – Declaration*.~~

~~If there is more than one declarant, all declarants must execute the declaration on the same page. Where there is insufficient space for the executions, separate declarations must be completed and executed.~~

~~Statutory declarations that are required as essential or supporting evidence for an instrument or a document should generally be prepared on a *Form 20 – Declaration*. A Statutory Declaration (Queensland) can also be made using the appropriate form published by the Department of Justice and Attorney General.~~

~~Only statutory declarations that have been signed on paper in the physical presence of an authorised witness are able to be deposited with Titles Registry forms pursuant to sections 16C(6) and 31K(2) of the *Oaths Act 1867* (Qld).~~

~~Where a statutory declaration is signed in the physical presence of a witness, an authorised witness means:~~

- ~~• a justice of the peace (JP);~~
- ~~• a commissioner for declarations (Cdec);~~
- ~~• a notary public;~~



- a lawyer;
- a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State; or
- another person prescribed by regulation.

If a declaration is required from more than one person as supporting or essential evidence, separate declarations must be completed and deposited.

¶[20-2050] – [20-2080] deleted

## Standard Terms Document

[20-2090]

See [14-2160].

## Forms

### General Guide to Completion of Forms

[20-4000]

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

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994  
and Water Act 2000

**ENLARGED PANEL / ~~DECLARATION~~**

**FORM 20** Version 2  
Page 5 of 6

**Title Reference [12345201]**

**ENLARGED PANEL**

**Item 2 Lot on Plan Description  
Reference**

**Title**

Lot 1 on RP812345	12345201
Lot 5 on RP856304	14235102
Lot 3 on RP804563	16323051
Lot 4 on RP804563	16323052
Lot 5 on RP804563	16323053
Lot 7 on RP804563	16323055

**DECLARATION**

~~I, George John McIntosh of 24 Glendown Street, Barsfield in the State of Queensland solemnly and sincerely declare that:~~

- ~~1. George Jon McIntosh is registered as the owner of the lands described as Lot 1 on RP812345 and Lot 5 on RP856304 contained in Title References 12345201 and 14235102 respectively.~~
- ~~2. George John McIntosh is registered as the owner of the lands described as Lot 3 on RP804563, Lot 4 on RP804563, Lot 5 on RP804563 and Lot 7 on RP804563 contained in Title References 16323051, 16323052, 16323053 and 16323055 respectively.~~
- ~~3. I, George John McIntosh, the registered owner of the lands described in 2 above am one and the same person as George Jon McIntosh, the registered owner of the lands described in 1 above.~~
- ~~4. My name was mis-spelt during preparation of the transfer when I acquired the lands in 1 above.~~
- ~~5. My true and correct name is George John McIntosh as stated in the attached transfer by which I am disposing of my interests in all of the above lands.~~

~~AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867.~~

~~*R J Spencer*~~

~~ROBERT JOHN SPENCER~~

~~*G J McIntosh*~~

~~COMMISSIONER FOR DECLARATIONS #32989~~

~~23/5/2007~~

~~Witnessing Officer (signature, full name & qualification)~~

~~Execution Date~~

~~Transferor's Signature~~

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994  
and Water Act 2000

## DECLARATION

FORM 20 Version 2

Page 2 of [Insert page number]

Title Reference [Insert Title Reference]

### Oaths Act 1867

#### STATUTORY DECLARATION

I, Insert Full Name, of Insert Address, in the Insert State or Territory solemnly and sincerely declare that:

1.           ...
2.           ...
3.           ...
4.           ...

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867.

**I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.**

**I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.**

I state that\*1:

- ~~A. This declaration was made in the form of an electronic document.~~
- ~~B. This declaration was electronically signed.~~
- ~~C. This declaration was made, signed and witnessed under part 6A of the Oaths Act 1867~~
- ~~D. This Declaration was physically signed in the physical presence of the witness.~~

.....  
**Signature**

.....  
/    /  
**Execution Date**

.....  
**Declarant's Signature**

.....  
**Full Name**

.....  
**Type of Witness\*2**

.....  
**Name of Law Practice /  
Witness's Place of Employment\*3**

**The footnotes are to assist in the completion of the form and should be deleted once complete.**

\*1Only statutory declarations that have been signed on paper in the physical presence of an authorised witness are able to be deposited with Titles Registry forms pursuant to sections 16C(6) and 31K(2) of the Oaths Act 1867 (Qld).

\*2Insert the witness's capacity that makes them eligible to witness the statutory declaration. For example, Australian legal practitioner, lawyer, justice of the peace, commissioner for declarations, notary public, government legal officer etc. Refer to section 16B of the Oaths Act 1867 for more information.

\*3If the Witness is not a justice of the peace or a commissioner for declarations, insert the name of the law practice for the Australian legal practitioner or the name of the government department of the government legal officer. Strike through if not applicable e.g., if it is witnessed by a justice of the peace or a commissioner for declarations. Refer to section 13E(2) of the Oaths Act 1867 for more information.

(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

## General Requirements for Titles Registry Forms

[59-2000]

A form (other than a plan of survey) must meet titles registry requirements.

A paper form must be printed on paper that is international sheet size A4 and white bond of density at least 80gm to a square metre and be free from discolouration and blemishes.

With the exception of the National Mortgage Form, Priority Notice, Withdrawal of Priority Notice and Extension of Priority Notice, there must be margins free from printing and writing of not less than 10mm on all sides of the form.

Leave a space of not less than 35mm from the top edge of the form to accommodate any duty notation and dealing label.

The form must be clearly printed (in dense blue or black ink) on one side of the sheet only and be produced in a way that is permanent and allows reproduction to the satisfaction of the Registrar in a print size no smaller than 1.8mm (10 point). An electronic form that is produced by a firm must retain the Arial font (or a similar font acceptable to the Registrar) and other formatting embedded within fields of the original file obtained from the Titles Queensland web site.

The whole of the Form, whether printed or processed, must appear on one side of one sheet only. Panels may be contracted or expanded to assist with this requirement, but **no panel may be removed** (i.e., the item must be shown in full even if not used).

Forms must not be folded.

A Titles Registry Form that has obviously been transmitted electronically (e.g. by facsimile) and presented for lodgement may be accepted provided all the following criteria are met:

- all signatures are originally signed and dated on the form lodged; and
- the form is presented on plain white paper (ie, sensitised or coloured paper is not acceptable); and
- the completed form presented meets the quality standards of Titles Registry Forms.

An Australian company name must in all circumstances be followed by its Australian Company Number, whether acquiring or disposing of an interest.

An acronym must not be used if it is not in common use as it may be unclear to a person conducting a search of the public register. For example, ATF is not acceptable in place of “as trustee for” or “as trustee”, however ACN may be used in place of Australian Company Number and JP may be used in place of Justice of the Peace.

[Lodgers may include the lodger's internal reference in the lodger section of an instrument or document; however, any internal reference included by the lodger must comply with the requirements set out in part \[59-2030\].](#)

## Items/Panels

[59-2010]

All panels or numbered Items are to be completed, or if not applicable, to be either ruled through diagonally or marked N/A. (No panel/item is to be removed.)

Only in circumstances where there is insufficient space to include the necessary information in any item in any form, a Form 20 – Enlarged Panel may be used. For further information see Part 20 – Schedule, Enlarged Panel, Additional Page, Declaration, or Standard Terms Document.

Optional Items marked \* # to be deleted must be ruled through if they do not apply in a particular form. Initialling is not required for these deletions.

Fields within Items for parties acquiring interests should be used to record Given Name, Surname and Tenancy.

The full given name/s and surname/s of each individual must be shown.

## Interests

[59-2020]

### Shares in an Interest

An interest that is less than the whole (i.e. share) must be shown as a fraction and not expressed as a proportion or percentage, e.g.:

1/2 is acceptable, but 1:2 or 50% is not.

In cases where more than one share is involved, fractions must have a common denominator, e.g.:

6/12, 2/12, 1/12, 3/12.

### Dealing with Different Interest Types

The Registrar will allow one form to be used for multiple interest types provided:

- the parties in the transaction are the same for each interest; and
- the interests are either all of a primary nature or all of a secondary nature. For example a single transfer from A to B of a freehold lot and a State lease is acceptable as both interests are considered primary. However, a transfer from A to B of a freehold lot and transfer from A to B of a freehold lease (interest of a secondary nature) are not acceptable in a single form.

Where a single form is inadvertently prepared with primary and secondary interests, the form may be lodged only with prior approval of the Registrar.

Where a single form is used for multiple secondary interests separate lodgement fees will apply to each secondary interest as if each secondary interest was being dealt with in a separate form. Refer to the Titles Fee Calculator available online for more information.

## Lodger

[59-2030]

The lodger details must contain the minimum information necessary for positive identification and contact by mail, [electronic mail](#), and telephone. However, in extenuating circumstances the Registrar may approve this panel to remain uncompleted, if requested in writing prior to lodgement and there is a substantive reason.

The lodger code (if applicable) should always be shown.

### Lodger Reference

Lodgers may include an internal reference (relevant to their lodgement), in the lodger section of the form, to assist the lodger to identify the matter or transaction for which the lodgement is being made. However, this internal lodger reference must be confined to a single line of text, and may be made up of letters, numerals, and standard punctuation marks (full stops, commas, colons, semicolons, hyphens, etc) only. Lodgers must not use special symbols, QR Codes, barcodes, or link generators as an internal reference, or for any other purpose on any instrument or document lodged in the registry. Any instrument or document lodged with an internal lodger reference that is not made up of letters, numerals, and standard punctuation marks only, may be requisitioned, and will require the lodger to redact any internal reference that is not compliant with these requirements before relodging.

### Amending Lodger details

Only the lodger of the instrument or document can request a change to the lodger details. The request must be made before the dealing is registered. Lodger details can be changed by sending the request using our online enquiry form or by email or letter.

## Alterations and Minor Corrections to Titles Registry Forms

[59-2040]

### General

In this part the following applies:

*Alteration* means change to some detail which may alter the nature and effect of the instrument or document or is of a substantial nature—for example:

- adding or deleting a lot;
- adding or deleting a party;
- adding or deleting an interest;
- adding or deleting a middle name of a party;
- changing a title reference other than by one digit or a transposition of two digits;
- inserting or changing the tenancy or shares of parties.

*Minor correction* means a change to correct a minor error—for example, a correction of:

- a digit or a transposition of two digits in a title reference;
- a digit or a transposition of two digits in a plan number;
- the spelling of part of the name of an individual or corporation;

- failing, without reasonable excuse, to produce a document or thing (ss. 24(1) and (2) of the Land Title Act).

In any of the above circumstances, the Registrar may apply to the Supreme Court for an order to compel the person to comply with the notice or requirement and the Supreme Court may make any order to assist the Registrar as the Supreme Court considers appropriate (s. 25 of the Land Title Act). A person may fail to answer a question or produce a document or thing if doing so would tend to incriminate that person (s. 24(3) of the Land Title Act).

## Declarations

### Practice

[60-0260]

When a statutory declaration is required with a form under the *Land Title Act 1994*, *Land Act 1994* or *Water Act 2000*, it may be made on a Form 20 – Declaration. (See [20-2040]).

The Registrar will accept a statutory declaration taken by the following—

- (a) a person authorised by the *Oaths Act 1867* (Qld) to take a declaration, even if taken outside Queensland, provided the declaration is in the form provided for by that Act, for example:

- a justice of the peace, a commissioner for declarations or a notary public under the law of the State, the Commonwealth or another State; or
- a lawyer; or
- a conveyancer, or

- ~~\*another person authorised to administer an oath under the law of the State, the Commonwealth or another State Queensland; or~~

- ~~\*another person authorised to administer an oath under the law of the Commonwealth or another State, for example:~~

- an Australian Consular Officer or authorised employee under the *Australian Consular Officers' Notarial Powers and Evidence Act 1946* (Qld).

\*To clarify, persons who are not authorised by law of the Commonwealth or another State to administer an oath (for example, take a sworn affidavit) must not take a statutory declaration on a form under the *Oaths Act 1867*.

- (b) a person authorised to take a declaration by an Act of another State, the Commonwealth or another country provided the declaration complies with the relevant law, for example:

- one of the various classes of persons authorised under the *Oaths and Affirmations Act 2018* (Vic) and the declaration is taken on the relevant form under that legislation;
- one of the various classes of persons authorised under the *Oaths, Affidavits and Statutory Declarations Act 2005* (WA) and the declaration is taken on the relevant form under that legislation;