

Part 51 – Trusts

LAND TITLE PRACTICE MANUAL

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Part 51 – Trusts

[51-0000] General Law

A trust is a legally enforceable arrangement whereby a person (the trustee) holds the legal title in property (the trust property) for the benefit of another person (the beneficiary) or for the advancement of certain purposes. The key feature of any trust is the separation of the legal and beneficial ownership of the trust property. The trustee holds the legal title in the trust property, whilst the beneficiary has the beneficial ownership of the same trust property. In relation to the trust property, the trustee must act for the benefit of the beneficiary or for the specified purpose within the limits set by the rules governing the trust, which may be expressed or implied, and in any event are subject to, and in some cases supplemented by, the provisions of legislation affecting trusts generally, primarily the *Trusts Act 1973*, or legislation relating to trusts established for particular purposes.

Division 6 of Part 6 of the *Land Title Act 1994* and Chapter 6 Part 4 Division 9 of the *Land Act 1994* deal with, among other things, the registration or otherwise of trusts in the registry. Broadly, the provisions of the Act attempt to limit the circumstances in which a trustee may be registered, and regulate how the trustee may be registered on the register. Essentially, the Registrar is concerned to ensure that the register shows the legal ownership of an interest in a lot or tenure under the Land Act. The Registrar is less concerned to ensure that the beneficial interests are shown, although the Registrar may be concerned that future dealings by the trustee are authorised.

Types of Trusts

No Trust Deed

[51-0010] Bare Trust

A bare trust will arise where there is a trustee and a beneficiary, but there is no trust instrument or document setting out the terms of the trust. To ascertain the powers of the trustee, one should look to the *Trusts Act 1973*.

[51-0020] Deceased Estate

The death of a person creates a trust in which the personal representative (that is, the executor, or if there is no will or no executor able and willing to act, the administrator) is charged with the administration of the deceased estate. In addition to the powers conferred by the *Trusts Act 1973*, additional powers may be given to the trustee by the will.

[51-0030] Vesting Order

The Supreme Court has power, by virtue of s. 82 of the *Trusts Act 1973*, to vest property in a trustee on trusts for specific purposes.

[51-0040] Resulting Trust

This arises by operation of law where there is an incomplete disposition of the beneficial interest. For example, if property is settled on a trustee for the benefit of a life tenant and then for a remainderman, the legal estate will vest in the trustee with beneficial ownership in the life tenant and remainderman. But if the remainderman disclaims his entitlement, the trustee will hold the property on a resulting trust for the settlor expectant on the death of the life tenant.

[51-0050] Constructive Trust

This occurs where a trust is imposed upon a person who has control of property although there has been no actual trust intended by the parties (e.g. where a stranger has received trust property with knowledge that the trustee has acted improperly).

Established by Deed

[51-0060] Discretionary Trust

The term 'discretionary trust' is applied to many types of trusts which may have varying objects and powers. However, the common element is that the trustee has a discretion to distribute either the income or capital (*corpus*) or both within a defined class of beneficiaries.

[51-0070] Unit Trust

The beneficiaries of a unit trust (the unitholders) each hold a unit or units in the trust. The number and class of units held by a unitholder determines the extent of the entitlement of the unitholder to income and, on a winding up of the trust, to capital. As a simple example, assume a unit trust with ten unitholders each holding one unit. Each unitholder would be entitled to one-tenth of the income of the trust, and to one-tenth of the capital of the trust on winding up.

[51-0080] Property Trust

Often the term 'property trust' is used to refer to a specialised form of unit trust set up specifically for the acquisition of property. More generally, it may refer to any trust set up to acquire and hold property.

[51-0090] Superannuation Fund

Superannuation funds are trusts set up and regulated in accordance with Commonwealth legislation, primarily the *Superannuation Industry (Supervision) Act 1993* (Cth) and the *Income Tax Assessment Act 1936* (Cth). The trust deed for a superannuation fund prescribes the circumstances in which a benefit is payable to a beneficiary. Generally, the beneficiaries will be the members of the superannuation fund or the next of kin of a deceased member.

[51-0091] Managed Investment Scheme

Managed investment schemes are schemes under which multiple investors contribute to a fund which is invested on their behalf. They are regulated under Commonwealth legislation, namely Chapter 5C of the *Corporations Act 2001* (Cth). A managed investment scheme has a responsible entity which holds the scheme property on trust for the members of the scheme and administers the scheme.

[51-0100] Trusts Generally

The only instruments or documents that may be registered to record trustees are:

- Form 5 or 5A – Transmissions by Death (as personal representatives);
- Form 1 – Transfer to Trustees;
- Form 14 – General Request.

The Form 14 may record a transmission by bankruptcy or a vesting that gives effect to an order made under the *Trusts Act 1973* (or another Act).

Generally, there are three parties to any trust instrument or document. They are the settlor, the trustee and the beneficiary.

The settlor is the person who creates the trust. The trustee is the person in whom the legal estate vests. The beneficiary (also called the *cestui que trust*) is the person for whose benefit the trustee holds the property. The beneficiary holds the beneficial interest in the property.

[51-0110] The Settlor

Most trust deeds contain a settlor. The settlor must be a competent person. He/she must be under no legal disability:

- a. as to age (ie he/she must be over 18);
- b. as to soundness of mind; or
- c. which would prevent him/her from executing a legal document.

[51-0120] The Trustee

A trustee likewise must be competent to perform the duties of his/her office and therefore cannot be under legal disability:

- a. as to age (ie he/she must be over 18);
- b. soundness of mind; or
- c. which would prevent him/her from executing a legal document.

Whilst a minor could conceivably be a trustee, he/she would lack the legal capacity to execute any document pursuant to the trust. Generally speaking, any person who is capable of taking and holding a legal estate, and who is not under any disability at law, may act as trustee.

[51-0130] Trustee Corporation

A trustee corporation, by virtue of the *Trustee Companies Act 1968*, can be a trustee of any kind (including an executor). Examples are the Trust Company Limited, Perpetual Trustees Queensland Limited, National Australia Trustees Ltd and ANZ Executors and Trustee Company Limited, all of whom are authorised under this Act.

The Public Trustee of Queensland is also a trustee corporation by virtue of the *Public Trustee Act 1978* and the definition of 'trustee corporation' in the *Trusts Act 1973*.

Any corporation capable of holding land can be a trustee by virtue of the Trusts Act, but cannot be an executor unless it is a trustee company.

[51-0140] Trustee of a Settlement

The trustee of a settlement (or the tenant for life thereunder, if such settlement was made under the repealed *Settled Land Act 1886*)², is a trustee.

[51-0150] Trustee of a Deceased Trustee

A personal representative under a will, a grant of probate or letters of administration may assume the trusts of a deceased trustee, thereby becoming a trustee in the place of the deceased trustee.

[51-0160] The Settlor as Trustee

The settlor can appoint himself/herself as trustee (s. 110(1) of the *Land Title Act 1994* and s. 375 of the *Land Act 1994*), although for taxation purposes this is generally not the case. The person having power to appoint a new trustee may appoint himself/herself (s. 12(1) of the *Trusts Act 1973*).

[51-0170] Statutory Trustee

A statutory trustee is created by the *Trusts Act 1973* to cover the circumstances where a person carries out the functions of a trustee as permitted by s. 31(3) of the Trusts Act, without having actually been appointed by any instrument or document or any other Act to perform in that capacity. An example of this would be where land is devised to a deceased's widower/widow for his/her life, and then upon his/her death to his/her children, but without the actual appointment of a trustee. In this case, the widower/widow is a statutory trustee in accordance with the Trusts Act, s. 31(3) of which restricts the exercise of powers to those given by ss. 32(1)(d) or 45 unless otherwise sanctioned by the court.

[51-0175] Regulated Superannuation Funds

Section 67(A) of the *Superannuation Industry (Supervision Act) 1993* (Cth) provides for a trustee of a regulated superannuation fund (RSF) to borrow money to acquire an asset, including real property. The borrowed money must be used to acquire an asset the RSF trustee is permitted to acquire and hold directly.

The acquirable asset is held on trust so that the RSF trustee acquires a beneficial interest in the acquirable asset.

The appointment by a RSF trustee of another party to hold the legal title in trust can be made in the usual manner, that is, a deed of trust or declaration of trust is produced in support of the transfer.

The transfer is completed as set out in [1-2000] to [1-2090] and the words 'as trustee' must be inserted after the transferee's name in Item 5 [1-2390].

The RSF trustee has a right to acquire legal ownership of the acquirable asset by making one or more payments after acquiring the beneficial interest.

[51-0180] Custodian Trustee

Custodian trustees were the creation of s. 42 of the *Public Curator Act 1915* (since repealed) but have now been extended by s. 19 of the *Trusts Act 1973*, which allows any corporation to hold land in Queensland as a custodian trustee.

Section 19(2) of the *Trusts Act* provides that trust property will be vested in the custodian trustee as if such trustee were the sole trustee, but the management of the trust property, and the powers and discretions exercisable by the trustee under the trusts, are vested in managing trustees as fully effectual as if there were no custodian trustee.

A custodian trustee can be appointed either by a Form 1 – Transfer to Trustees by a settlor, by a Form 1– Recording of New Trustees by existing trustees, or by an order of the court. In any case, the custodian trustee must appear in the document and the names of the managing trustees in the Schedule of Trusts or in the body of the appointment.

Any document executed by a custodian trustee must contain the written direction of the managing trustees, or a majority of them (s. 19(2)(d) of the *Trusts Act*) and, if they have changed since the custodian trustee's appointment, a copy of the Appointment of New Managing Trustees must be lodged with the document as evidence.

Managing trustees have the power to appoint new managing trustees, but once appointed, a custodian trustee can only have his/her trusteeship terminated, or a new custodian trustee appointed in his/her place, by the court (s. 19(3) of the *Trusts Act*). This section is subject to the instrument or document creating the trust.

[51-0190] Local Government Trustee

Section 116 of the *Trusts Act 1973* provides that a local government may be appointed a trustee of real or personal property, either as sole trustee or as a trustee with others and may accept and hold trust property for any charitable or public purpose, or for any purpose of recreation or other leisure-time use or occupation. The local government may act in the administration of the trust property for the purpose of and according to the trust, notwithstanding that the purpose is not a function of local government, save where, in the case of an existing trust, a contrary intention appears from the instrument or document creating the trust.

Section 117 of the *Trusts Act* requires that any land transferred to a local government as a sole transferee, if transferred by way of a Form 1 – Transfer, should be accompanied by a declaration by the transferor/s, or failing them an appropriate employee of the transferee, that the land is not being transferred to the local authority as a sole trustee.

[51-0191] Managed Investment Schemes

Under section 601FC(2) of the *Corporations Act 2001* (Cth), the responsible entity for a managed investment scheme holds scheme property on trust for its members. Managed investment schemes with more than 20 members must be registered with ASIC and will have an Australian Registered Scheme Number (ARSN).

The *Corporations Act* requires a responsible entity for a registered managed investment scheme to ensure that the scheme property is clearly identified as scheme property.

A responsible entity for a registered scheme will be recorded on title in the capacity of responsible entity. For further information refer to [Part 51-2105].

[51-0200] deleted

[51-0210] The Beneficiary

The beneficiary under a trust (also called the *cestui que trust*) is the person for whose benefit the trustee holds the legal estate. The beneficiary can be a minor, an adult, an organisation such as a sporting body or a corporation.

When using a Form 20 – Trust Details Form for a schedule of trusts, if a beneficiary is a minor the date of birth must be shown in Item 2 Schedule of Trusts Details in the Form 20 – Trust Details Form.

There can be several beneficiaries at once, either as joint tenants or as tenants in common, but if they are created by separate deeds of settlement, Items in the Form 1 – Transfer to Trustees must identify the trust instruments or documents by name or reference. A trustee may also be one of the beneficiaries, but a **sole** trustee cannot be the **sole** beneficiary. There is no trust where there is a sole trustee who is the sole beneficiary because there is no separation of the legal and equitable interests. If a sole trustee becomes the sole beneficiary of a trust, then the legal and equitable interests merge, the trust no longer exists, and the beneficiary holds the property absolutely.

The beneficiary does not have an immediate right in relation to the property (except in the case referred to in the preceding paragraph) although he/she may have rights as against the trustee.

[51-0220] Trustee's Powers

The *Trusts Act 1973* gives wide powers to a trustee in dealing with trust property and whilst, on the face of it, there appears to be little restriction placed upon a trustee in this regard, there are nevertheless certain areas in which a trustee is not as unfettered as would appear on the surface.

The general powers of trustees in Part 4 of the *Trusts Act* are minimum and cannot be reduced or diminished by the trust deed (see s. 31 of the *Trusts Act*).

[51-0230] Pre *Trusts Act 1973*

The Act came into operation on 1 July 1973. Despite the fact that the Act did not operate before this date:

- a. where a trustee purports to sell land which was 'settled land' before the commencement of the *Trusts Act*, the sale must be consented to by the tenant for life (see *Re Robinson's Trusts* [1974] Qd R 243); and
- b. where a sole trustee died before the commencement of the *Trusts Act*, a renunciation of the Public Trustee of Queensland in favour of the personal representative of the deceased was required (s. 12 of the *Public Trustees and Executors Act 1897* (now repealed)).

[51-0240] Under the *Trusts Act 1973*

The *Trusts Act* empowers a trustee to:

- sell the trust property or any part thereof (s. 32(1)(a));
- exchange the trust property for other property (s. 32(1)(b));
- lease the trust property (but not for a term exceeding that stated in s. 32(1)(e));
- give an option of renewal of a lease, but only if the aggregate terms of the original and renewed leases do not exceed the maximum term allowed (s. 32(3)(a));
- mortgage trust property, but only to raise money for the repair, upkeep, maintenance or renovation of same or for the improvement or development of the property (ss. 33(1)(a) and (b) and see the limitation in s. 33(1)(b));
- agree to any amendment of such a mortgage (s. 33(1)(i));
- take a first mortgage back on selling trust property for the balance of purchase money not exceeding two thirds of the purchase price (s. 36);
- subdivide land (s. 33(1)(e))^{1,2};
- appropriate any part of the property towards satisfaction of any legacy payable (s. 33(1)(l));
- surrender onerous leases and, in certain circumstances, surrender onerous land to the Crown (s. 38); and
- grant easements (s. 33(1)(h))¹.

The general powers given by ss. 32 and 33 are the minimum and apply even if lesser powers are expressed in the instrument or document creating the trust, having regard to the following exceptions:

- a. If all the beneficiaries, not under a disability, direct the trustee in writing not to exercise a specified power, his/her authority to do so is revoked (s. 31(2) of the *Trusts Act 1973*).
- b. Larger or additional powers can be conferred by a settlor (ss. 4(2) and (3) of the *Trusts Act 1973*).
- c. A statutory trustee must obtain the consent of the court before exercising any of the powers given to a trustee under s. 32 of the *Trusts Act 1973*, except those conferred by s. 32(1)(d), which relate to the letting of trust property (s. 31(3) of the *Trusts Act 1973*).

[51-0245] Dealings that May Not Come Within the Scope of Trustees' Powers under the *Trusts Act 1973*

The Registrar of Titles takes a non-intrusive approach to trusts. It is considered it is the responsibility of the trustee and their legal representative to decide that a dealing which may not come within the scope of the trustee's powers under the *Trusts Act* is authorised and inform the Registrar of Titles accordingly.

Where a dealing relies on the trustee's powers in the deed of trust document or some other authority rather than authority under the *Trusts Act*, the dealing must be accompanied by either:

- the consent of the beneficiaries; or
- an authorising court order, or

- a letter from the trustee or on the trustee's lawyer's letterhead stating that there is sufficient authority for the transaction.

The following are some examples of transactions that would not be considered to come within the scope of the trustee's powers under the Trusts Act:

- a trustee transferring trust property to themselves in a personal capacity
- a trustee transferring trust property to a person in their personal capacity, where the consideration is a gift or a nominal amount (e.g. \$1)
- a trustee purchasing property held by themselves in a personal capacity
- a request pursuant to a deed of retirement, to remove one of two trustees who are registered proprietors of trust property
- a trustee transferring trust property to themselves as a trustee for another trust
- a trustee granting a lease of trust property for a period of more than 21 years
- a trustee granting a lease of trust property to themselves in a personal capacity
- a trustee being granted a lease by themselves in a personal capacity
- a trustee entering into a mortgage as either mortgagor or mortgagee with themselves in a personal capacity.

The above requirement is applicable to a transaction where the trust document is deposited (or referenced in a prior registered dealing) or where a Trust Details Form is deposited.

[51-0250] Purchase of Land

Section 21 of the *Trusts Act 1973* authorises a trustee to invest trust funds in the purchase of land. The purchase would be by way of a Form 1 – Transfer to Trustees with the will, instrument or document of trust or a Schedule of Trusts.

[51-0260] Sale of Land

Any transfer by a trustee under ss. 31 and 32 of the *Trusts Act 1973* does **not** need to include, in the operative clause, a statement that it is being made pursuant to these sections. It is accepted that the power is not restricted except as provided in the following paragraphs.

The consent of a life tenant is required to a sale by a trustee, even where the land was 'settled land' before 1 July 1973².

Since the *Succession Act 1981*, which repealed the *Intestacy Act 1877*, any administrator can sell land without the consent of the beneficiaries. A personal representative under letters of administration is deemed to be a trustee by the *Succession Act 1981* and can exercise all the powers of a trustee under the *Trusts Act 1973*.

A trustee **cannot** sell trust land to themselves, except in the following circumstances:

1. where the trustee is so authorised by the instrument or document of trust; or
2. where the trustee is so authorised by the consent of the court, or
3. where there is legislative authority to do so; or
4. where all beneficiaries, being *sui juris*, provide the following:
 - a consent to the transfer on a Form 18 – General Consent; and
 - a declaration that sets out:
 - their age; and
 - that they are not under a legal disability; and
 - that they have received or declined independent legal advice.

The Court has the power to appoint a trustee for the purpose of selling property pursuant to s. 37 of the *Property Law Act 2023*.

[51-0270] Lease of Land

Unless a greater term is authorised by the trust instrument or document, any lease granted by a trustee must not exceed 21 years (s. 32(1)(e)) of the *Trusts Act 1973*).

Unless authorised by the trust instrument or document, any lease containing an option to renew must not have an aggregate duration that exceeds the maximum term mentioned above (s. 32(3)(a) of the *Trusts Act*)². Similarly, any amendment that extends the term must not result in an aggregate that exceeds the maximum allowed.

Mortgage of Land

[51-0280] As Mortgagor

See Part 2 – Mortgage (National Mortgage Form) esp. [2-0050].

[51-0290] As Mortgagee

See Part 2 – Mortgage (National Mortgage Form) esp. [2-0100].

[51-0300] Appropriation

An appropriation made under s. 33(1)(l) of the *Trusts Act 1973* must be accompanied by a statutory declaration from the trustee stating:

- an appropriation has occurred in the course of administering the estate; and
- the provisions of s. 33(1)(l) of the *Trusts Act 1973* have been complied with (i.e. all persons interested in the appropriation have been notified); and
- a search of court records reveals no application has been made to the court to vary the appropriation.

An appropriation which is the subject of the service of notices is not effectual until the expiry of one month after service or such extended time as is allowed by the court.

[51-0310] Death of Mortgagee Trustee

The correct procedure to be followed on the death of a mortgagee who holds as sole trustee as disclosed by the mortgage document is set out in [51-2080].

[51-0320] Surrender of Onerous Lease or Land

Any surrender of an onerous lease or onerous land must include a statement that it is being done in accordance with s. 38 of the *Trusts Act 1973*.

[51-0330] Schedule of Trusts in a Form 20 – Trust Details Form

It should be noted that the Form 20 – Trust Details Form containing the Schedule of Trusts in Item 2 is not an ‘instrument or document’. The registrable ‘instrument or document’ is the Form 1 – Transfer to Trustees.

In the case of land to be held under a Form 1 – Transfer to Trustees for any unincorporated body or club, if the Schedule of Trusts in Item 2 of the Form 20 – Trust Details Form sets out the powers given to the trustee without reference to the rules of the club, there is no necessity to lodge a certified copy of such rules. However, if the Schedule of Trusts in Item 2 of the Form 20 – Trust Details Form simply states that the trustee is to hold in accordance with the rules of the club, then a certified copy of the rules should be produced.

[51-0340] Public Trustee under s. 53A of *Public Curator Act 1915*

Both s. 53A and s. 53B of the *Public Curator Act* have been repealed. However, if any are encountered in the register, the matters set out below will apply.

When the Public Trustee of Queensland is registered as ‘Trustee under s. 53A of the *Public Curator Act 1915*’, the Public Trustee is administering the estate in one of the following circumstances:

- a. the land is devised to a person but the just debts, funeral and testamentary expenses could not be satisfied without recourse to the land; or
- b. the land is devised to a minor, an alien or a person whose whereabouts are unknown or it is not known whether he/she is alive or dead; or
- c. having devised the land, the testator then sold it and the purchase price is unpaid.

The Public Trustee may claim transmission as trustee under s. 53A on a certificate under s. 53B. He/she has power to sell, mortgage or lease the land to discharge any debts or liabilities charged upon the testator’s estate. He/she can also invoke any of the powers of a trustee under the *Trusts Act 1973*.

[51-0350] Trustee Company

By the *Trustee Companies Act 1968* those companies listed in schedule 8AA of the Corporations Regulations 2001 have been given some of the powers previously reserved solely to the Public Trustee of Queensland, in addition to the powers already exercised by them under their respective Acts.

Individuals may join with a trustee company to apply for a grant of representation or may authorise a trustee company to apply for letters of administration with the will annexed (s. 6 of the *Trustee Companies Act 1968*).

Similarly, in intestate estates, an individual entitled to a grant of representation may join with a trustee company to apply for representation, or may authorise the trustee company to apply for representation in its own name (s. 7 of the *Trustee Companies Act 1968*).

In any estate where the gross value does not exceed \$100,000 and no person has applied for administration in Queensland, the trustee company may file in the court an election to administer the estate. The trustee company is then deemed to be the executor of the will or administrator of the estate (s. 12 of the *Trustee Companies Act 1968*).

Where an administrator dies leaving part of the estate unadministered and the value does not exceed \$100,000, a trustee company may file an election to administer the property left unadministered, in lieu of applying for letters of administration *de bonis non*. It is then deemed the administrator of the estate left unadministered (s. 13 of the *Trustee Companies Act 1968*).

Section 20 of the *Trustee Companies Act 1968* permits any executor or administrator with the consent of the court to appoint a trustee company as executor or administrator in his/her place.

Legacies in favour of minors may be paid to a trustee company (s. 26 of the *Trustee Companies Act 1968*). Where land is devised to a person and the debts, liabilities, funeral or administration expenses of the testator cannot be satisfied without recourse to the land or where the land is devised to a minor, the trustee company administering the estate is entitled to have transmission entered up to it as 'trustee', and has power to mortgage the land, sell the land at public auction or for the best price obtainable thereafter, or lease the land (s. 30 of the *Trustee Companies Act 1968*). Whenever a trustee company is administering an estate, production of a certificate of appointment is all that is required as evidence of its authority (s. 39 of the *Trustee Companies Act 1968*).

A trustee company, by s. 28 of the *Trustee Companies Act 1968*, has power to sell trust land at public auction, by private contract if not sold after being offered at public auction or with the beneficiaries' consents in writing. It can also purchase land, subdivide land for the purpose of sale, exchange trust property and make appropriations.

In general, the powers in the *Trustee Companies Act 1968* approximate those in the *Public Trustee Act 1978*, and the *Trusts Act 1973* fills in any gaps.

[51-0360] deleted

[51-0370] Associations Incorporation Act 1981

The *Associations Incorporation Act 1981* permits the incorporation of certain associations, provided the requirements of the Act are satisfied. The Act defines an association as an association, society, or body that is formed or carried on for a lawful purpose. It excludes:

- an association with fewer than seven individual members;
- a corporation;
- a partnership within the meaning of the *Partnership Act 1891*;
- an industrial organisation within the meaning of the *Industrial Relations Act 1990*;
- a parents and citizens association formed under the *Education (General Provisions) Act 1989*;
- an association formed or carried on for the purpose of providing financial gain for its members;
- an association which is provided for in a special Act that:
 - incorporates:
 - i. the association's governing body; or
 - ii. the trustees holding property for the association; or
 - provides that the association may sue or be sued, or hold property, in the name of the association or an officer of the association; or
 - otherwise specially regulates the affairs of the association;
- an association, the main purpose of which is the holding of property;

- in which the members have a disposable interest; or
- that the members have a right to divide between all or some of them; or
- for use by some or all of its members or among persons claiming through, or nominated by, some or all of its members; or
- for distribution of that property, or of the income from the property, among some or all of its members or among persons claiming through, or nominated by, some or all of its members; and
- an association which has an object of raising a fund by subscription of its members to make loans to them.

Once an application for incorporation has been granted, a certificate of incorporation is issued by the Office of Fair Trading and the association thereupon becomes a body corporate having the name shown. The association is then able to hold property in its own name. This certificate of incorporation must be deposited with any instrument or document that will record the incorporated association as a registered owner or the holder of an interest. For information about options for the deposit of supporting documentation see [60-1030].

Where an incorporated association has transitioned to a company registered under the *Corporations Act 2001*, a Form 14 – General Request to Record Change of Name must be deposited. (See [14-2035] for further information).

[51-1000] Legislation

Application of the *Land Title Act 1994* to the *Water Act 2000*^{2,3}

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

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

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

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

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

[51-2000] Practice

[51-2000] Introduction

Generally, a trust arises when, by virtue of a deed, will or other instrument or document, the legal owner (the trustee) is bound to hold the property for the benefit of a beneficiary (often for a stated purpose).

Legislation Covering Trusts

[51-2010] Primary

- *Trusts Act 1973*
- *Land Title Act 1994*
- *Land Act 1994*
- *Public Trustee Act 1978*
- *Trustee Companies Act 1968*
- *Succession Act 1981*

- *Partnership Act 1891*

[51-2020] Secondary

- *Local Government Act 2009*
- *Ambulance Service Act 1991*
- *Associations Incorporation Act 1981*
- *United Grand Lodge of Antient Free and Accepted Masons of Queensland Trustees Act 1942*
- *Returned & Services League of Australia (Queensland Branch) Act 1956*

Disclosure of Trust

[51-2022] Transfer

It is not compulsory for a trust to be disclosed on the freehold land register however for a person to hold an interest in a State lease or sublease of a State lease as trustee, a transfer to, or instrument creating or vesting the interest in the person as trustee must be registered, i.e. the trust must be recorded (disclosed) on title (Section 374A of the *Land Act 1994*).

Where a trust is to be disclosed and the transferee recorded on the register in the capacity of trustee:

1. 'as trustee' must appear in Item 5 – Transferee of the Form 1 – Transfer; and
2. where the writing that will create the trust is the Form 1 – Transfer itself – an original Form 20 - Trust Details Form containing the schedule of trusts must be deposited (see [1-2380]); or
3. if the trust has already been created by other writing (e.g. a trust deed) – either:
 - a. an original Form 20 – Trust Details Form must be deposited; or
 - b. all document(s) that create the trust including any variation (for example, deed of retirement and appointment, deed of removal and appointment or variation of trust etc.) must be deposited; or
 - c. in Item 5, all dealings with which the document(s) that create the trust (including any variation) were *deposited* must be referred to (see [1-2390] for examples). Please note that it is not acceptable to refer to a Form 20 – Trust Details Form previously deposited with another instrument or document. A newly completed original Form 20 – Trust Details Form must be deposited with each transfer.

Where an original Form 20 - Trust Details Form is deposited, copies of the document(s) that created the trust referred to in the Form 20 – Trust Details Form should not be deposited.

Where a deed of trust or Form 20 – Trust Details Form is deposited and 'as trustee' does not appear in Item 5, or where 'as trustee' appears in Item 5 but the deed of trust or a Form 20 – Trust Details Form has not been deposited, the dealing will be requisitioned for clarification and amendment.

Where a registered owner is recorded on title in his/her own right but in reality holds the land as an undisclosed trustee and he/she wishes to disclose the trust using a Form 1 - Transfer:

1. Item 4 of the Form 1 – Transfer must state words to the effect of 'to declare the trust pursuant to s. 109 of the *Land Title Act 1994*' and
2. 'as trustee' must appear in Item 5 – Transferee of the Form 1 – Transfer; and
3. either:
 - a. an original Form 20 – Trust Details Form must be deposited; or
 - b. all document(s) that create the trust including any variation (for example, deed of retirement and appointment, deed of removal and appointment or variation of trust etc.) must be deposited; or
 - c. in Item 5, all dealings with which the document(s) that create the trust (including any variation) were *deposited* must be referred to (see [1-2390] for examples). Please note that it is not acceptable to refer to a Form 20 – Trust Details Form previously deposited with another instrument or document. A newly completed original Form 20 – Trust Details Form must be deposited with each transfer.

For further information about options for depositing a trust document see [60-1030].

Where a trust has not previously been disclosed to the Titles Registry and a lodged transfer shows Item 4 – Consideration stating 'pursuant to a deed of retirement and appointment' or 'pursuant to a deed of removal and appointment' but the words 'as trustee' do not appear in Item 5 and a deed of trust or Form 20 – Trust Details Form is not deposited—the transferee will be recorded without reference to the trust capacity.

[51-2025] Request to Vest in Trustee under Order Made Under the *Trusts Act 1973* or Another Act

Section 90 of the *Trusts Act 1973* states the effect of a vesting order and specifies in subsection (1A) that 'such property shall vest in the persons named as trustees or otherwise as appears from the order'. Consequently, the court order is paramount when determining the capacity in which the property is to be held. The incoming registered owner must appear on title in the capacity specified in the order, e.g. 'as trustee' or 'as statutory trustee for sale'.

If the request specifies the capacity of the incoming registered owner in the same terms as the court order then it is capable of registration, subject to the usual examination procedures.

[51-2027] Execution by an Attorney for an Undisclosed Trustee

Where an attorney executes a Titles Registry instrument or document on behalf of a party who appears (from the face of the instrument or document or accompanying instrument or document) to be an undisclosed trustee, the power of attorney must be granted by the donor in their capacity as trustee. The dealing must be accompanied by a letter from the party (donor) or their solicitor stating to the effect:

'the instrument or document is being executed by the attorney under the authority of the donor acting in the donor's capacity as trustee of the undisclosed trust'.

[51-2030] Transfer to Trustees

For the purpose of registering a trust in the registry, a trust must generally be created in writing. However, in some instances, e.g. bare trusts, deceased estates and trusts created by court order, the writing that creates the trust will be a Form 1 – Transfer to Trustees, an original will and a Supreme Court order, respectively.

There must be a plain intention to vest the trust property in the trustee. There must also be a beneficiary and it must be certain who the beneficiary is. This is generally apparent in the trust deed, the will or the schedule of trusts for the Form 1 – Transfer to Trustees.

[51-2040] Instrument or Document Required to Record a Transfer to Trustees

Where the writing that will create the trust is the Form 1 – Transfer itself an original Form 20 – Trust Details Form containing the schedule of trusts in Item 2 must be deposited (see [1-2380]). The Form 20 – Trust Details Form containing the schedule of trusts is separate from the transfer instrument or document and does not form part of the Register.

Where the trust is already in existence then either:

- a. an original Form 20 – Trust Details Form must be deposited; or
- b. all document(s) that create the trust including any variation (for example, deed of retirement and appointment, deed of removal and appointment or variation of trust etc.) must be deposited; or
- c. in Item 5, all dealings with which the document(s) that create the trust (including any variation) were *deposited* must be referred to (see [1-2390] for examples). Please note that it is not acceptable to refer to a Form 20 – Trust Details Form previously deposited with another instrument or document. A newly completed original Form 20 – Trust Details Form must be deposited with each transfer.

These deposited documents are separate from the Form 1 – Transfer and do not form part of the Register.

[51-2043] Deposit of Trust Document

Some trust documents that are deposited with a Form 1 – Transfer require a duty notation as detailed in the table below which has been prepared in conjunction with the Queensland Revenue Office.

For further information about the options for the documentation to be deposited with a Form 1 – Transfer to a trustee see [1-2390] and for the options for depositing a trust document see [60-1030].

Titles registry requirements for duty endorsement on deposited trust documents

DESCRIPTION OF TRUST DOCUMENT ETC.	TITLES REGISTRY REQUIREMENTS
Trust documents evidencing the creation of a trust or superannuation fund that commenced before 1 March 2002 (i.e. subject to the repealed <i>Stamp Act 1894</i>)	A lodged dealing will be registered only if trust document has a duty endorsement
Trust document (including a superannuation fund deed and a constitution of a responsible entity for a managed investment scheme registered with the Australian Securities & Investment Commission) evidencing the creation of a trust that commenced on or after 1 March 2002	*A lodged dealing will be registered whether or not trust document/deed/constitution has a duty endorsement
An associated document (e.g. deed of variation) varying the terms of a trust document (including a superannuation fund deed and a constitution of a responsible entity)	*A lodged dealing will be registered whether or not associated document has a duty endorsement. Note: Date of variation does not affect duty endorsement requirements
Deed of removal/retirement and appointment of trustee(s)	A lodged dealing will be registered only if deed has a duty endorsement

*Visit the Queensland Revenue Office website for further information that can help you determine whether the document requires an endorsement.

If the original trust document has been lost or destroyed and a photocopy of sufficient quality to allow imaging is available, it may be sufficient to satisfy the responsibilities of the Registrar. The photocopy should be submitted with a statutory declaration by the person who had care and custody of the trust document detailing the circumstances of the loss of the original and any stamped duplicates, the searches undertaken to locate them and states that there have been no amendments or variations for consideration.

Minor differences between the name of the trustee shown in the trust deed and the name of the trustee shown in the lodged instrument or document (e.g. spelling) will be accepted provided the instrument or document is accompanied by a statutory declaration identifying the trustee as being one and the same person. Larger differences (e.g. a changed surname or missing or additional middle names) will require a statutory declaration identifying the trustee as being one and the same person with evidence of the correct name (e.g. a copy of a birth certificate).

[51-2046] Vesting in Trustees

A person may be registered as trustee of an interest in a lot by way of a Form 14 – Request to Vest that gives effect to an order made under the *Trusts Act 1973* or another Act.

[51-2049] Instrument or Document Required to Record Vesting in Trustees

A Request to Vest must be in a Form 14. The vesting order made under the *Trusts Act 1973* and either an original Form 20 – Trust Details Form (see [51-4100]) or all documents that state the details of the trust upon which the interest is vested must be deposited. For further information about options for depositing supporting documentation see [60-1030].

A request to vest an interest in a person as trustee of a State tenure may only be registered if the person is eligible to hold the land in trust under the *Land Act 1994*^{1, 3}.

See Part 14, esp. [14-2335].

[51-2050] Recording of New Trustees

Section 12 of the *Trusts Act 1973* deals with the appointment of a new trustee in circumstances where a trustee (whether original, substituted, appointed by the court or otherwise):

- a. is dead; or
- b. remains out of the State for more than one year without having properly delegated the execution of the trust; or
- c. seeks to be discharged from all or any of the trusts or powers reposed in or conferred on him/her; or
- d. refuses to act therein; or
- e. is unfit to act therein; or
- f. is incapable of acting therein; or
- g. is a minor; or

- h. being a corporation, has ceased to carry on business, is under official management, is in liquidation or has been dissolved.

That is, in circumstances where a trust over the property concerned (whether registered or not) is already in existence.

[51-2060] Instrument or Document Required To Record New Trustee

When a new trustee is appointed because a trustee:

- is dead (whether or not the sole surviving trustee); or
- remains out of the State; or
- seeks to be discharged; or
- is unfit or incapable of acting; or
- is a company that:
 - has ceased to carry on business;
 - is in liquidation:
 - under official management; or
 - is dissolved, and
- the trust instrument or document nominates a person for the purpose of appointing a new trustee;

the instrument or document applicable is a Form 1 – Transfer, together with the deposit of relevant evidence. See Part 1, esp. [1-2400] to [1-2430].

In instances where two or more trustees retire and are replaced by a sole trustee (not a Trustee Corporation as defined in s. 5 of the *Trusts Act 1973*), then the authority for a sole trustee must be contained within the trust instrument (s. 12(2)(c) of the *Trusts Act*).

It is considered that it is the responsibility of the trustee and their legal representative to decide that a deed of trust authorises a sole trustee. The instrument or document must therefore be accompanied by a letter from the trustee or on the trustee's lawyer letterhead stating that there is sufficient authority for a sole trustee unless a Form 20 – Trust Details Form is deposited with the instrument or document. Where a Form 20 – Trust Details Form is deposited with the instrument or document there is no requirement to deposit a letter regarding the authority for a sole trustee.

In the circumstances listed above, the person nominated for the purpose of appointing new trustees by the instrument or document (if any) creating the trust, or if there is no such person or no such person able and willing to act, then the surviving or continuing trustee or trustees for the time being, or the personal representative of the last surviving or continuing trustee, may by writing appoint a person or persons (whether or not being the person or persons exercising the power) to be a trustee or trustees in the place of the trustee first mentioned (s. 12(1) of the *Trusts Act*).

If the death of the last surviving trustee was before 1 July 1973, s. 12 of the *Trustees and Executors Act 1897* applies, and the renunciation of the Public Trustee under that Act should be obtained.

[51-2065] Removal of Trustee without a New Appointment

If it is only intended to record the removal of a trustee (without the replacement of that trustee by another trustee) in any of the circumstances detailed above in [51-2060], the instrument or document applicable is:

- to record the death of the trustee (if not the last surviving trustee), a Form 4 – Request to Record Death, which may include the recording of the deaths of several trustees if applicable; or
- in all other instances which do not involve a sole trustee, a Form 14 – General Request.

[51-2070] Retirement of Trustee without a New Appointment

Section 14 of the *Trusts Act 1973* allows a trustee to retire without the necessity to replace himself/herself if there remains at least two individuals or a trustee corporation to act as trustee/s.

Unless the deed of trust specifically authorises a sole trustee (not a Trustee Corporation as defined in s. 5 of the *Trusts Act*) to remain or a single trustee was originally appointed, then at least two trustees must administer the trust.

It is considered that it is the responsibility of the trustee and their legal representative to decide that a deed of trust authorises a sole trustee. The instrument or document must therefore be accompanied by a letter from the trustee or on the trustee's lawyer letterhead stating that there is sufficient authority for a sole trustee unless a Form 20 – Trust Details

Form is deposited with the instrument or document. Where a Form 20 – Trust Details Form is deposited with the instrument or document there is no requirement to deposit a letter regarding the authority for a sole trustee.

The instrument or document required is a Form 14 – General Request to record retirement of trustee.

[51-2080] Death of Sole Surviving Trustee

Upon the death of a sole surviving trustee, whether or not the trust is recorded in the Register, the trust property automatically vests in the Public Trustee of Queensland (s. 16(2) of the *Trusts Act 1973*).

The personal representative of the last surviving trustee can request that he/she be recorded as trustee upon deposit of evidence that he/she has notified the Public Trustee in writing in accordance with s. 16(2)(b) of the *Trusts Act*. The land then vests in him/her as trustee upon the trusts recited (s. 15 of the *Trusts Act*).

The documentation required is a Form 1 – Transfer, together with supporting evidence (see Part 1, esp. [1-2400] to [1-2430]).

However, where the property has vested in the Public Trustee of Queensland under s. 16(2) of the *Trusts Act* and there is no one willing or able to appoint a new trustee, the Public Trustee may request to be recorded as trustee in the Titles Registry. In this instance a Form 1 – Transfer to vest is required to be registered. Evidence of death of the trustee must be deposited.

Lodgement fees are applicable and a duty notation is required.

[51-2090] Second Trustee Nominated to Take After Death of First

A testator may appoint a trustee of his/her will, and specify that on the death of that trustee another person will assume the office of trustee. If the Form 5 or 5A – Transmission by Death to the first trustee is recorded in the Register and the first trustee dies, a Form 14 – General Request requesting registration of the second trustee should be lodged. Evidence of the death of the first trustee should be annexed to a declaration identifying the applicant with the second trustee named under the will deposited with the Form 5 or 5A – Transmission by Death.

There is no divesting from the Public Trustee required in this case as the deceased trustee was not the last sole surviving trustee.

[51-2100] deleted

[51-2110] deleted

[51-2105] Recording of a Responsible Entity

A responsible entity for a managed investment scheme holds scheme property on trust for its members. Managed investment schemes with more than 20 members must be registered with the Australian Securities and Investments Commission (ASIC) and will have an Australian Registered Scheme Number (ARSN).

The *Corporations Act 2001* (Cth) requires a responsible entity for a registered managed investment scheme to ensure that the scheme property is clearly identified as scheme property.

Section 601GB of the *Corporations Act* provides that a scheme constitution must be lodged with ASIC upon application to register the scheme.

It is not necessary for the scheme constitution to be deposited with the instrument recording the responsible entity. Instead, an original Form 20 – Responsible Entity Details Form should be deposited. For further information about completing the Form 20 - Responsible Entity Details Form refer to [51-4200].

A responsible entity for a registered scheme will be recorded on title in the capacity of responsible entity.

[51-2115] Dealing by Trustee

Dual Capacity

A person who holds an interest in a lot in his/her own right and who is also a trustee of an interest in another lot cannot transfer or otherwise deal with both interests in one form. Dealings must be by way of a separate form for each estate.

However, one Form 1 – Transfer is acceptable where a person in their own right purchases a share in a lot and also purchases another share as trustee, in the same lot.

[51-2120] deleted

[51-2130] As Mortgagor

See Part 2 – Mortgage (National Mortgage Form), esp. [2-0050].

[51-2140] As Mortgagee

See Part 2 – Mortgage (National Mortgage Form), esp. [2-0100].

Trustee Registered Under a Transmission by Death

[51-2150] Where Death Occurred Before 1 January 1982¹

Previously, where the death occurred before 1 January 1982 (the date of promulgation of the *Succession Act 1981*), trustees were registered under 'old style transmissions' with certain limitations after the designation 'trustee'. For example, as 'devisee in trust', 'devisee in trust with power of sale', 'trustee', 'trustee by implication' or 'trustee for the purpose of carrying out the terms of a contract of sale'.

In addition, the Public Curator (as he then was) was registered as 'trustee under s. 53A of the *Public Curator Act 1915*'. Since the *Public Trustee Act 1978* repealed this section, no further cases of this kind will occur unless they were executed during the currency of the former Act and have not yet been lodged.

Occasionally a will may neglect to appoint an executor as trustee or, if there is an appointment as trustee, it may neglect to direct the legal estate to the trustee, and yet the will then proceeds to give powers and set out duties to be performed by a trustee. In such cases, the trustee would have been registered as 'trustee by implication'. An entry on the Register of 'trustee by implication' must be examined in conjunction with the will.

In the case of an 'old style transmission', where the trustee is registered as 'trustee for the purpose of carrying out the terms of a contract of sale', the trustee can only execute a Form 1 – Transfer to the purchaser named in the contract. If the contract is rescinded, a new transmission in favour of the person entitled under the will should be lodged with evidence of the rescission of the contract of sale.

[51-2160] Where Death Occurred on or After 1 January 1982

In deaths occurring on or after 1 January 1982, the 'old style' limitations on the designation 'trustee' are no longer used and the trustee is now recorded by the Form 5 or 5A – Transmission by Death as 'personal representative'.

[51-2170] to [51-2190] deleted

[51-2200] Trust on Deed of Grant¹

When a deed of grant issues to grantees as trustees, a declaration of trust is received with the deed of grant. This is given a Dealing number after the deed of grant issues and the trustee is recorded in the Register. No fees apply. Any changes in the composition of the named trustees should be by a Form 1 – Transfer recording new trustees, accompanied by a copy of the Order in Council authorising the change.

When a deed of grant issues to trustees generally, and not individually, for public purposes and no other purpose whatsoever under s. 35 of the *Land Act 1994*, no declaration of trust is required to be lodged. An endorsement is entered in the Register, e.g. 'held upon trust, [etc]'. The Minister's written approval authorising an action must be deposited with the dealing for any dealings with the land.

[51-2210] Incorporation of Association

The various circumstances leading to registration of an incorporated association in the registry and the necessary documentation in relation thereto are set out below.

[51-2220] Change of Name of Incorporated Association

A Form 14 – Request to Change Name must be made by the secretary of the association and lodged with a certified copy of the certificate of registration of change of name.

[51-2230] Amalgamation of Two or More Incorporated Associations

A Form 14 – Request to Vest in the name of the new association consequent upon amalgamation, signed by the secretary, must be made. A certified copy of the certificate of the amalgamated association is required. The Request is exempt from transfer duty, however lodgement fees are payable.

[51-2240] Incorporation of a Body Presently Holding Letters Patent under the *Religious Educational and Charitable Institutions Act 1861*

A Form 14 – Request to Vest must be made by the secretary of the association. A certified copy of the certificate of incorporation is required as evidence. The Request is exempt from transfer duty, however lodgement fees are payable.

[51-2250] Cancellation and Vesting of Property

Provision is also made for the cancellation of the incorporation of an association. On cancellation, the property of the association vests in the Public Trustee of Queensland on the trusts and for the purposes it was held prior to the vesting. The appropriate instrument or document would be a Form 14 – Request to Vest with a copy of the Order in Council vesting the property in the Public Trustee.

The Governor in Council may, by Order in Council, vary the trusts or purposes and/or vest the property of the association, or part thereof, in persons or other incorporated associations. A Form 14 – Request to Vest and a copy of the Order in Council is appropriate.

Note: Forms under the *Associations Incorporation Act 1981* cannot be used to incorporate a trustee who holds a deed of grant in trust for a specific purpose. An Order in Council is required^{1, 2}.

[51-2260] Property Held on Trust for Incorporated Association Prior to Incorporation

The *Associations Incorporation Amendment Act 1995* was proclaimed to commence on 8 September 1995. Amongst the provisions proclaimed, the Act repealed Forms 7 and 8 (previously Forms 5A and 5B of the *Associations Incorporations Act 1981*). Those forms and a certified copy of the certificate of incorporation were previously required to record interests already held on trust for an association in the name of the association once it became incorporated.

To satisfy the requirements of the Registrar in maintaining the register as referred to in s. 24(4) of the *Associations Incorporation Act*, a Form 14 – General Request for recording is required to be lodged. An example of a completed request for a fictitious association is provided under the heading 'Forms'.

The Request attracts normal lodgement fees and is exempt from transfer duty. Evidence of the incorporation must be deposited with the request. Acceptable evidence is a certified copy of the certificate of incorporation issued by the Office of Fair Trading.

[51-4000] Forms

[51-4000] General Guide to Completion of Forms

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

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 Titles Queensland website.

1. Nature of request

RECORDING UNDER THE ASSOCIATIONS
INCORPORATION ACT 1981

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

**Lodger
Code**

JOHN WATERHEAD
24 FLATHEAD STREET
SURFHAVEN QLD 4999
(07) 3456 2354

2. Lot on Plan Description

LOT 999 ON RP901999

Title Reference

50087766

3. Transferor

WILIAM SNADMAN and NORMAN BEACHCOMBER AS TRUSTEES OF THE COASTAL GOLF CLUB UNDER
NOMINATION OF TRUSTEES 610655433

4. Interest

FEE SIMPLE

5. Applicant

COASTAL GOLF CLUB INCORPORATED

ADDRESS FOR SERVICE OF NOTICES TO APPLICANT: 22 REAL STREET, ASHGROVE QLD 4060

6. Request

I hereby request that: the Registrar of Titles record the interest of the above registered proprietor in the name of the applicant in accordance with s. 24 of the *Associations Incorporation Act 1981* and certify that the applicant is incorporated as evidenced by the certificate of incorporation deposited.

7. Execution by applicant

J D Surfboard

JOHN DAVID SURFBOARD
Secretary, Coastal Golf Club Incorporated

31/10/2007
Execution Date

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

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

Guide to Completion of Form 14

[51-4010] Item 1

Insert the name of the Request, i.e. a recording under the *Associations Incorporation Act 1981*.

[51-4020] Item 2

Freehold Description^{1, 2}

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

Water Allocation Description^{2, 3}

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

State Tenure Description^{1, 3}

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

[51-4030] Item 3

The registered proprietor, holder of a water allocation or State tenure should be as shown on the current title or lease.

[51-4040] Item 4

Insert the relevant interest, e.g. 'fee simple'.

[51-4050] Item 5

The applicant is the incorporated association.

[51-4060] Item 6

The Request should be substantially as shown in the example.

[51-4070] Item 7

Execution of the Form must be by the secretary of the association (s. 24 of the *Associations Incorporation Act 1981*).

The Request is exempt from transfer duty, but normal lodgement fees apply.

Title Reference [50087766]

1. Authority for the Trust

[] Trust Document(s) creating the Trust (e.g. Trust Deed and any amending Deed(s) or Will)

[X] Schedule of Trusts (complete Item 2)

2. Schedule of Trusts Details (only complete if "Schedule of Trusts" is selected in Item 1)

It is declared that the land in Item 2 of the Form 1 – Transfer is to be held by Queensland City Council upon trust for public use and ancillary uses.

3. Name of Trust

N/A

4. Date of Creation of Trust (leave blank if "Schedule of Trusts" is selected in Item 1)

/ /

5. Beneficiaries (or if applicable – the charitable purpose of a charitable trust)

N/A

6. Trustees

N/A

7. Declaration

The Trustee states that:

1. the information contained in this Form 20 – Trust Details Form is true and correct; and
2. where applicable – any change in Trustee(s) is authorised by the Trust Document, the *Trusts Act 1973* or another authorising law; and
3. any applicable duty under the *Duties Act 2001* has been accounted for.

Where a Solicitor signs on behalf of a Trustee the Solicitor makes the above statements either from their own personal knowledge or from information supplied by the Trustee.

Signer Role

Delegated officer of
Queensland City Council

Signer's Full Name

ANDREW PETER SERVANT

Signature

A Servant

Date

01 / 02 / 2018

Title Reference [50087766]

1. Authority for the Trust

[] Trust Document(s) creating the Trust (e.g. Trust Deed and any amending Deed(s) or Will)

[X] Schedule of Trusts (complete Item 2)

2. Schedule of Trusts Details (only complete if "Schedule of Trusts" is selected in Item 1)

William Snadman as trustee for Peter Snadman who is a minor (date of birth 20/08/2014) and Jennifer Snadman who is a minor (date of birth 8/05/2016) until they reach the age of 21.

3. Name of Trust

N/A

4. Date of Creation of Trust (leave blank if "Schedule of Trusts" is selected in Item 1)

/ /

5. Beneficiaries (or if applicable – the charitable purpose of a charitable trust)

N/A

6. Trustees

N/A

7. Declaration

The Trustee states that:

1. the information contained in this Form 20 – Trust Details Form is true and correct; and
2. where applicable – any change in Trustee(s) is authorised by the Trust Document, the *Trusts Act 1973* or another authorising law; and
3. any applicable duty under the *Duties Act 2001* has been accounted for.

Where a Solicitor signs on behalf of a Trustee the Solicitor makes the above statements either from their own personal knowledge or from information supplied by the Trustee.

Signer Role

Trustee

Signer's Full Name

WILLIAM SNADMAN

Signature

W Snadman

Date

01 / 02 / 2018

Title Reference [50087766]

1. Authority for the Trust

[X] Trust Document(s) creating the Trust (e.g. Trust Deed and any amending Deed(s) or Will)

[] Schedule of Trusts (complete Item 2)

2. Schedule of Trusts Details (only complete if "Schedule of Trusts" is selected in Item 1)

3. Name of Trust

THE JONES FAMILY DISCRETIONARY TRUST

4. Date of Creation of Trust (leave blank if "Schedule of Trusts" is selected in Item 1)

20 / 12 / 2017

5. Beneficiaries (or if applicable – the charitable purpose of a charitable trust)

Clause 4 of the Deed dated 20 December 2017.

6. Trustees

PETER JAMES JONES
MARY SUE JONES

7. Declaration

The Trustee states that:

1. the information contained in this Form 20 – Trust Details Form is true and correct; and
2. where applicable – any change in Trustee(s) is authorised by the Trust Document, the *Trusts Act 1973* or another authorising law; and
3. any applicable duty under the *Duties Act 2001* has been accounted for.

Where a Solicitor signs on behalf of a Trustee the Solicitor makes the above statements either from their own personal knowledge or from information supplied by the Trustee.

Signer Role

Solicitor

Signer's Full Name

WALTER PAUL SYKES

Signature

W Sykes

Date

01 / 02 / 2018

[51-4100] Guide to Completion of Form 20 – Trust Details Form

[51-4110] Title Reference

Insert at least one title reference from Item 2 of the Form 1 – Transfer or other instrument.

[51-4120] Item 1

If the trust has already been created by other writing (e.g. a trust deed) – select Trust Document(s) creating the Trust.

If the Form 1 – Transfer is the writing that will create the trust – select Schedule of Trusts and detail the schedule of trusts in Item 2.

[51-4130] Item 2

Where Schedule of Trusts has been selected in Item 1 – detail the schedule of trusts. Otherwise leave blank or enter 'N/A'.

The purpose or any beneficiaries must be identified and if a beneficiary is a minor, the date of birth must be shown.

[51-4140] Item 3

If the trust has a name – insert the name of the trust. Otherwise insert 'N/A'.

[51-4150] Item 4

Where Trust Document(s) creating the Trust has been selected in Item 1 – insert the date that the trust was created (e.g. the date of the first trust deed or the date of death for a testamentary trust).

Where Schedule of Trusts has been selected in Item 1 – leave this field blank.

[51-4160] Item 5

Where Trust Document(s) creating the Trust (e.g. trust deed) has been selected in Item 1, this item must provide sufficient evidence that one of the following essential elements of a trust exists:

- for a private trust (not a charitable trust) – the existence of a beneficiary (other than a sole trustee as sole beneficiary) or beneficiaries; or
- for a charitable trust – a charitable purpose.

Important Note: sole trustee listed as sole beneficiary

While a trustee may be one of the beneficiaries of a trust, a **sole** trustee cannot be the **sole** beneficiary (because there is no separation of the legal and equitable interests, see [51-0210]).

Therefore, this item must not be completed with a sole trustee listed as the sole beneficiary because this does not provide sufficient evidence of a properly constituted trust.

E.g. If ABC Pty Ltd is the sole trustee for the trust in Item 6 of the Trust Details Form, ABC Pty Ltd cannot also be listed as the sole beneficiary in Item 5 of the Trust Details Form.

If the sole trustee of a trust is listed as the sole beneficiary in Item 5, a requisition will be issued.

Completion

Where Trust Document(s) creating the Trust (e.g. trust deed) has been selected in Item 1:

TYPE	COMPLETION
Private trust (not a charitable trust**)	Insert the clause/reference in the Trust Document that defines the beneficiaries. * Example: Clause 4 of the Deed dated 1 February 2017
Charitable trust**	Detail the charitable purpose of the trust. No reference can be made to a clause/reference in the Trust Document.

* There is no requirement to specifically identify the existing beneficiaries. The Titles Registry will also accept the following (if they provide sufficient evidence of a properly constituted trust):

- the name/s of the beneficiary or beneficiaries (**Important Note: a sole trustee cannot be listed as the sole beneficiary or a requisition will issue**); or
- if the Trust Document describes a class or classes of beneficiaries – the class or classes of beneficiaries.

** a charitable trust is a trust that exists to benefit a purpose as opposed to a private trust that exists for the benefit of specified beneficiaries. There are four principal divisions of charitable trust:

- the relief of poverty;
- advancement of education;
- advancement of religion; and
- purposes beneficial to the community.

Where Schedule of Trusts has been selected in Item 1 and the purpose or beneficiaries have been identified in Item 2 – leave this item blank or enter 'N/A'.

[51-4170] Item 6

Where Trust Document(s) creating the Trust has been selected in Item 1 – insert the current legal names of the current Trustees. Where the form is lodged with a Form 1 – Transfer the names must match the names of the Transferees in Item 5. Where Schedule of Trusts has been selected in Item 1 – leave blank or enter 'N/A'.

[51-4180] Item 7

The form must be signed by at least one of the current Trustees or a Solicitor on behalf of one of the current Trustees.

In circumstances where a Solicitor is not signing on behalf of one or more of the Trustees, and one or more of the current Trustees is a corporate entity, the form should be executed in accordance with the requirements for execution by a corporate entity which are set out in part [50-2000] and in some rare circumstances in parts [50-2030] to [50-2050].

In circumstances where a Solicitor is not signing on behalf of one or more of the Trustees, and an attorney is signing on behalf of one or more of the current Trustees, the power of attorney must be registered, and it should be executed in accordance with the requirements for execution by an attorney which are set out in part [61-3050].

In relation to the duty notations applicable to certain Trust Documents refer to [51-2043].

Title Reference [51111011]

1. Name of Scheme Constitution

FIRST PLACE BALANCED PROPERTY FUND

2. Date of Scheme Constitution

2/09/2024

3. Name of Managed Investment Scheme and Australian Registered Scheme Number (ARSN)

FIRST PLACE BALANCED PROPERTY FUND ARSN 111 222 333

4. Name of Responsible Entity and Australian Company Number (A.C.N.)

FIRST PLACE PROPERTY LTD A.C.N 999 888 777

5. Declaration

The Responsible Entity signatory states that:

- 1. the information contained in this Form 20 – Responsible Entity Details Form is true and correct; and
- 2. the transaction and any change in Responsible Entity (if any) is authorised by the Scheme Constitution, the *Corporations Act 2001* (Cth), and any other legislation applicable to Managed Investment Schemes; and
- 3. any applicable duty under the *Duties Act 2001* has been accounted for.

Where a Solicitor signs on behalf of a Responsible Entity the Solicitor makes the above statements either from their own personal knowledge, or from information or assurances provided by the Responsible Entity.

Signature



Signer Name

Andrew James Taylor

Signer Authority

Legal Practitioner acting for the Responsible Entity

Execution Date

21/11/2024

[51-4200] Guide to Completion of Form 20 – Responsible Entity Details Form

[51-4210] Title Reference

Insert at least one title reference from Item 2 of the Form 1 – Transfer or other instrument.

[51-4220] Item 1

Insert the name of the Scheme Constitution. If the constitution is unnamed insert: 'Constitution for [name of Managed Investment Scheme]'.

[51-4230] Item 2

Insert the date of the Scheme Constitution.

[51-4230] Item 3

Insert the name of the Managed Investment Scheme and the Australian Registered Scheme Number (ARSN) for that scheme.

[51-4240] Item 4

Insert the name of the Responsible Entity and its Australian Company Number (ACN).

[51-4250] Item 5

The form must be signed by a company officer of the Responsible Entity or a Solicitor acting on behalf of the Responsible Entity.

Where a Solicitor is not signing on behalf of the Responsible Entity, the form should be executed in accordance with the requirements for execution by a corporate entity which are set out in Part [50-2000] and in certain circumstances in Parts [50-2030] to [50-2050].

If an attorney is signing on behalf of the Responsible Entity, the power of attorney must be registered, and it should be executed in accordance with the requirements for execution by an attorney which are set out in Part [61-3050].

[51-5000] eConveyancing

[51-5010] Electronic Conveyancing and Electronic Conveyancing Document

Electronic Conveyancing (or eConveyancing) is the term used to refer to the electronic preparation, lodgement, processing and registration of instruments and other documents (Electronic Conveyancing Documents) in accordance with the Land Title Act 1994 (Qld) and the Electronic Conveyancing National Law (Queensland) (the ECNL). eConveyancing is the primary method of conveyancing in Queensland, and its use is mandated for a number of instruments and documents. Refer to part [62-6000] for further information on the application of the eConveyancing mandate.

An Electronic Conveyancing Document is a document under the ECNL that is lodged electronically through an Electronic Lodgment Network (see s. 14B of the Land Title Act 1994 and s. 7 of the ECNL). For more information, refer to Part 62 – eConveyancing.

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

[51-5100] Scope Restrictions

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

[51-5200] Prescribed Requirements – Trust Details Form

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

Currently there are no Prescribed Requirements for a Form 20 – Trust Details Form (electronic).

[51-5300] Attachments – Trust Details Form

Currently there is no requirement or provision for any document or evidence to be included as an attachment to a Form 20 – Trust Details Form (electronic) lodged through eConveyancing.

However, please note the requirement for an attachment to a Form 1 (electronic)* where there are more than four trustee transferees that will be recorded as trustees of the same trust (refer to [1 5300] and [1 5320]).

* Please note that the Form 20 – Trust Details Form (electronic) is not an attachment to a Form 1 (electronic). It cannot be provided as an attachment to a Form 1 (electronic) or as a separate dealing.

The Subscriber will enter the information required for the Form 20 – Trust Details Form (electronic) in the relevant fields within the Electronic Lodgment Network Operator interface and the rendered form will be included as part of the Form 1 (electronic) dealing (see [1 5300] and page 3 of Electronic Form Example 2 in [1 5620]).

[51-5400] Execution and Certification

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

[51-5600] Electronic Form

[51-5610] Approved Electronic Form

A Trust Details Form that is an Electronic Conveyancing Document (an eConveyancing Trust Details Form) must be included* with a Form 1 – Transfer (electronic) to a trustee lodged through an Electronic Lodgment Network and be in the form approved by the Registrar under the Electronic Conveyancing National Law (Queensland).

* Please note that the Form 20 – Trust Details Form (electronic) is not an attachment to a Form 1 (electronic). It cannot be provided as an attachment to a Form 1 (electronic) or as a separate dealing.

The Subscriber will enter the information required for the Form 20 – Trust Details Form (electronic) in the relevant fields within the Electronic Lodgment Network Operator interface and the rendered form will be included as part of the Form 1 (electronic) dealing (see [1-5300] and page 3 of Electronic Form Example 2 in [1-5620]).

The eConveyancing Trust Details Form must be digitally signed by or for the trustee transferee/s as required by the approved form and Participation Rules.

A representation of the electronic form approved by the Registrar under s. 7 of the Electronic Conveyancing National Law (Queensland) is shown on the following page.

TRUST DETAILS FORM

1. Authority for the Trust

2. Schedule of Trust Details

3. Name of Trust

4. Date of Creation of Trust

5. Beneficiaries

6. Trustees

I certify that:

Signed by:

For
On behalf of
Dated:

TRUST DETAILS FORM

1. Authority for the Trust

Trust Document

2. Schedule of Trust Details

N/A

3. Name of Trust

Big City Development Trust

4. Date of Creation of Trust

05/01/2021

5. Beneficiaries

Clause 4 of the Deed dated 5 January 2021

6. Trustees

BIG CITY DEVELOPER PTY LTD ACN 654 987 123

I certify that:

1. The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.
2. The Certifier has retained the evidence supporting this Registry Instrument or Document.
3. The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
4. The Certifier has taken reasonable steps to verify the identity of the transferee or his, her or its administrator or attorney.

Signed by:

Ian Maurice Law
For LAWHOUSE
On behalf of

BIG CITY DEVELOPER PTY LTD AS TRUSTEE

Dated: 08/01/2021

Note: a Form 20 – Trust Details Form (electronic) is included in the Form 1 (electronic) dealing when it is lodged (see Part 1 esp. [1-5000] and page 3 of Electronic Form Example 2 in [1-5620]).

[51-5700] Electronic Form Notes for Completion

Refer to the table below for notes for the completion of a Form 20 (electronic) – Trust Details Form.

ITEM	NOTES
Item 5	<p>A sole trustee cannot be listed as the sole beneficiary in Item 5 because this does not provide sufficient evidence of a properly constituted trust (see [51 0210] and [51 4160]).</p> <p>Example:</p> <p>If BIG CITY DEVELOPER PTY LTD ACN 654 987 123 is listed as the sole trustee for the trust in Item 6 of the Trust Details Form, BIG CITY DEVELOPER PTY LTD ACN 654 987 123 cannot also be listed as the sole beneficiary in Item 5 of the Trust Details Form.</p> <p>For instructions on the completion of Item 5, refer to [51 4160].</p>

[51-6000] deleted

[51-7000] deleted

[51-8000] Fees

Fees payable to the Titles Registry are subject to an annual review. See the Titles fee calculator available online or [60-8000].

[51-9000] Cross References and Further Reading

Part 1 – Transfer, esp. [1-2380] to [1-2430]

Part 4 – Request to Record Death

Part 5, 5A, 6 – Transmission Applications

Part 14 – General Request, esp. [14-2360] to [14-2370] and [14-2380]

Part 62 – eConveyancing

Ford & Lee, *Principles of the Law of Trusts*, 3rd edn, Law Book Co. Ltd (loose-leaf service)

Lee, *Manual of Succession Law*, 3rd edn, Law Book Co. Ltd, 1991

Cooper (editor), *Trusts in Action*, Blackstone Press, 1995

[51-9050] Notes in text

Note ¹ – This numbered section, paragraph or statement does not apply to water allocations.

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

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