

# Part 1 – Transfer

LAND TITLE PRACTICE MANUAL

Updated 28 April 2026



# Table of Contents

PART 1 – TRANSFER.....	5
[1-0000] GENERAL LAW.....	5
[1-1000] LEGISLATION.....	5
Application of the <i>Land Title Act 1994</i> to the <i>Water Act 2000</i> <sup>2,3</sup> .....	5
Reference to the registrar of titles in the <i>Land Title Act 1994</i> and <i>Land Act 1994</i> and reference to the registrar of water allocations in the <i>Water Act 2000</i> .....	5
[1-2000] PRACTICE.....	5
Transfer of Fee Simple, a State Lease or Licence, or a Water Allocation.....	5
[1-2000] General.....	5
[1-2010] Item 1 The Interest being Transferred.....	6
[1-2020] Item 2 Lot on Plan Description.....	6
[1-2030] Item 3 Transferor.....	6
[1-2040] Item 4 Consideration.....	7
[1-2050] Item 5 Transferee.....	8
[1-2060] Item 6 Execution.....	9
[1-2070] Lodgement of Transfer.....	9
[1-2080] Property Information (Transfer).....	10
[1-2090] Foreign Ownership Information.....	10
[1-2095] Transfer of Freehold or Non Freehold Land with the Benefit of a Road Licence.....	10
[1-2100] Transfer to Mortgagee.....	10
[1-2110] Transfer Pursuant to an Order under the <i>Family Law Act 1975</i> (Cth).....	11
[1-2115] Transfer Pursuant to Part VIIIA or VIIIAB of the <i>Family Law Act 1975</i> (Cth).....	11
[1-2120] Transfer from the Returned & Services League of Australia (Queensland Branch).....	12
[1-2140] Transfer to or from Masonic Lodge.....	12
[1-2160] Transfer by the Queensland Housing Commission.....	12
[1-2170] Transfer by Westpac Banking Corporation (in connection with certain mortgages formerly held by the Defence Service Homes Corporation).....	12
[1-2180] Prior to 28 February 1989.....	13
[1-2190] After 28 February 1989.....	13
[1-2195] Transfer from the trustee in bankruptcy back to the bankrupt following the bankrupt's automatic discharge under section 149 of the <i>Bankruptcy Act 1966</i> (Cth).....	13
[1-2230] Transfer of Part of the Land.....	14
[1-2240] Transfer Involving Tenants in Common.....	14
[1-2270] Transfer of a Share or Part of an Interest in a Lot or State Tenure.....	14
[1-2280] Item 1 Interest Being Transferred.....	14
[1-2290] Item 2 Lot on Plan Description.....	15
[1-2300] Severing a Joint Tenancy under s. 59 of the <i>Land Title Act 1994</i> and s. 322A of the <i>Land Act 1994</i> .....	15
[1-2305] Severing a Joint Tenancy under Principles of Common Law.....	15
Alienation.....	15
Transfer to a third party.....	16
Transfer to a co-owner.....	16
Mutual Agreement.....	16
[1-2310] Transfer by Way of Gift or for a Nominal Consideration.....	16
[1-2320] Transfer with an Intermediate Purchaser.....	16
[1-2330] Example Form 1 – Intermediate Purchaser.....	16
[1-2335] Transfer by Equitable Mortgagee Pursuant to s. 134(5) of the <i>Property Law Act 2023</i> .....	17
Transfer by Mortgagee Exercising Power of Sale.....	17
[1-2340] General.....	17
[1-2350] Freehold and Water Allocation.....	18
[1-2355] State Lease.....	18

[1-2360] More than One Mortgagee .....	18
[1-2370] Where Mortgagor is Deceased.....	19
[1-2375] Power of Sale by Defence Service Homes Corporation .....	19
[1-2376] Where Land has been Disclaimed .....	19
[1-2377] Transfer by Resource Operations Licence Holder Exercising Power of Sale .....	20
[1-2379] Transfer by a Receiver Appointed by a Mortgagee for the Property of an Individual.....	20
[1-2380] Transfer to Trustee with Schedule of Trusts in a Form 20 – Trust Details Form.....	21
[1-2390] Transfer to Trustee with Trust Document or Form 20 – Trust Details Form Deposited.....	21
[1-2400] Recording New Trustees.....	22
[1-2420] Appointment of New Trustees .....	22
[1-2425] Instrument Required.....	22
[1-2430] Death of Sole Trustee.....	22
[1-2430-1] Trusteeship assumed by the Public Trustee (s. 38 of the <i>Trusts Act 2025</i> ).....	23
[1-2430-2] New Trustee appointed under s. 40 of the <i>Trusts Act 2025</i> .....	23
[1-2430-3] Vesting of Trust Property in the holder of the Grant of Representation (s. 41 of the <i>Trusts Act 2025</i> ).....	23
[1-2430-4] New Trustee appointed by the Personal Representative (s. 21 of the <i>Trusts Act 2025</i> ).....	23
[1-2430-5] Where the death of the Sole Trustee occurred prior to 28 April 2026 .....	24
[1-2440] Transfer of Life Interest.....	24
[1-2450] Transfer by Personal Representative .....	24
[1-2460] Transfer in Terms of Will .....	25
[1-2461] Form 20 – Declaration by Beneficiary/Transferee .....	25
Guide to Completion for Form 20 – Declaration by Beneficiary/Transferee .....	28
[1-2465] Transfer Pursuant to the Rules of Intestacy .....	29
[1-2470] Transfer to the State.....	30
Recording the State on Title.....	30
[1-2480] Transfer of a Lease .....	31
General.....	31
Transfer of Lease of Freehold.....	32
Transfer of Lease of Water Allocation.....	32
Transfer of a Sublease of a State Lease.....	32
Transfer of a Trustee Lease.....	32
[1-2490] Transfer of Mortgage.....	32
[1-2495] Confirmation of Identity of Mortgagor by Mortgage Transferee .....	33
[1-2500] Section 132 of the Property Law Act 2023.....	33
[1-2520] Transfer by a Local Government under Chapter 4 Part 12 Division 3 of the Local Government Regulation 2012.....	33
[1-2530] Transfer under Writ or Warrant of Execution.....	34
[1-2540] Priorities.....	34
[1-2550] Transfer of Crown Reservation .....	35
[1-2570] Transfer to a Local Government as Trustee – s. 16 of the <i>Trusts Act 2025</i> .....	35
[1-2580] Transfer to a Local Government other than as Trustee.....	36
[1-2590] Transfer of a Lot Outside the Scheme to the Body Corporate for Additional Common Property in a Community Titles Scheme .....	36
[1-2600] Transfer of the whole of a Lot Within the Scheme to the Body Corporate for Additional Common Property in a Community Titles Scheme.....	36
[1-2610] Transfer of part of the Common Property in a Subsidiary Scheme to a Higher Scheme in a Layered Arrangement .....	37
[1-2620] Transfer of a Lot Created from Common Property in a Community Titles Scheme.....	37
[1-2630] Transfer of a Lot in a Subsidiary Scheme for Common Property of a Higher Scheme in a Layered Arrangement .....	37
[1-4000] FORMS.....	38
[1-4000] General Guide to Completion of Forms.....	38

[1-4010] Guide to Completion of Form 1 .....	40
[1-5000] ECONVEYANCING .....	40
[1-5010] Electronic Conveyancing and Electronic Conveyancing Document .....	40
[1-5100] Scope Restrictions .....	40
[1-5105] Electronic Conveyancing Mandate.....	40
[1-5110] Exemptions to Required Instruments.....	40
[1-5115] When an Exemption Applies.....	41
[1-5200] Prescribed Requirements – Form 1 (electronic).....	41
[1-5300] Attachments – Form 1 (electronic) .....	41
[1-5300-1] Transfer to more than 4 Trustees .....	41
[1-5400] Execution and Certification .....	41
[1-5600] Approved Electronic Forms .....	41
[1-5600-1] Form 1 – Transfer (electronic).....	41
[1-5600-2] Form 20 – Trust Details Form (electronic).....	41
[1-5600-3] Electronic Form Examples.....	43
[1-5700] Electronic Form Notes for Completion .....	49
[1-8000] FEES .....	49
[1-9000] CROSS REFERENCES AND FURTHER READING.....	50
[1-9050] Notes in text.....	50

## Part 1 – Transfer

### [1-0000] General Law

A transfer is the passage of a right from one person or corporation to another by virtue of an act done by the transferor with that intention, as in the case of a conveyance or an assignment by way of sale or gift or by operation of law.

The transfer of an interest in land effected under the *Land Title Act 1994* has the result that the person or corporation registered as the owner of that interest has title to it and the title has the protection of indefeasibility given under the *Land Title Act*<sup>1, 2</sup>.

The registration of a transfer for an interest in a water allocation to the extent provided for in s. 173(1)(e) of the *Water Act 2000* has the same effect as a transfer of an interest in a lot under s. 62 of the *Land Title Act*<sup>2, 3</sup>. However, on registration of the transfer there are no provisions for the protection of indefeasibility of title.

A lease, licence or sublease may be transferred under s. 322 of the *Land Act 1994* only to a person if the person is eligible and only if the chief executive has given written approval to the transfer<sup>1, 3</sup>. However, on registration of the transfer there are no provisions for the protection of indefeasibility of title.

Under s. 322AA of the *Land Act*, the chief executive may grant exemption from the approval requirement<sup>1, 3</sup>.

Under s. 142 of the *Land Act*, a minor may not apply for, buy or hold land<sup>1, 3</sup>.

### [1-1000] Legislation

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

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*

See Parts [0-8100] and [0-8200] and [0-8300].

### [1-2000] Practice

#### Transfer of Fee Simple, a State Lease or Licence, or a Water Allocation

##### [1-2000] General

The following is a general guide to completing a Form 1 – Transfer under the *Land Title Act 1994*, *Land Act 1994* and *Water Act 2000* to enable the transfer of fee simple, a State lease or licence, or a water allocation. However, there are situations where this guide will not be applicable. Those situations, where some aspect of the transfer is required to be completed differently, are set out at Parts [1-2100] to [1-2630].

**Please note:** All transfers must have a duty notation even if no transfer duty is payable.

## [1-2010] Item 1 The Interest being Transferred

Generally, the interest being transferred is the fee simple, a State lease or licence, or a water allocation. Different interests may be transferred using a single form, provided that the interests are either all of a primary nature or all of a secondary nature (see Part [59-2020]). However, the details relevant to each interest (e.g. the consideration) must be clearly set out in the transfer.

## [1-2020] Item 2 Lot on Plan Description

### 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

### 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

### State Tenure Description

The description of the relevant State lease or licence 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

## [1-2030] Item 3 Transferor

The full name of the transferor/s must be inserted.

If the transferors are two or more individuals as joint tenants or tenants in common, the tenancy should not be shown.

If the transferor is a body corporate constituted under the *Body Corporate and Community Management Act 1997*, then the following words are inserted 'Body Corporate for [name of scheme] community titles scheme [scheme number] e.g. 'Body corporate for Seaview community titles scheme 1234'.

If a transferor holds the property as trustee or personal representative, then this must be stated, e.g. '[name of transferor] as Trustee' or '[name of transferor] as personal representative'.

If a registered owner or holder of an interest holding with another, either as joint tenants or as tenants in common, appears to transfer his/her interest to the other, it will be accepted that the transferee and the remaining tenant in common or joint tenant (as the case may be) are one and the same person. This will be assumed unless a declaration or solicitor's letter identifies the transferee as a different person. The substance of the transferee's statutory declaration or solicitor's letter should be along the following lines:

### Declaration

'I, John Anthony Smith, of [address] solemnly and sincerely declare that:

- (1) I am the transferee from Patricia Mary Smith of a half share in [full description] contained in title reference 16543002.
- (2) I am the son of John Anthony Smith, the remaining [registered owner, or holder of an interest e.g. lessee] of the above [lot or other interest e.g. State lease] and I am not one and the same person as he.'

## Solicitor's Letter

'I am the solicitor for John Anthony Smith, the transferee from Patricia Mary Smith of a half share in [full description] contained in title reference 16543002. My client is the son of John Anthony Smith, the remaining [registered owner or holder of an interest e.g. lessee] of the above [lot or other interest e.g. State lease], not one and the same person as him. Please register both names on the title as [registered owners or holders of an interest e.g. lessee].'

If a transferor is registered as an owner of a lot or holder of an interest in a name that has subsequently been changed either by marriage, deed poll, change of name (e.g. change of name issued by the Registrar of Births Deaths and Marriages) or change of name of a company then the name should be shown as [changed name] formerly [registered name]. Relevant documentary evidence e.g. a copy of the marriage certificate issued from the registry of births, deaths and marriages in the relevant jurisdiction or search from Australian Securities & Investments Commission National Names Index showing the previous names must be deposited with the Form 1. See part [60-1030] for more information about depositing supporting documentation. In the case of a natural person, a statutory declaration setting out the facts of the change of name must also be deposited. However, this practice must not be used where the transfer is for the purpose of s. 358 of the Land Act. **Note:** If the transferor is only transferring part of the interest held and are to remain on title as a registered owner or holder of an interest, a Form 14 – Request to Change Name should be deposited prior to registration of the Form 1 – Transfer.

Unless prior written approval has been received from the Titles Registry, where multiple titles (not being titles for a share of the one lot) are involved in a single transaction, each of these titles must be held in the same name such that the registered proprietor is consistent as transferor for each lot. For example, if Party A owns one lot on one title and Party B owns another lot on another title and they are transferring to a mutual transferee, separate forms are required for each lot. See also Part [51-2115].

### [1-2040] Item 4 Consideration

The consideration is the full amount paid or the terms agreed by the transferee and the transferor for the transfer of the interest.

For a transfer of the fee simple (other than to the Commonwealth of Australia) an additional fee is payable if the monetary consideration exceeds the amount specified in the Schedule of Fees under the applicable legislation (Refer to the Titles Fee Calculator available online).

### Monetary Consideration

Monetary consideration must be shown in Australian dollars and can be expressed in words or figures.

Monetary consideration must be shown inclusive of the amount of any Goods and Services Tax (GST) payable.

Monetary consideration cannot be 'Nil' or '\$0', in such cases, the consideration is non-monetary.

### Non-Monetary Consideration

If the basis of the transfer is other than monetary, this should be fully expressed, e.g. 'pursuant to the terms of will dated [date] deposited with instrument No [number] or document No [number]' or 'pursuant to deed of retirement and appointment dated [date]'.

Where a transfer is pursuant to a gift or a nominal consideration, words which express the nature of the transaction must appear in Item 4, for example:

- 'By way of gift'; or
- 'The natural love and affection borne by the transferor for the transferee'.

If the basis of the transfer appears to be in the nature of a gift, and the transfer is executed under an enduring power of attorney, and that power of attorney does not authorise the attorney to make a gift, the attorney may only make a gift of value and in circumstances which satisfy s. 88(1) of the *Powers of Attorney Act 1998*. For the transfer to be registered, a statutory declaration by the attorney stating the facts which satisfy s. 88(1) and appropriate evidence to support the declaration must be deposited.

### Reference to the terms of an agreement

The consideration may be expressed in part as being, e.g. 'pursuant to an agreement dated [date]' or 'pursuant to the terms of a contract of sale dated [date]' however, the consideration must be fully set out by including the monetary amount or other value exchanged.

Where the consideration in a transfer of the fee simple makes reference to the terms of an agreement, deed etc., a copy of the agreement or deed must be deposited to assess any additional lodgement fees based on the consideration<sup>1, 2</sup>.

For information about options for the deposit of evidence, see Part [60-1030].

## Transfers pursuant to oral agreements

In general terms, an interest in land, which is to be **effective at law, must be created in writing**.

A transfer may be executed pursuant to an oral agreement; however, the transfer is then the contract in writing signed by the parties and is also the document that transfers the interest in the land (s. 7 of the *Property Law Act 2023*). Such a transfer is acceptable for registration without further evidence provided the full terms of the oral agreement are set out, e.g. 'pursuant to an oral agreement which includes the payment of \$...' or 'pursuant to an oral agreement to exchange the within land for Lot 123 on Registered Plan 456789'.

### [1-2050] Item 5 Transferee

The full name/s of the transferee/s must be inserted. While full names must be inserted, if a person's true and correct legal name includes an initial, e.g., John J Brown, where the 'J' does not represent a given name, this is acceptable. Written confirmation from a solicitor acting for the person or from the person concerned should be deposited explaining that this is the true and correct legal name of the transferee. This requirement also applies where the true and correct legal name of a person consists of only one name, e.g. Hercules.

If the transferee is a minor their date of birth must be shown<sup>2</sup>.

If there are two or more transferees, the tenancy pursuant to which those transferees hold their interest must be stated. The transferees will be either joint tenants or tenants in common or trustees. If they are tenants in common, the interests held by the transferees must be specified in fractions, e.g.,  $\frac{1}{4}$  and  $\frac{3}{4}$  if the whole of the fee simple is being transferred or  $\frac{1}{4}$  and  $\frac{1}{4}$  if a half interest in the fee simple is being transferred.

Section 56(2) of the Land Title Act provides direction for the Registrar to register transferees as tenants in common, where a transfer to co-owners does not show whether the co-owners are to hold as tenants in common or as joint tenants. However, this provision will be relied upon only after written confirmation has been received from the transferees or the solicitor for the transferees stating the tenancy was intentionally not shown with the expectation the transferees were to be registered as tenants in common<sup>2</sup>.

The Registrar will not record in a register a transferee who is deceased, except where:

- the words 'since deceased' are included after the name of the transferee; and
- the transfer is accompanied by either a transmission application in that deceased transferee's estate or, if a joint tenant, a request to record death.

If the transferee is a corporation registered by the Australian Securities and Investment Commission, either the Australian Company Number or the Australian Registered Body Number must be shown in Item 5. Foreign corporations not registered as such in Australia must establish the jurisdiction of their incorporation by production of suitable evidence from the jurisdiction, e.g., copy of certificate of incorporation together with a qualified translation (if required). For information about options for the deposit of supporting documentation see Part [60-1030].

A corporation may hold property as joint tenants with an individual or another corporation (s. 26 of the *Property Law Act 2023*). However, trustee/s of a trust cannot be joint tenants with another entity.

If the transferee is an incorporated association under the Associations Incorporation Act 1981, a certified copy of the certificate of incorporation must be deposited with the transfer. See [51 0370] for additional information relating to incorporated associations. For information about options for the deposit of supporting documentation see Part [60-1030].

Example of Item 5 where the transferees hold as joint tenants:

5.	Transferee	Given names	Surname/Company Name and Number	(include tenancy if more than one)
		Terrence James	BROWN	as joint tenants
		Maureen Frances	BROWN	

In the example below, the first two parties are holding as tenants in common with the other parties but between themselves are holding their interest as joint tenants.

5. Transferee	Given names	Surname/Company Name and Number	(include tenancy if more than one)
	Terrence James	BROWN and	as joint tenant inter se
	Maureen Frances	BROWN	
	Michael Andrew	BROWN	
	Peter John	BROWN	as tenants in common in the interests of 3/9, 2/9, 2/9 and 2/9 respectively
	Bernard Edward	BROWN	

If the transferee is a body corporate constituted under the Body Corporate and Community Management Act, then the following words must be inserted: 'Body Corporate for [name of the Body Corporate] community titles scheme [scheme number]' e.g., 'Body corporate for Seaview community titles scheme 1234'.

A transfer to the State does not attract a lodgement fee.

### [1-2060] Item 6 Execution

The transferor and transferee sign the transfer at Item 6 where indicated on the Form 1. Separate executions are required for each transferor and transferee, in the presence of a qualified witness as defined under Schedule 1 of the Land Title Act or s. 73 of the Land Regulation. Form 1 requires the completion of a separate witnessing provision for each signature which is required to be witnessed, even though signatures were made in front of the same witness. (For further information, see Part 61, esp. [61-1000], [61-2000] and [61-3000]).

A Form 1 – Transfer must be signed by:

- the transferor, the transferor's registered attorney or another suitably authorised officer or person;
- the transferee, the transferee's registered attorney, the transferee's lawyer or another suitably authorised officer or person.

There is no authority for a minor (a person who has not yet reached 18 years of age) to execute a transfer as transferor<sup>2</sup>. Accordingly, a transfer by a minor, either as a sole transferor or as one of several transferors is not acceptable unless a Court Order authorises a person to execute the transfer on behalf of the minor (s. 136 of the Land Title Act).

The Registrar will accept execution by or for a minor as transferee in the following ways<sup>2</sup>:

- by a person authorised by Court Order to execute the transfer on behalf of the minor;
- By the minor if the transfer is accompanied by a letter from a solicitor, instructed and employed independently of any other party to the transfer. The letter must state that the solicitor is satisfied the minor understands the nature and effect of the transfer and the minor is entering into the transaction freely and voluntarily;
- by a solicitor acting for the minor.

The above list does not necessarily include all methods of execution permitted by law. The normal witnessing requirements for an individual or a solicitor apply to this type of execution.

For further information about executions see Part 61, esp. [61-3000].

### [1-2070] Lodgement of Transfer

**Please note:** All transfers must have a duty notation even if no transfer duty is payable

The following should be deposited with the Form 1 – Transfer:

For a fee simple title:

1. a Form 24 – Property Information (Transfer); and
2. a Form 25 – Foreign Ownership Information (if applicable).

For a water allocation title:

1. a Form 24 – Property Information (Transfer); and
2. a Form W2F152 – Notice to registrar of water allocations of existence of supply contract (for water allocations managed under a Resource Operations Licence); or
3. a Water Allocation Dealing Certificate for Notice of Proposed Transfer of Unsupplemented Water Allocation – (for water allocations not managed under a Resource Operations Licence); and
4. a Form W2F164 – Acknowledgement notice for water allocation to which a distribution operations licence applies (for water allocations subject to a Distribution Operations Licence).

For a State Lease or licence:

1. the chief executive's written approval and any additional documentation or requirements mentioned in the written approval e.g. declarations, rental clearance certificates or a copy of the contract (must be lodged within 6 months of approval), unless an exemption under s. 322AB of the Land Act 1994 has been recorded on the State Lease. It should be noted that the exemption does not apply to transfers by mortgagees in possession and transfers by mortgagees exercising power of sale; and
2. a Form 24 – Property Information (Transfer); and
3. a Form 25 – Foreign Ownership Information (if applicable).

### **[1-2080] Property Information (Transfer)**

A transfer of fee simple, transfer of a lease under the *South Bank Corporation Act 1989*, transfer of a State lease or licence or a transfer of a water allocation must be accompanied by a completed Form 24 – Property Information (Transfer).

For further information relating to Form 24, see part 24.

### **[1-2090] Foreign Ownership Information**

If the transferee/purchaser is a foreign person (foreign individual, foreign corporation or trustee of a foreign trust) as defined in the *Foreign Ownership of Land Register Act 1988* (and the *Duties Act 2001*), then a Form 25 must be completed and attached to the Form 24.

For further information relating to Form 25, see part 25.

### **[1-2095] Transfer of Freehold or Non Freehold Land with the Benefit of a Road Licence**

Section 104(c)(i) of the *Land Act 1994* requires that, if the person holding a road licence transfers the land with the benefit of the road licence, the person must also transfer the road licence to the new registered owner of the land or to the new lessee of a State lease. Alternatively, s. 104(c)(ii) of the Land Act allows the person selling the land to surrender the road licence at the time the sale is settled. The chief executive's approval to the transfer of the road licence, and any additional documentation or requirements mentioned in the chief executive's approval, e.g. declarations, rental clearance certificates or a copy of the contract must be deposited with the transfer of the road licence.

Under section 322(2) of the Land Act, chief executive approval is not required in relation to the transfer of a road licence over a temporarily closed road where:

- The Transferor is transferring freehold land and a road licence (over a temporarily closed road) that are both the subject of a covenant binding them in the same ownership under s. 373A(5)(c) of the Land Act; and
- Both the road licence and the freehold land are being transferred to the same transferee; and
- Where the transferee is an individual – the transferee is an adult.

However, the following must be deposited with the Transfer of the road licence:

- a Rental Position Report showing that all charges owing to the State on the road licence have been paid before the transfer is lodged; and
- a declaration by the Transferee stating that the Transferee is aware of the conditions of the road licence.

### **[1-2100] Transfer to Mortgagee**

If a mortgagee of a lot becomes the registered owner of that lot, s. 63(2) of the *Land Title Act 1994* requires that the mortgagee be recorded as the registered owner free from the mortgage. The mortgage is then cancelled as the interests are merged upon registration of the transfer.

However, under s. 63(3) of the Land Title Act, the Registrar will not cancel the mortgage if requested by the mortgagee by way of:

- including in Item 5 of the Form 1 the statement: 'do not cancel Mortgage No. [number] (s. 63(3) of the Land Title Act)'; or
- a letter from the mortgagee or solicitor for the mortgagee deposited with the transfer asking that the mortgage not be cancelled.

### **[1-2110] Transfer Pursuant to an Order under the *Family Law Act 1975* (Cth)**

Where a transfer is pursuant to terms of an order made under the Family Law Act (Cth) (the Act) this must be stated clearly in Item 4 including when the order is made, for example:

Pursuant to an order dated [date] made under the provisions of the Family Law Act 1975.

The transfer is registrable without deposit of the order provided:

- the transferee is one of the registered owners or holders of the interest and will be recorded in the same capacity (e.g. personal capacity); and
- both registered owners or holders sign the transfer.

Under s. 106A of the Act, if one of the transferors has signed the transfer and the other refuses, the court may appoint an officer of the court such as the Registrar of the Court or other person to sign the transfer on behalf of the other transferor. The execution by the Registrar of the Court is done under seal, with the designation 'Registrar' printed below the signature. Where the execution is by someone other than the Registrar of the Court, a full attestation identifying the signatory and the authority to sign is to be included. A copy of the sealed order is required to be deposited if the signatory is a party other than the Registrar of the Court.

In cases where the surname of the transferee differs from that shown on the title, their execution, as one of the transferors and the transferee (if applicable), must be in their legal name at the date of execution. A statutory declaration setting out the circumstances and evidence to establish their identity must be deposited with the transfer, e.g. a copy of their former marriage certificate if they have adopted their former legal name and/or their current marriage certificate if they have remarried. A marriage certificate must be issued from the appropriate registry of births, deaths and marriages in the state or territory in Australia or overseas jurisdiction.

However, if the transferee named in Item 5 is:

- a party other than one of the transferors; or
- one of the transferors and another party;

a copy of the sealed order must be produced to establish that it allows the lot or interest to be transferred to the persons shown. If the transfer does not comply with the terms of the court order, it must be amended accordingly.

Under s. 90(1)(a) of the Act, a dealing lodged for the purposes of or in accordance with an order made under the provisions of the Act does not attract registry fees. If the court order also directs that other instruments be registered and the lodger seeks exemption from lodgement fees, a copy of the sealed court order must be deposited to authenticate that the instruments or documents were included in the Court's order.

For information about options for the deposit of supporting documentation see Part [60-1030].

### **[1-2115] Transfer Pursuant to Part VIIIA or VIIIAB of the *Family Law Act 1975* (Cth)**

Part VIIIA of the Family Law Act (the Act) provides for parties to enter into a financial agreement before marriage, during marriage or after dissolution of a marriage. Part VIIIAB of the Act provides for de facto parties to enter into a financial agreement before, during or after breakdown of a de facto relationship.

Where a transfer is pursuant to a financial agreement made under the provisions of Parts VIIIA or VIIIAB of the Act, Item 4 of the Form 1 must clearly state this and show the date of the agreement. The transfer or any other instrument (e.g. release of mortgage) executed by a person for the purpose of, or in accordance with a financial agreement, are exempt from the payment of registry lodgement fees (s. 90L or s. 90WA of the Act). The transfer must have a Queensland duty notation.

A complete copy of the signed agreement must be deposited with the instrument. If the lot or interest the subject of the transfer is not identified in the agreement by a real property description, supporting evidence, by way of a statutory declaration that identifies the lot or interest, must also be deposited.

For information about options for deposit of supporting evidence see Part [60-1030].

## **[1-2120] Transfer from the Returned & Services League of Australia (Queensland Branch)**

When land or an interest is sold by the 'Trustees of the Returned & Services League of Australia (Queensland Branch) [name of district branch/sub-branch, as the case may be] District Branch/Sub-Branch [as the case may be]', a certificate from the League's State Secretary under seal, giving the full names of the current trustees of the district branch or sub-branch is required.

The transfer need only be signed by a majority of the trustees (s. 5 of the *Returned & Services League of Australia (Queensland Branch) Act 1956*).

## **[1-2140] Transfer to or from Masonic Lodge**

Section 4 of the *United Grand Lodge of Antient Free and Accepted Masons of Queensland Trustees Act 1942* provides that upon the passing of a resolution by any lodge adopting the Act, all land or interests held by the lodge vest in the 'Trustees of the [name of the lodge] Lodge of Antient Free and Accepted Masons of Queensland', who have been appointed by such lodge.

Section 8 provides that an authorised representative of the grand lodge must maintain, in duplicate, a register of current trustees. Section 12 states that a certificate as to present trustees given by an authorised representative or acting authorised representative under the seal of the grand lodge is sufficient evidence.

Section 6 provides that execution by the majority of the current trustees is sufficient to pass a legal estate.

Amendments to the Act in 1967 inserted s. 3A, which makes provision for the vesting of property of the grand lodge held for charitable purposes in the 'Board of Benevolence and of Aged Masons, Widows and Orphans' Fund'. Such vesting does not prejudice the rights of any existing encumbrance. No lodgement fee is payable on any instrument which evidences vesting in the Board.

### **Definitions**

'*the Board*' means the Board of Benevolence and of Aged Masons, Widows and Orphans' Fund.

'*the Trustees*' means the trustees of the United Grand Lodge of Antient and Accepted Masons of Queensland.

## **[1-2160] Transfer by the Queensland Housing Commission**

The Queensland Housing Commission has a practice of lodging a transfer only on completion of the contract of sale. In such a situation, there may be one or more assignments of the contract. Where there is an assignment, the deed of assignment and the contract of sale are lodged with the transfer as evidence of the assignment.

The following procedures are to be adopted when a contract of sale has been completed:

- a. The lodgement of a Form 1 – Transfer in favour of the purchaser, with the original contract and any assignments.
- b. Where a contract of sale has been entered into and one of the purchasers dies before completion of the contract, then upon completion, a Form 1 – Transfer to the surviving purchaser should be lodged for registration. This should be accompanied by the original contract and any assignment and the appropriate evidence supporting recording of the death.
- c. Where a contract of sale has been entered into and both purchasers die before completion and the contract is completed by the personal representative, a Form 1 – Transfer to Trustees (personal representative/s) should be lodged for registration. Item 4 of the Transfer should refer to 'the trusts contained in the will of [name of deceased] deceased'. This must be accompanied by the original contract and any assignments and the appropriate evidence supporting recording of the death.

## **[1-2170] Transfer by Westpac Banking Corporation (in connection with certain mortgages formerly held by the Defence Service Homes Corporation)**

Certain assets of the Defence Service Homes Corporation, including mortgages, were vested in Westpac Banking Corporation on 28 February 1989 pursuant to the *Defence Service Homes Act 1918* (Cth).

As a result of this vesting, Westpac Banking Corporation may lodge a transfer only on completion of the contract of sale. In such a situation, there may be one or more assignments of the contract. Where there is an assignment, the deed of assignment and the contract of sale are lodged with the transfer as evidence of the assignment.

The following procedures are to be adopted where a contract has been completed:

### **[1-2180] Prior to 28 February 1989**

- a. The lodgement of a Form 1 – Transfer in favour of the purchaser, with the original contract and any assignments.
- b. Where a contract of sale has been entered into and one of the purchasers dies before completion of the contract, then, upon completion, a Form 1 – Transfer to the surviving purchaser should be lodged for registration. This should be accompanied by the original contract and any assignment and the appropriate evidence supporting the recording of the death.
- c. Where a contract of sale has been entered into and both the purchasers die before completion of the contract and the contract is completed by the personal representative, a Form 1 – Transfer to Trustees (personal representative/s) should be lodged for registration. Item 4 of the Transfer should refer to ‘the trusts contained in the will of [name of deceased] deceased’. This must be accompanied by the original contract and any assignments and the appropriate evidence supporting the recording of the death.

### **[1-2190] After 28 February 1989**

- a. The lodgement of a Form 1 – Transfer in favour of the purchaser, accompanied by the original contract.
- b. Where a contract of sale has been entered into and:
  - i. one of the purchasers has died after that date and the death has not been recorded by Westpac Banking Corporation (the Bank not having the capacity to record the death), a Form 1 – Transfer to all the purchasers under the contract, accompanied by the original contract and a Form 4 – Request to Record Death should be lodged for registration;
  - ii. both of the purchasers have died after that date and the deaths have not been recorded by Westpac Banking Corporation (the Bank not having the capacity to record the death), a Form 1 – Transfer to all the purchasers under the contract, accompanied by the original contract, a Form 4 – Request to Record Death of the first deceased and a Form 5, 5A or 6 – Transmission Application (to the personal representative or devisee/legatee of the second deceased) should be lodged for registration.

The following items should be completed as below where there is a transfer by Westpac Banking Corporation.

#### **Item 3 Transferor**

‘Westpac Banking Corporation, successor to Defence Service Homes Corporation by virtue of s. 6B of the Defence Service Homes Act 1918.’

### **[1-2195] Transfer from the trustee in bankruptcy back to the bankrupt following the bankrupt’s automatic discharge under section 149 of the Bankruptcy Act 1966 (Cth)**

A bankrupt is automatically discharged from bankruptcy under s. 149 of the Bankruptcy Act at the end of the period of 3 years from the date on which the bankrupt filed his or her statement of affairs (subject to the provisions of the Bankruptcy Act).

The automatic discharge of a bankrupt under s. 149 of the Bankruptcy Act does not vest any interest in a lot formerly held by the bankrupt from the trustee in bankruptcy back to the (discharged) bankrupt.

To transfer an interest in a lot formerly held by the bankrupt back to the (discharged) bankrupt, a Form 1 – Transfer from the trustee in bankruptcy to the (discharged) bankrupt for valid consideration must be lodged.

In addition to the normal practice requirements, please note the following specific practice requirements:

- Item 3 Transferor – the transferor must be the current trustee in bankruptcy and must be recorded on the title as the registered proprietor of the interest (as the trustee in bankruptcy);
- Item 4 Consideration – must show valid consideration or make reference to a contract or agreement;
- Item 6 Transfer/Execution – the execution by the trustee in bankruptcy must be at least 3 years after the date on which the bankrupt filed his or her statement of affairs; and
- Evidence must be shown or deposited to demonstrate that the bankrupt has been discharged (e.g. a current extract from the National Personal Insolvency Index, a letter from the trustee in bankruptcy confirming the bankrupt’s discharge or a notation in Item 4 Consideration confirming that the bankrupt has been discharged pursuant to s. 149 of the *Bankruptcy Act 1966*).

Standard lodgement fees apply and a duty notation is required.

## [1-2230] Transfer of Part of the Land

A transfer of one of the lots in a title will operate to create separate indefeasible titles, e.g. where two lots with separate surveyed areas are contained on one indefeasible title, and one lot is sold. Item 2 must be completed to indicate that only part of the indefeasible title is being transferred. See example below. The registered owner may execute a transfer of that lot to a purchaser. The prescribed fee for the creation of an indefeasible title is payable on the transfer. An internal dealing is used to create indefeasible titles for the subject lot and each remaining lot in the title (s. 41 of the *Land Title Act 1994*).

2.	Lot on Plan Description	Title reference
	Lot 13 in SP114549	Part of 11234067

The following applies where one of the lots is being transferred:

- the local government consent may be required if the plan for the lots being separated contains any conditions requiring both lots to be contained in a single indefeasible title;
- any registered local government agreements requiring lots to be held in the same ownership must be dealt with;
- the lot being dealt with must not be part of more than one indefeasible title in different ownerships; and
- the lot being dealt with must have a separate surveyed area.

## [1-2240] Transfer Involving Tenants in Common

A separate title may be created for each tenant in common if the prescribed fee is paid when the transfer is lodged.

## [1-2270] Transfer of a Share or Part of an Interest in a Lot or State Tenure

Such transfers are completed as set out in [1-2000] to [1-2090] with the variations set out below.

Where part of the interest is being transferred, the part of the interest must be disclosed as a fraction. This is not to be confused with the transfer of a part of a lot or State tenure. Transfer of part of the interest in a lot or State tenure can occur in many circumstances, e.g. where one person owns the whole interest and transfers a quarter of it to another. The transferees will then hold as tenants in common with  $\frac{3}{4}$  and  $\frac{1}{4}$  shares respectively.

It should be noted that such a transfer operates to transfer the share of the interest shown in item 1, in the lot shown in item 2, to the transferee/s shown in item 5. To clarify, the share to be transferred to the transferee **must be expressed as a fraction of the whole** and not as a fraction of the share held by the transferor.

**Note:** Joint tenants wishing to transfer to a lesser or greater number of joint tenants, should always do so by a Form 1 – Transfer in which all join in, e.g. if A, B and C are joint tenants and C wishes to transfer his or her interest to A and B, a transfer is required from A, B and C to A and B pursuant to the consideration paid to C by A and B.

**Note:** If a sole proprietor wishes to transfer half of the fee simple (their share) to another party and be recorded as **joint tenants**, the transfer when prepared must be of the whole of the fee simple from the existing sole proprietor as transferor to the transferees as joint tenants, one of whom will be the current sole proprietor.

**Note:** If an existing tenant in common wishes to transfer their share to another party who is to hold the interest with the other current tenant in common as joint tenants, the transfer when prepared must be of the whole of the fee simple from both of the existing tenants in common as transferors to the transferees as joint tenants one of whom will be a current tenant in common.

## [1-2280] Item 1 Interest Being Transferred

For example:

1. **Interest being transferred**  
' $\frac{1}{4}$  interest in fee simple'

## [1-2290] Item 2 Lot on Plan Description

The description of the lot or State tenure is completed in the same manner as a transfer of the whole of an interest. For example:

2.	Lot on Plan Description	Title reference
	Lot 13 in BUP4549	11234067

## [1-2300] Severing a Joint Tenancy under s. 59 of the *Land Title Act 1994* and s. 322A of the *Land Act 1994*

Under the provisions of s. 59 of the Land Title Act and s. 322A of the Land Act a joint tenant of a freehold lot, a State tenure (lease, licence or sublease) or a water allocation may **unilaterally** sever the joint tenancy **so far as relates to their interest**, by lodging for registration a transfer in favour of himself/herself and satisfying the Registrar of Titles that the registered owner has given, or made a reasonable attempt to give each other joint tenant the following:

- a copy of the transfer. A Form 20 – declaration must be deposited with the transfer by the severing joint tenant or their solicitor declaring that a copy of the transfer has been given to the other joint tenant by hand, mail, courier or other reliable means, or detailing the attempts made to give a copy; or
- if the transfer is an electronic conveyancing document—written notice of the registered owner’s intention to sever the joint tenancy.

On registration of the transfer, **that** registered owner or holder of an interest in a State tenure or water allocation becomes entitled as tenant in common with the other registered owners or holders (s. 59(3) the Land Title Act or s. 322A(5) of the Land Act) in a share proportionate to the number of joint tenants before severance.

That is, s. 59 of the Land Title Act or s. 322A of the Land Act provides a mechanism for a joint registered owner or holder to terminate the right of survivorship of other registered owners or holders while still retaining their interest in the property. Section 59(1) of the Land Title Act or s. 322A(2) of the Land Act is not applicable where all registered owners or holders execute the transfer or where one of the registered owners or holders transfers their interest to a third party.

A transfer pursuant to s. 59 of the Land Title Act or s. 322A of the Land Act must be prepared in favour of the severing joint tenant only. Item 4 must state that the transfer is ‘a severance of the joint tenancy under the provisions of s. 59 of the Land Title Act 1994’ or ‘a severance of the joint tenancy under the provisions of s. 322A of the Land Act 1994’.

The share being transferred must be proportionate to the total number of joint tenants i.e. the share in Item 1 would be:

$$\frac{\text{number of severing joint tenants}}{\text{total number of registered joint owners}}$$

(e.g. where A and B are joint tenants and A intends to sever the joint tenancy, the share would be  $\frac{1}{2}$ . Where A, B and C are joint tenants and A severs the joint tenancy with B and C, the share being transferred would be  $\frac{1}{3}$ ).

Where there are more than two joint tenants and only one severing tenant, the interest held by the others would be retained jointly. If more than one joint tenant is severing, those severing may choose to hold their shares as joint tenants *inter se*.

Separate indefeasible titles will only be created when new title fees are paid on the transfer or a request for separate indefeasible titles is lodged and fees paid<sup>1,2</sup>.

## [1-2305] Severing a Joint Tenancy under Principles of Common Law

### Alienation

A registered proprietor of fee simple, water allocation or a holder of an interest in a State tenure may at common law, sever a joint tenancy by alienation of their interest i.e. transferring their interest to a third party. There is no requirement for the severing joint tenant to give notice of the transfer to the other joint tenants.

Separate indefeasible titles will only be created when new title fees are paid on the transfer or a request for separate indefeasible titles is lodged and fees paid<sup>1,2</sup>.

## Transfer to a third party

On registration of a transfer that alienates a joint tenant's interest to a third party, the transferee becomes entitled to an interest as tenant in common of a share proportionate to the number of joint tenants prior to severance, e.g. where A and B are joint tenants and A transfers their interest to X, the joint tenancy is terminated and B and X will become entitled as tenants in common in equal shares.

Where there are two or more remaining joint tenants, the remaining joint tenants would hold their interest as joint tenants *inter se*, e.g. where A, B and C are joint tenants and A transfers their interest to X, the result will be that X will hold a one third share as tenant in common with B and C who will continue to hold the other two thirds share as joint tenants *inter se*.

## Transfer to a co-owner

A transfer to sever a joint tenancy need not be to a 'stranger' to the joint tenancy. Where there are more than two joint tenants, one joint tenant may, at common law, sever the joint tenancy by transferring their interest to a co-owner. The transferee would be entitled to a share as tenant in common of a share proportionate to the number of joint tenants prior to severance while still holding as a joint tenant *inter se* with the remaining joint tenants.

For example, where A, B and C are joint tenants and A transfers their interest to B, the transfer will effect a severance with regard to A's interest. B will take that one-third interest as a separate share. B will continue to hold the other two third share jointly with C because the transfer by A has not affected that two-third share.

## Mutual Agreement

All joint tenants may mutually agree to sever a joint tenancy. Once all tenants have mutually agreed to sever a joint tenancy, each will be entitled to an equal share of the original jointly held interest.

For example, where A and B are joint tenants and both agree to sever the joint tenancy, A and B will be entitled to hold as tenants in common in equal shares.

To record a mutually agreed severance, all joint tenants must enter into a transfer to themselves as tenants in common in equal shares and state clearly in the consideration that the transfer was either:

- pursuant to a mutually agreed severance; or
- pursuant to a desire by all the parties to change the tenancy to tenants in common.

## [1-2310] Transfer by Way of Gift or for a Nominal Consideration

See Part [1-2040].

## [1-2320] Transfer with an Intermediate Purchaser

A transfer with an intermediate purchaser occurs when the purchaser under the contract of sale sells their interest to another, the final purchaser. On completion of the contract, the final purchaser is entitled to receive a transfer executed by the registered owner. In this situation, there will not be two transfer documents, one from the registered owner to the intermediate purchaser and one from the intermediate purchaser to the final purchaser; there will only be one transfer, from the registered owner to the final purchaser. In the absence of special conditions, a purchaser cannot be compelled to receive two transfer documents (*Daamen v W & T Investments Pty Ltd (No. 2)* [1974] Qd R 400).

On completion, a transfer will be lodged which names the registered owner as transferor and the final purchaser as transferee. The existence of the intermediate purchaser is noted at Item 4, the consideration panel. The intermediate purchaser is not a transferor (*Re Pellick's Transfer* [1986] Q Conv R 54-226).

## [1-2330] Example Form 1 – Intermediate Purchaser

### Item 3 Transferor

First Home Estates Pty Ltd ACN 445 667 221

### Item 4 Consideration

The sum of \$350,000 paid to First Home Estates Pty Ltd by John East and Eileen May East and the sum of \$500,000 paid to John East and Eileen May East by Michael James Smith and Jacqueline Theresa Smith.

## Item 6 Execution

----- <b>Witnessing Officer</b> (signature, full name & qualification) IA Lee Ian Alistair Lee Lawyer	23/10/93 <b>Execution Date</b>	A Ham (Director) Common Seal L Bacon (Secretary) ----- <b>Transferor's Signature</b>
----- <b>Witnessing Officer</b> (signature, full name & qualification) IA Lee Ian Alistair Lee Lawyer	23/10/93 <b>Execution Date</b>	----- <i>Michael James Smith</i> ----- <b>Transferee's Signature</b>
----- <b>Witnessing Officer</b> (signature, full name & qualification)	23/10/93 <b>Execution Date</b>	----- <i>Jacqueline Theresa Smith</i> ----- <b>Transferee's Signature</b>

The example above states the consideration paid by the intermediate purchasers, the Easts, to the registered owner and the consideration paid by the final purchasers, the Smiths, to the intermediate purchasers.

The consent of the intermediate purchasers to the transfer is **not** required.

Only the last amount of consideration is taken into account for the purpose of assessing additional fees.

Duty must be noted for each consideration shown in Item 4. The Queensland Revenue Office preferred method is to complete a single stamp with the details of duty for the second consideration and add only the transaction number of the first consideration. The Registrar will also accept a stamp for each transaction provided all information in the stamps is clear and other information on the form is not obliterated.

The maximum number of intermediate purchaser transactions allowable is two.

### [1-2335] Transfer by Equitable Mortgage Pursuant to s. 134(5) of the *Property Law Act 2023*

The following are the requirements to give effect to a court order, made under the provisions of s. 134(5) of the *Property Law Act 2023*, which creates and vests a legal estate in an equitable mortgagee to enable the mortgagee to carry out a sale as if the mortgage was a legal mortgage:

A transfer completed as set out in Parts [1-2000] to [1-2090] with the following variation at Item 3:

#### Item 3 Transferor

[name of equitable mortgagee/chargee] in accordance with Court Order dated [date] pursuant to s. 134(5) of the *Property Law Act 2023*

A copy of the court order must be deposited with the transfer (see Part [60-1030]).

In this section equitable mortgagee includes equitable chargee.

### Transfer by Mortgagee Exercising Power of Sale

#### [1-2340] General

A transfer by a mortgagee exercising a power of sale occurs where the mortgagor has defaulted under the mortgage, e.g. by failing to repay principal and interest as specified in the mortgage. The mortgagee is entitled to sell the lot or State tenure to recover the debt.

A mortgagee exercising power of sale cannot sell to themselves.

A Form 3 – Release must not be lodged to discharge the mortgage which provides the authority for the power of sale.

The transfer is completed as set out in Parts [1-2000] to [1-2090] with the following variation at Item 3:

### Item 3 Transferor

Big Bank of Australia Ltd A.C.N. 987654321 exercising power of sale under Mortgage No [number]

#### [1-2350] Freehold and Water Allocation

The following must be deposited with the transfer:

1. a Form 20 – Declaration (statutory) by the mortgagee as to the facts of the default and the service of any notice of such default upon the mortgagor as required and in the manner provided under ss. 114 and 231 of the *Property Law Act 2023*; and
2. a copy of the notice served upon the mortgagor.

A person authorised by the mortgagee may make the statutory declaration that default has occurred and the notice of demand was served. The declarant must state the steps taken to serve the notice of demand. The steps taken must be a matter of direct knowledge of the declarant. If they rely on a third person's account that the notice has been served, their declaration must state the source of the information (e.g., 'I am informed by [name and description/role of person who provided the information] and verily believe...'). The declaration must be made under the *Oaths Act 1867* or the equivalent legislation of the state or country where it is made and should specify:

- a property description that corresponds with the transfer and title;
- the authority of the declarant to make the declaration;
- that default has occurred and has continued for the period of 30 days from the service of notice;
- that notice of demand has been served in accordance with the provisions of the *Property Law Act*;
- the method and date of the service of notice of demand; and
- that default has continued to the date of the sale or up to the date of the transfer.

Section 231(3) of the *Property Law Act* provides for the court to order that a document be served in a particular way, or for the court to dispense with the requirement to serve a document.

Separate declarations by the mortgagee as to the facts of the default and by the person who served the notice of demand as to the facts of the service of the notice may be deposited with the transfer.

Where a mortgagee exercising a power of sale sells to a trustee, a Form 1 – Transfer to Trustees should be used (see Parts [1-2380], [1-2390] and [1-2425]).

If the mortgage is over several parcels of land that the mortgagee sells by separate transfers, a declaration of default and a copy of the notice of demand must be deposited with the first transfer lodged for registration. Each subsequent transfer then only requires a declaration as to continuing default to be deposited and the reference to the dealing number that the evidence of default was deposited with included in item 3 of the transfer, e.g. 'evidence of default deposited with instrument [number]'.

#### [1-2355] State Lease

A mortgagee is entitled to sell a State lease in terms of s. 345 of the *Land Act 1994* if the lessee is in default under a registered mortgage.

The transferee must be a person qualified to hold a lease under the *Land Act*.

Chief executive approval to the transfer and any additional documentation or declarations required as a condition of the consent must be deposited with the transfer, e.g. declarations, rental clearance certificates or a copy of the contract of sale (must be lodged within 6 months of approval). Notwithstanding the recording of an exemption pursuant to s. 322AB, the requirement for written approval still applies to transfers by mortgagee exercising power of sale. (Note – The declarations by the mortgagee as to the facts of the default and by the person who served the notice of demand as to the facts of the service of the notice are not required to be deposited with the transfer.)

#### [1-2360] More than One Mortgagee

If power of sale is being exercised under a mortgage with more than one mortgagee, declarations of default are required from all mortgagees.

If the lot or State lease is subject to two mortgages and a power of sale is exercised under the second mortgage, a release of the first mortgage is required if the purchasers are not taking their interest subject to the first mortgage.

## [1-2370] Where Mortgagor is Deceased

If the mortgagor is deceased at or before the time of default under the mortgage, the mortgagee can still exercise the power of sale without transmission of the estate of the mortgagor being entered on the register.

Section 232 of the *Property Law Act 2023* requires the mortgagee to serve the relevant notices under the Act on the personal representative of the deceased. If the deceased's personal representative is not known, the document may be served under an order of the court.

Similarly, if two joint tenants are mortgagors and one dies at or before the time of default, the notices are served on the surviving joint tenant. The mortgagee exercising power of sale must produce with the transfer evidence of the death of the other joint tenant. It is not necessary that the death of the joint tenant be recorded in the register first.

## [1-2375] Power of Sale by Defence Service Homes Corporation

Under the *Defence Service Homes Act 1918* (Cth), if a mortgagor or the mortgagor's spouse (if they are joint owners and borrowers) becomes bankrupt or incurs a judgment debt, the Secretary to the department administering the Defence Service Homes Corporation may approve the exercise by Westpac Banking Corporation of its power of sale in relation to the estate or interest of both of them.

There are three requirements for such a transfer to be registrable:

1. The description of the transferor on the Form 1 – Transfer (Item 3) must be 'Westpac Banking Corporation ACN 007 457 141 as mortgagee exercising power of sale under Mortgage No. [number] pursuant to the provisions of s. 45A of the Defence Service Homes Act 1918'.
2. The interest being transferred (Item 1) must be an estate in fee simple or water allocation.
3. A statutory declaration must be lodged by an officer of Westpac Banking Corporation, annexing a copy of the sequestration order and identifying the person named therein as being the registered proprietor of the land. If the land is owned by joint tenants, the declaration must also state that the other registered proprietor is the bankrupt's spouse.

## [1-2376] Where Land has been Disclaimed

Section 115 of the *Property Law Act 2023* (PLA) allows mortgagees to exercise the power of sale over land which has been disclaimed by either trustees in bankruptcy or liquidators of a company.

### [1-2376-1] Notice to Registrar of Disclaimer

Subject to the respective governing legislation, trustees in bankruptcy and liquidators have authority to disclaim property. The bankruptcy trustee or liquidator is required to notify the Registrar of Titles of the disclaimer (s. 133(3) of the *Bankruptcy Act 1966* (Cth) and s. 568A(1)(d) of the *Corporations Act 2001* (Cth)). This notification is recorded on the relevant title/s as an administrative advice under the code ANM. For further information see Part [52-0280].

### [1-2376-2] Notice to Registrar of Intention to Exercise Power of Sale for Disclaimed Property

If the mortgagee of disclaimed property wishes to exercise their power of sale, there are two different processes. The process used is dependent on the date on which the disclaimer of the property was made under the *Bankruptcy Act 1966* (Cth) or took effect under the *Corporations Act 2001* (Cth).

**Prior to 25 May 2020** – the mortgagee is required to apply to the court for an appropriate order under s. 133(9) of the *Bankruptcy Act* or s. 568F of the *Corporations Act*. A copy of such order must be deposited with a transfer by mortgagee authorised by the order.

**On or after 25 May 2020** - a mortgagee may exercise their power of sale over a disclaimed property, provided a notice in the approved form (PLA Form 4 – Notice of intention to exercise power of sale for disclaimed property) is given to the Registrar of Titles and to each person who appears to have an interest in the disclaimed property (s. 115(3) PLA).

The correct method for giving notice to the Registrar pursuant to s. 115(3) of the PLA is to deposit a Form 14 General Request with a completed PLA Form 4 – Notice of intention to exercise power of sale for disclaimed property (the Notice). For further information see Part [52-0280].

The mortgagee can exercise their power of sale once:

- the Notice of Disclaimer is recorded on title as an ANM;
- the Notice under s. 115(3) of the PLA is recorded on title as an ANM; and
- other requirements under s. 115(3) of the PLA are complied with.

## **[1-2376-3] Form 1 – Transfer for Exercise of Power of Sale for Disclaimed Property**

Unlike other Transfers by Mortgagee exercising power of sale, there is no requirement for the deposit of the usual supporting documentation (e.g. a statutory declaration by the mortgagee setting out the facts of the default and a copy of the notice served upon the mortgagor).

Instead, Transfers by a Mortgagee exercising power of sale over disclaimed property must be accompanied by a statutory declaration providing confirmation that notice under s. 115(3) of the PLA has been given to all persons, who to the knowledge of the mortgagee, have an interest in the property. The declaration must also confirm the date of service of the last notice. The mortgagee must wait 30 days after this date before they can exercise the power of sale (s. 115(3) PLA).

## **[1-2377] Transfer by Resource Operations Licence Holder Exercising Power of Sale**

Sections 166(1)(b) and 166(2) of the *Water Act 2000* authorises a holder of a resource operations licence (ROL), despite any registered interest, to exercise power of sale over a water allocation, if the supply contract gives the ROL holder power to sell the water allocation.

Section 166(2) of the Water Act provides that the holder of a ROL may only exercise a power of sale in accordance with the supply contract.

The transfer is completed as set out in Parts [1-2000] to [1-2090] with the following variation at Item 3:

### **Item 3 Transferor**

[name of resource operations licence holder] as resource operations licence holder exercising power of sale under a supply contract dated [date of contract] pursuant to s. 166(1) (b) of the Water Act 2000.

The following must be deposited with the transfer:

1. a Statutory Declaration by an authorised officer of the resource operations licence holder stating:
  - a. the facts of the default; and
  - b. the exercise of power of sale was in accordance with clause/s [relevant clause/s number/s] of the supply contract; and
  - c. all persons with a registered interest in the water allocation were given not less than 30 business days notice of the proposed exercise of the power.
2. a copy of the supply contract; and
3. a copy of the notice/s served on the holder/s of registered interests.

The purchaser of the allocation under the above section takes the allocation free of all interests.

## **[1-2379] Transfer by a Receiver Appointed by a Mortgagee for the Property of an Individual**

Where a receiver or receiver and manager is appointed by the mortgagee to sell the property as an agent for the mortgagor who is an individual, the transfer is completed as set out in Parts [1-2000] to [1-2090] with the following variation at Item 3:

### **Item 3 Transferor**

[name of registered owner(s)] [Receiver or Receiver and Manager] appointed to sell the property pursuant to clause [clause number in the mortgage (and the deed of appointment if this is where the receiver's power is stated to sell the property)]

Copies of the relevant document(s) evidencing the appointment must be deposited with the transfer. For information about depositing supporting documentation see [60-1030].

Evidence of default is not required to be deposited.

The execution of the receiver or receiver and manager must be completed as set out in Part [61-3070].

Where a transfer executed by a receiver (or receiver and manager) is lodged to effect the sale of a lot or an interest, the mortgage under which the receiver is acting is not cancelled. The mortgage may only be removed by a release, which must be lodged to follow the transfer. Any other mortgages are not cancelled on registration of the transfer and can only be removed by the registration of releases.

For information about a receiver appointed for the property of a corporation see Part [50-2030].

## [1-2380] Transfer to Trustee with Schedule of Trusts in a Form 20 – Trust Details Form

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

For example:

5.	Transferee	Given names	Surname/Company Name and Number	(include tenancy if more than one)
		Mary	SMITH	as trustee

An original Form 20 – Trust Details Form detailing the schedule of trusts (in item 2) must be annexed to the transfer (refer to [51-4100]). All of the beneficiaries must be identified and if a beneficiary is a minor, the date of birth must be shown.

No further reference should be made to identify the trust on the transfer by name and date, except when the same trustee is acquiring shares in the lot or interest under more than one trust.

For further information see part 51 – Trusts. If there are more than 4 trustees, see Parts [51-0200] and [51-2100].

## [1-2390] Transfer to Trustee with Trust Document or Form 20 – Trust Details Form Deposited

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

There are three options:

1. an original Form 20 – Trust Details Form must be deposited (see Part [51-4100]); or
2. 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 with the transfer; or
3. in Item 5, **all dealings with which the document(s) that create the trust (including any variation) were deposited** must be referred to. The words 'under instrument' are misleading and must not be used. Rather the words must refer to the prior *deposit* of all relevant trust documents with other dealings (either example 1 or 2 may be used). 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.

### Example 1.

5.	Transferee	Given names	Surname/Company Name and Number	(include tenancy if more than one)
		Mary	SMITH	Deed of trust deposited with 712223335 and deed of retirement and appointment deposited with 721114444
		John	SMITH	

### Example 2.

5.	Transferee	Given names	Surname/Company Name and Number	(include tenancy if more than one)
		Mary	SMITH	Trust documents deposited with 712223335 and 721114444
		John	SMITH	

Where a transfer to trustee or recording new trustee is registered on title, the endorsement will identify, for each interest or share, the dealing number where the trust was first registered on the title for that interest or share.

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.

For more information see Parts [51-2022], [51-2040], [51-2043] and [51-2050] and if there are more than 4 trustees, see Parts [51-0200] and [51-2100].

## [1-2400] Recording New Trustees

Form 1 is used to record a transfer from a trustee to a new trustee under the same trust, for example pursuant to a deed of retirement and appointment, (whether or not the first trustee is recorded on the register as holding the property in trust).

## [1-2420] Appointment of New Trustees

Subject to the *Land Title Act 1994* and the *Land Act 1994*, trust property vests in new trustees immediately when they are appointed (s. 34(1) of the *Trusts Act 2025*). This may occur on the retirement, discharge or death of a registered trustee. It may also occur on the death of a sole trustee, however, notification of their appointment must also be given to the Public Trustee (s. 40(1)(b) of the *Trusts Act*), see Part [1-2430].

New trustees may execute and lodge a Form 1 – Transfer to have their appointment recorded in the register (s. 35(1) of the *Trusts Act*).

Where a retiring or discharged trustee is unwilling or unable to act, either the continuing trustee/s or the new trustee/s (acting under s. 26(1) of the *Trusts Act*) may execute the transfer as the transferor.

If the trust is not already disclosed on the title, new trustees must simultaneously declare the existence of the trust, see Part [51-2060].

For further information see part 51 – Trusts. If there are more than 4 trustees, see Parts [51-0200] and [51-2100].

## [1-2425] Instrument Required

A Form 1 – Transfer is required that shows:

- **Item 3 – Transferor** - The retired/discharged/deceased trustee and any continuing trustees (as applicable) as transferor in Item 3.
- **Item 4 – Consideration** - Words to the effect of 'As a consequence of the retirement/discharge/death of [name of registered trustee] who held the lot or interest in trust and the appointment of [names of new trustees] in accordance with the *Trusts Act 2025* in Item 4.

If the trust is not already recorded on title and it is intended that the trust be disclosed, Item 4 should also include words to the effect of 'and to declare the trust in accordance with s. 109 of the *Land Title Act 1994*' or 'and to declare the trust in accordance with s. 374A of the *Land Act 1994*'.

If the appointment occurred prior to 28 April 2026, the consideration should refer to the *Trusts Act 1973* instead, and the appointment itself must comply with the transitional provisions contained in ss. 226-229 of the *Trusts Act 2025*.

- **Item 5 – Transferee** - '[names of new trustee] as trustee' in Item 5. This will include any continuing trustee, as applicable.

Documentation to be deposited with the Form 1 – Transfer to record new trustee is:

1. Either:
  - a. an original Form 20 – Trust Details Form (refer to [51-4100]) and if applicable – evidence of the death of the registered proprietor/holder/trustee (e.g. certificate of death or grant of representation); or
  - b. the following:
    - i. evidence of the retirement/discharge/death of the registered proprietor/holder/trustee (e.g. a deed of retirement/discharge or the certificate of death or grant of representation);
    - ii. a copy of the original instrument of appointment of new trustees (not required if the new trustee is the Public Trustee); and
    - iii. a copy of the original trust instrument (not required if a copy of the original trust instrument has been previously deposited or reference made to the instrument it was deposited with).

A duty notation is required.

For information about depositing supporting documentation see Part [60-1030]. If there are more than 4 trustees, see Parts [51-0200] and [51-2100].

## [1-2430] Death of Sole Trustee

On the death of a sole trustee, whether or not the trust is recorded on the title, the trust property vests in the Public Trustee (s. 38(1) of the *Trusts Act 2025*). The trust property remains vested in the Public Trustee unless new trustees are appointed (s. 38(3) of the *Trusts Act*), see Part [51-2080].

### **[1-2430-1] Trusteeship assumed by the Public Trustee (s. 38 of the Trusts Act 2025)**

Where the Public Trustee is assuming the trusteeship, the following specific practice requirements apply:

- **Item 4 - Consideration** – should be completed with words to the effect of:
  - ‘The appointment of the Public Trustee as Trustee following the death of the last Trustee pursuant to s. 38 of the *Trusts Act 2025*’; and
- **Item 6 - Transfer/Execution** – should be completed as follows:
  - i. The Public Trustee must sign on behalf of the Transferor; and
  - ii. Either the Public Trustee or a Solicitor must sign as Transferee

Supporting evidence of the death of the Trustee must also be deposited with the instrument, this would usually be in the form of a death certificate, see Part [60-1030].

### **[1-2430-2] New Trustee appointed under s. 40 of the Trusts Act 2025**

If the sole trustee has died, and a new trustee is appointed (see Part [51-2080]), the following specific practice requirements apply:

- **Item 4 - Consideration** – should be completed with words to the effect of:
  - ‘The appointment of the Transferee as Trustee following the death of the last Trustee pursuant to s. 40 of the *Trusts Act 2025*’; and
- **Item 6 - Transfer/Execution** – should be completed as follows:
  - i. The new Trustee must sign on behalf of the Transferor; and
  - ii. Either the new Trustee or their Solicitor must sign on behalf of the Transferee; and
- Supporting evidence must also be deposited with the instrument, in the form of:
  - i. The deed of appointment, see Part [60-1030]; and
  - ii. Evidence of the death of the last Trustee, usually in the form of a death certificate, see Part [60-1030].

Notice in writing of the appointment must be given to the Public Trustee, however a copy of this notice does not need to be deposited.

### **[1-2430-3] Vesting of Trust Property in the holder of the Grant of Representation (s. 41 of the Trusts Act 2025)**

If the sole trustee has died, and a new trustee has not been appointed to replace the last continuing trustee; and a grant has been made to a person other than the Public Trustee (see Part [51-2080]), the following specific practice requirements apply:

- **Item 4 - Consideration** – should be completed with words to the effect of:
  - ‘*The vesting of the trust property in the Transferee following the death of the last Trustee pursuant to s. 41 of the Trusts Act 2025.*
- **Item 6 - Transfer/Execution** – should be completed as follows:
  - i. The personal representative must sign on behalf of the Transferor; and
  - ii. Either the personal representative or their Solicitor must sign as Transferee; and
- Supporting evidence must also be deposited with the instrument, in the form of:
  - i. The grant of probate, or letters of administration of the estate, see Part [60-1030].

Notice in writing of the appointment must be given to the Public Trustee, however a copy of this notice does not need to be deposited.

### **[1-2430-4] New Trustee appointed by the Personal Representative (s. 21 of the Trusts Act 2025)**

If the sole trustee has died, and a new trustee is appointed by their personal representative, the following specific practice requirements apply:

- **Item 4 - Consideration** – should be completed with words to the effect of:  
     ‘The appointment of the Transferee as Trustee by the personal representative following the death of the last Trustee pursuant to s. 21 of the Trusts Act 2025’; and
- **Item 6 - Transfer/Execution** – should be completed as follows:
  - i. The personal representative must sign on behalf of the Transferor; and
  - ii. Either the new Trustee or their Solicitor must sign as Transferee; and
- Supporting evidence must also be deposited with the instrument, in the form of:
  - i. The grant of probate, or letters of administration of the estate, see Part [60-1030].

### **[1-2430-5] Where the death of the Sole Trustee occurred prior to 28 April 2026**

On the death of a sole trustee, whether or not the trust is recorded on the title, the trust property vests in the Public Trustee. The trust property remains vested in the Public Trustee unless new trustees are appointed and the Public Trustee is notified (s. 16(2)(a) of the *Trusts Act 1973*).

If the sole trustee has died and the Public Trustee is not appointed as the new trustee or the Public Trustee makes the appointment of new trustees, the following documentation is required to be deposited:

- i. the original will (Note – An original will deposited with a transfer is not retained in the registry. For further information (see [5-2130] and [60-1030]); **or**
- ii. the grant of representation (see [60-1030]).

Notice in writing of the appointment must be given to the Public Trustee, however a copy of this notice does not need to be deposited.

For further information see part 51 – Trusts, esp. [51-2080-1].

### **[1-2440] Transfer of Life Interest**

The transfer of a life interest (life estate) is completed as set out in Parts [1-2000] to [1-2090] with the variations as set out in the following example:

#### **Item 1 - Interest being transferred**

Life estate

A life interest is regarded as ‘trust property’ (s. 9(1)(d) of the *Trusts Act 2025*).

The life interest is recorded by way of a transfer to the life tenant stated in Item 5 without reference to the trust.

The land remains in the name of the registered owner and reference to the creation of the life interest by the transfer will appear in the Easements, Encumbrances and Interests section of the title.

### **[1-2450] Transfer by Personal Representative**

A transfer by a personal representative is completed as set out in Parts [1-2000] to [1-2090] with variations as set out in the following example:

#### **Item 1 Interest being transferred**

For example, Fee simple/State lease/Water allocation/Mortgage No [number]/Lease No [number]/Profit a Prendre No [number] [whichever is applicable]

#### **Item 3 Transferor**

The transferor is specified as being the personal representative, for example:

‘William Alexander Doe as personal representative’.

#### **Item 4 Consideration**

The consideration may be one of the following:

1. ‘the terms of the will of [name of deceased] deceased’; or
2. ‘pursuant to the rules of intestacy’; or

3. a monetary consideration, in which case the amount of consideration must be specified.

### **[1-2460] Transfer in Terms of Will**

Section 33B of the Succession Act does not allow for the beneficial disposition of property unless the beneficiary survives the testator for 30 days, unless there is contrary provision in the will. In view of this section a transfer pursuant to a will should not be executed within that time.

### **Life Estate created by Will**

In the case of a transfer by a personal representative under a will which makes provision for a life estate, the following conditions apply<sup>2</sup>:

- A life interest (life estate) is regarded as 'trust property'(s. 9(1)(d) of the Trusts Act 2025).
- A life interest created by a devise in a will which is the subject of a Form 5 or 5A – Transmission Application will be registered in the name of the applicant as personal representative.
- If the personal representative intends to transfer the lot for a monetary consideration to a third party, the personal representative must take account of the life estate.
- If the transfer is made pursuant to the terms of the will to the devisee, then evidence is required that the life tenant has died, or relinquishes all rights, or that the life estate has been terminated by a provision of the will (e.g. marriage).

In such cases one of the following must be deposited with the transfer:

- a. a copy of the death certificate; or
- b. a declaration setting out the details of the relinquishment with the original or a certified copy of the stamped document attached; or
- c. a declaration referring to the provisions in the will and attaching evidence.

### **Reference to a trust, partnership or contract of sale in the will**

If the will makes reference to a trust (other than a reference to a life estate), partnership or contract of sale, the personal representative (once recorded on the title by a transmission by death without any limitation as to the other equity referred to in the will (see [5-2190]), should resolve these issues by the appropriate Form 1 – Transfer.

For further information about the practice for dealing with partnership property and guidance for common scenarios, see Part [5-3000].

### **Tenancy of beneficiaries**

If a will does not clearly indicate the tenancy of the beneficiaries, the beneficiaries will take the estate as either joint tenants or tenants in common depending on the circumstances (see Part [5-2160]).

### **[1-2461] Form 20 – Declaration by Beneficiary/Transferee**

For a transfer from the Personal Representative/s to a beneficiary pursuant to the terms of the will, a Form 20 – Declaration by Beneficiary/Transferee in the form shown below must be deposited with the Transfer.

### **Form of Declaration and Example Declaration**

The form of the declaration by the beneficiary/transferee and an example declaration is shown below.

The Form 20 – Declaration by Beneficiary/Transferee is available on the Titles Queensland Forms Page.



**Example Form 20 – Declaration by Beneficiary/Transferee**

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

**DECLARATION BY  
BENEFICIARY/TRANSFEREE**

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

**Title Reference** 16561151

I, PATRICIA ALICE BROWN of 24 Buck Street, Carina in the State of Queensland do solemnly and sincerely declare that:

1. I am the devisee / legatee under the last will of the deceased JAMES MICHAEL BROWN.
2. ~~\*The land described in clause [ ] of the will is the land described in item 2 on Form 1.  
To be completed where the land in item 2, on Form 1, is specifically identified other than by way of lot on plan description~~
3. ~~If deceased died before 1 April 2003  
\*(a) Neither I nor a spouse of mine was a witness to the execution of the will.  
If deceased died on or after 1 April 2003 but before 1 April 2006  
\*(b) Neither I nor a spouse of mine as defined by section 5AA of the Succession Act 1981 was a witness to the execution of the will.  
If deceased died on or after 1 April 2006  
(c) \*(i) I was not a witness to the execution of the will.  
\*(ii) I was a witness to the execution of the will but documentation is deposited herewith evidencing the application of section 11(3) of the Succession Act 1981.~~
4. ~~\*The marriage between the deceased and me had not been dissolved nor had any proceedings for annulment been commenced.  
Required if the beneficiary/transferee is the surviving husband or wife of the deceased and has not been granted a grant of Representation in Queensland.~~
5. ~~\*The marriage between the deceased and me was dissolved/annulled on or after 1 April 2006 however, by the deceased's will the deceased expressed an intention that my entitlement as a beneficiary not be revoked.~~
6. ~~\*The civil partnership between the deceased and me had not been terminated nor found to be void under the Civil Partnerships Act 2011 sections 18 or 30 respectively.  
Required if the beneficiary/transferee is the surviving civil partner of the deceased and has not been granted a grant of Representation in Queensland.~~
7. ~~\*The civil partnership between the deceased and me was terminated or found to be void under the Civil Partnerships Act 2011 sections 18 or 30 respectively, however, by the deceased's will the deceased expressed an intention that my entitlement as a beneficiary not be revoked.~~
8. ~~If deceased died on or after 5 June 2017  
\*(a) The de facto relationship between the deceased and me had not ended.  
Required if the beneficiary/transferee is the surviving de facto partner of the deceased and has not been granted a grant of Representation in Queensland.  
\*(b) The de facto relationship between the deceased and me had ended, however by the deceased's will the deceased expressed an intention that my entitlement as beneficiary not be revoked.~~

**\* rule through if not applicable**

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

# The form of wording should comply with the appropriate Oaths/Evidence Act under which the declaration is being made. Note a declaration under the Oaths Act 1867 (Qld) can only be taken by the persons listed in section 13 of that Act.

G H Wilston

..... signature

GREGORY HAROLD WILSTON

..... full name

SOLICITOR

..... Qualification

**Witness**

As authorised under relevant Oaths/Evidence Act

20/06/2017

**Execution Date**

P A Brown

**Declarant's Signature**

## Guide to Completion for Form 20 – Declaration by Beneficiary/Transferee

### Paragraph 1

Where the devisee/legatee is a corporation, this paragraph should be varied to begin 'The transferee is' (not 'I am'). The declarant should include a statement that he/she is authorised to make the declaration on the corporation's behalf. Further, even in the normal case where the applicant declares that he/she is the devisee/legatee, additional identification or evidence of entitlement may be required (see Part [5-4290] for more information).

### Paragraph 2

As indicated on the form, this paragraph is relevant only where the land in item 2 on the Form 1 is specifically identified other than by way of lot on plan description.

### Paragraph 3

As indicated on the declaration the inapplicable clauses must be ruled through.

**Note:** for deaths on or after 1 April 2006, where a beneficial disposition has been made to a witness and one of the circumstances referred to in s. 11(3) of the *Succession Act 1981* applies, the Registrar will require evidence of the particular circumstance.

### Paragraph 4

When the husband or wife of the deceased:

- is the beneficiary/transferee; and
- has not been appointed as Personal Representative by a grant of representation in Queensland;

then he/she must indicate that the marriage between the deceased and the husband or wife had not been dissolved nor any proceedings for annulment commenced by retaining paragraph 3\*.

\*For deaths occurring on or after 1 January 1982 and prior to 1 April 2006 the dissolution or annulment of the testator's marriage revokes any beneficial disposition made by will by the testator in favour of their husband/wife (see s. 76(4) of the *Succession Act 1981*).

### Paragraph 5

When the former husband or wife of the deceased:

- is the beneficiary/transferee; and
- the marriage between the deceased and the beneficiary/transferee was dissolved or annulment occurred on or after 1 April 2006; and
- a contrary intention appears in the will that the former husband or wife is entitled as a beneficiary despite the divorce or annulment;

then this must be indicated by retaining paragraph 4\*.

\*For divorces/dissolutions or annulments occurring on or after 1 April 2006 the effect of section 15 of the *Succession Act 1981* is that a disposition to a husband/wife will be revoked unless the will contains a contrary intention.

### Paragraph 6

When the surviving civil partner of the deceased:

- is the beneficiary/transferee; and
- has not been appointed as Personal Representative by a grant of representation in Queensland;

then he/she must indicate that the civil partnership between the deceased and the civil partner had not been terminated and has not been found to be void under section 18 or 30 of the *Civil Partnerships Act 2011* by retaining paragraph 5.

## Paragraph 7

When the former civil partner of the deceased:

- is the beneficiary/transferee; and
- the civil partnership between the deceased and the civil partner had been terminated or has been found to be void under section 18 or 30 of the Civil Partnerships Act 2011; and
- a contrary intention appears in the will that the former civil partner's entitlement as beneficiary not be revoked;

then this must be indicated by retaining paragraph 6\*.

\* The effect of section 15A of the *Succession Act 1981* is that a disposition to a testator's civil partner will be revoked if the civil partnership is terminated or found to be void unless the will contains a contrary intention.

## Paragraph 8

When the surviving de facto partner of the deceased:

- is the beneficiary/transferee; and
- has not been appointed as Personal Representative by a grant of representation in Queensland; and
- the de facto relationship between the deceased and the de facto partner had not ended;

then this must be indicated by retaining paragraph 7(a).

When the former de facto partner of the deceased:

- is the beneficiary/transferee; and
- the de facto relationship between the deceased and the de facto partner had ended; and
- a contrary intention appears in the will that the de facto partner's entitlement as beneficiary would not be revoked despite the ending of the de facto relationship;

then this must be indicated by retaining paragraph 7(b)\*.

\* For deaths occurring on or after 5 June 2017 the effect of section 15B of the *Succession Act 1981* is that a disposition to a testator's de facto partner will be revoked unless the will contains a contrary intention.

## [1-2465] Transfer Pursuant to the Rules of Intestacy

Where a sole owner or tenant in common has died intestate and the lot or interest is required to be transferred to those entitled to the estate, the lot or interest must first be transmitted to the deceased's personal representative (see Part 5, esp. [5-2060] and [5-2110]).

A transfer pursuant to the Rules of Intestacy to those entitled to the deceased's estate is then lodged for registration.

Sections 35, 36, 36A and 37 together with schedule 2 of the *Succession Act* set out who would be entitled to a share of the deceased's estate.

The personal representative of the intestate's estate is to deposit a statutory declaration with the transfer setting out all persons who would be entitled to a share of the estate and their relationship to the deceased.

Where the death occurs on or after 1 May 1998 and part 1 of Schedule 2 of the *Succession Act* applies, the personal representative should include, in the personal representative's declaration, the basis upon which the entitlement to the lot or interest in question was arrived at.

For example:

One spouse and two children survived the deceased and the residuary estate did not exceed \$150,000. In this case the spouse alone is entitled to the lot or interest in question as transferee.

### **NB – For deaths between 1 May 1998 and 31 March 2003:**

The existence or non-existence of a de-facto spouse as defined by s. 5 of the *Succession Act*, as in force at the date of death of the deceased, must also be included in the declaration by the personal representative.

### **NB – For deaths on or after 1 April 2003:**

The existence or non-existence of one or more spouses as defined by s. 5AA of the *Succession Act* must also be included in the declaration by the personal representative.

## [1-2470] Transfer to the State

These actions were previously referred to as transfers or surrenders to 'the Crown'. Current legislation relevant to these actions (i.e. the *Land Title Act 1994* and the *Land Act 1994*) no longer refer to 'the Crown'. 'The State' has been substituted for 'the Crown'. Section 36 of the *Acts Interpretation Act 1954* states that; when used in an Act, 'the State' means the State of Queensland. 'The State' or 'the State of Queensland' is now the appropriate terminology. In addition, land that was previously referred to as 'vacant Crown land' is now 'unallocated State land'.

Section 48 of the Land Title Act states that 'the State may, under this Act, acquire, hold and deal with lots'.

Transfers of freehold lots to 'the State' (i.e. the State of Queensland) can be for any of three types of action. The three types of transfer and their effects are as follows:

1. 'The State' acquires the fee simple title to the land (i.e. the land remains as freehold). In these cases, the title remains in the Freehold Land Register and the State is registered in the Freehold Land Register as owner.

Such transfers are acquisitions in accordance with s. 48 of the Land Title Act and reflect a change of ownership of the indefeasible title (the freehold) **to the State**. The land can then be dealt with by the State under s. 48.

2. The owner temporarily surrenders the land to 'the State' to allow action under s. 358 of the Land Act. The existing title is cancelled in the Freehold Land Register. A new indefeasible title will be created when a deed of grant issues on completion of the s. 358 action.

A Form 24 – Property Information (Transfer) is not required to be deposited with a transfer pursuant to s. 358 of the Land Act.

3. The owner totally surrenders the land to 'the State'. On registration of the transfer, the land becomes 'unallocated State land'. The title is fully cancelled by the transfer as the land is no longer freehold.

A transfer of absolute surrender to the State does not require the deposit of a Form 24 – Property Information (Transfer).

On registration of an absolute surrender to the State under s. 55 or s. 327 of the Land Act, all interests are extinguished from the day the surrender is registered (s. 331(2) of the Land Act). However, a public utility easement may still continue over the resulting unallocated State land with the Minister's written approval (s. 372(2) of the Land Act).

Transfers referred to in (2) and (3) above either partially or fully cancel the existing indefeasible title and the subject land is no longer a part of the Freehold Land Register until or unless a deed of grant over it is issued in the future. If an existing title is only partially cancelled, an indefeasible title for the balance must be created (see s. 41 of the Land Title Act).

Under s. 426 of the *Duties Act 2001* the State is not liable to pay duty, however all transfers to the State must be properly stamped. In effect the transfer must bear a notation by either the Queensland Revenue Office or an authorised registered self-assessor.

All transfers to the State are exempt from lodgement fees.

### Recording the State on Title

An interest transferred to the State will be recorded in a register as:

- The State of Queensland followed by the name of the department representing the State in brackets; or
- The State of Queensland followed by the name of the department representing the State in brackets and a reference to the relevant Act under which the department administers the interest.

'The State of Queensland (represented by [name of department])' or 'The State of Queensland (represented by [name of department] — [name of Act])'. This information should be provided in the transfer or other form.

An example of the State recorded on an ATS title is as follows:

REGISTERED OWNER  
THE STATE OF QUEENSLAND  
(REPRESENTED BY DEPARTMENT OF HEALTH)

For information about dealing with or disposing of an interest held by the State see Part [60-1040].

## [1-2480] Transfer of a Lease

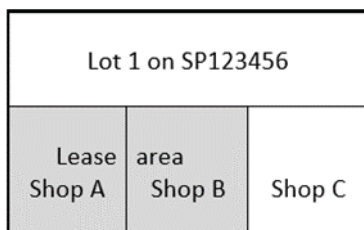
### General

An assignment of lease may be registered by lodging a Form 1 – Transfer.

The whole of the leased area for the residue of the term must be transferred.

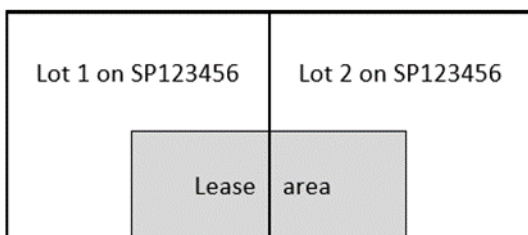
A lessee cannot transfer an interest in only part of the leased area to another. Refer to examples 1 and 2 below for a more detailed explanation.

Example 1



- Lease 712345678 is registered over the area of Shop A and Shop B contained within Lot 1 on SP123456.
- Any transfer of an interest in Lease 712345678 cannot be for only part of the leased area (e.g. Shop A only) – any transfer must be for the entire leased area (Shops A and B).

Example 2



- Lease 782258258 is registered over an area that straddles Lots 1 and 2 on SP123456 on Title Reference 11223078.
- Any transfer of an interest in Lease 782258258 cannot be for only part of the leased area (e.g. the area contained within Lot 1 on SP123456 only) – any transfer must be for the entire leased area.

The following options are available where there is a desire to only deal with part of the leased area of a registered lease:

- A lessee may sub-lease part of the leased area to another (e.g. in example 1 – a sub-lease of Shop A); or
- A lessee may surrender the relevant part of the leased area followed by a new lease for the surrendered area (e.g. in example 1 – a partial surrender of Lease 712345678 so far as relates to Shop A followed by a new lease for Shop A).

While it is a requirement that any transfer must be for the whole of the leased area; because of the nature of a lease the Registrar will not enquire as to whether all of the lots in the registered lease are included in a lodged transfer of a lease.

Even though the lessor and lessee may covenant that no transfer of the lease can be made without the consent of the lessor, the Registrar is not obliged to and will not examine the covenants in the lease.

A transfer of a lease must have a duty notation and lodgement fees are applicable. A transfer of a lease other than one under the *South Bank Corporation Act 1989* does not attract any additional fees in respect of the consideration.

If the term of a lease is to expire on the death of the lessee, the lessor must consent to any transfer of the lease, as the term of the lease will be affected by the transfer<sup>2</sup>.

A transfer of a lease executed after the initial term of the lease has expired cannot be registered unless the term is first extended by a Form 13 – Amendment of Lease. This will allow the transfer to proceed. Without it the document should be fully withdrawn. Alternatively, a new lease may be lodged to evidence the exercise of the option and a transfer of the new lease lodged.

A transfer of lease may be capable of registration even if lodged after the initial term has expired<sup>2</sup>. For further information see Part [7-2190].

A Form 25 – Foreign Ownership Information will be required where the new lessee is a foreign person (foreign individual, foreign corporation or trustee of a foreign trust) as defined in the *Foreign Ownership of Land Register Act 1988* (and the *Duties Act 2001*) and the term of the lease exceeds 25 years (inclusive of further term/s available under any option/s).

A transfer of a lease is completed as set out in Parts [1-2000] to [1-2090] with the following variations:

### Item 1 Interest being transferred

The lease number must be specified, for example:

Lease No. [number]

### Item 6 Transfer/Execution

Delete the second, third and fourth sentences set out in Item 6 of the Form 1 – Transfer.

## Transfer of Lease of Freehold

Prior to the *Land Title Act 1994*, the lessee's instrument of title was his/her registered copy of the lease and any dealings with the lessee's interest (e.g. transfers, mortgages, etc.) were registered on presentation of a copy of the lease alone. These transactions were marked on an original registered lease held in the register and not on the indefeasible title to the lot. It is prudent to search both the indefeasible title and the registered original lease if it was registered before the commencement of the Land Title Act, for any notations of dealings in respect of a lease.

## Transfer of Lease of Water Allocation

A consent, where given by the lessor in order to register a transfer of a lease of a water allocation, may be only given by the deposit of a Form 18 – General Consent.

## Transfer of a Sublease of a State Lease

A transfer of a Sublease of a State Lease is subject to the same requirements as a transfer of a State Lease, being chief executive approval to the transfer, and any additional documentation or requirements mentioned in the chief executive approval, e.g. declarations, a rental clearance certificate and a copy of the contract of sale. The written approval and additional documentation is not required where an exemption has been recorded pursuant to s. 322AB of the *Land Act 1994*.

The Minister administering the Land Act may also issue a general authority to the lessee of a State Lease pursuant to s. 333 of the Land Act. This general authority may provide for a transfer of a Sublease of a State Lease to be registered without written approval. The general authority should be checked for any additional documentation or requirements.

## Transfer of a Trustee Lease

Section 58 of the *Land Act 1994* allows for the transfer of a trustee lease if it is accompanied by the written approval of the chief executive and the trustee. A Form 18 – General Consent is the appropriate form for the written approval. The chief executive's approval is not required if the trustee has a written authority under section 64 of the Land Act or the lease is a trustee lease (State or statutory body) (section 58(2) of the Land Act). Where the Minister has dispensed with the need to obtain the Minister's or chief executive's approval under section 64(1) of the Land Act a copy of the written authority must be deposited.

## [1-2490] Transfer of Mortgage

A transfer of mortgage may occur where a mortgagee elects to transfer its interest in the mortgage to another mortgagee. Given the nature of a mortgage, when a transfer of mortgage is lodged the Registrar will not enquire as to whether all the mortgage lots or interests are included in the transfer. The transfer is completed as set out in [1-2000] to [1-2090] with the following variations:

### Item 1 Interest being transferred

Mortgage No. [number]

More than one mortgage may be included in a transfer of mortgage, provided the parties are the same. However, a lodgement fee is payable for each mortgage being transferred.

## Item 4 Consideration

If the consideration is monetary, it must be expressed in Australian currency but does not attract an additional fee.

## Item 6 Transfer/Execution

Delete the second, third and fourth sentences set out in Item 6 of the Form 1 – Transfer.

A transfer of a mortgage must have a duty notation and lodgement fees are applicable.

## [1-2495] Confirmation of Identity of Mortgagor by Mortgage Transferee

Section 11B of the *Land Title Act 1994* and s. 288B of the *Land Act 1994* place an onus on **all** mortgage transferees to confirm the identity of mortgagors prior to lodging a transfer of mortgage for registration.

For any transfer of mortgage lodged for registration, a mortgage transferee must first verify the identity of the mortgagor in the same way an original mortgagee is required to identify a mortgagor under the practice guidelines for s. 11A of the *Land Title Act* and s. 288A of the *Land Act*. A mortgage transferee also has the same record keeping obligations as an original mortgagee. Relevant practice guidelines are set out in Part 2, esp. [2-2005].

Alternatively, if the original mortgagee has complied with s. 11A of the *Land Title Act* or s. 288A of the *Land Act* and transfers to the mortgage transferee copies of identification documents or the record kept under s. 11A(4) of the *Land Title Act* or s. 288A(4) of the *Land Act* regarding the steps taken to identify the mortgagor, this satisfies the practice guidelines for confirmation of identity under ss. 11B(2) and (3) of the *Land Title Act* or ss. 288B(2) and (3) of the *Land Act*.

## [1-2500] Section 132 of the Property Law Act 2023

Another way in which a mortgage may be transferred is in accordance with s. 132 of the *Property Law Act 2023*. This enables a mortgagor to require the mortgagee, instead of discharging the mortgage, to transfer the mortgage to any third person that the mortgagor directs. A Form 1 – Transfer is the applicable form, and the consideration should be worded along the lines of ‘in consideration of a request by the mortgagor made under s. 132 of the *Property Law Act 2023*’.

## [1-2520] Transfer by a Local Government under Chapter 4 Part 12 Division 3 of the Local Government Regulation 2012

A transfer of a lot, or a lease under the *Land Act 1994* by a local government is completed as set out in Parts [1-2000] to [1-2090] with the following variations:

### Item 3 Transferor

The words ‘pursuant to Chapter 4 Part 12 Division 3 of the Local Government Regulation 2012’ must follow the name of the local government. For example:

[name of the local government] pursuant to Chapter 4 Part 12 Division 3 of the Local Government Regulation 2012’.

### Item 4 Consideration

Insert the amount paid.

**Alternatively**, the following may be adopted:

### Item 3 Transferor

State the name of the local government.

### Item 4 Consideration

Insert the amount paid and refer to the authorising statutory provision. For example:

[amount paid] and pursuant to Chapter 4 Part 12 Division 3 of the Local Government Regulation 2012’.

Lodgement fees are payable and a duty notation is required.

If there is only one indefeasible title for the lot or lots being transferred, no new indefeasible title will be created<sup>2</sup>. However, if the lot or lots being transferred are owned by tenants in common with separate titles, or do not constitute all lots in an existing indefeasible title, a new indefeasible title must be requested and applicable fees paid.

Where the land is taken to have been sold at auction to the local government (s. 143(4) of the Local Government Regulation 2012), an application by the local government to be recorded as registered owner of the land, or holder of the lease under the Land Act can be made. See Part [14-2410].

See Parts [61-3210] and [61-3220].

## [1-2530] Transfer under Writ or Warrant of Execution

A transfer under a writ or a warrant of execution is completed as set out in Parts [1-2000] to [1-2090] with the variation that the writ of execution number must be inserted, for example:

### Item 3 Transferor

Sheriff exercising power of sale under Writ of Execution No [number].

or

The Sheriff or other officer of the applicable court.

A transfer under a writ of execution occurs where a writ of execution has been registered and the enforcement debtor has not satisfied the debt. The Sheriff, Registrar or other authorised officer of the court may then sell the lot or interest.

These transfers must be made under a registered writ of execution and must be executed under the seal of the court and the designation of the signatory shown. They require a duty notation and lodgement fees are payable.

If the interest being sold is the interest of a joint tenant, the joint tenancy is severed and a tenancy in common is created. However, a separate indefeasible title is not created unless it is required as evidenced by payment of the relevant fee by the transferee<sup>2</sup>.

The transfer is registered subject to registered encumbrances, liens and interests notified on the register.

In the case of freehold land and water allocations the transfer is also registered subject to all equitable mortgages and liens notified by any caveat lodged prior to registration of the writ of execution (s. 120(2) of the *Land Title Act 1994*)<sup>2</sup>.

If a lot or an interest sold by the Sheriff is subject to a mortgage and the purchaser pays out the mortgagee, the correct order of lodgement is:

1. the transfer under the writ of execution (subject to the mortgage); and
2. the Form 3 – Release of Mortgage.

However, a lot that is subject to a mortgage pursuant to the *Defence Service Homes Act 1918* (Cth) may not be sold in satisfaction of an unsecured judgement debt without the approval of the Secretary of the Department of Veterans' Affairs (s. 45A of the *Defence Service Homes Act* (Cth))<sup>1,2</sup>. The approval of the Secretary of the Department of Veterans' Affairs must be deposited with the Form 1 – Transfer executed by an authorised Court Officer.

## [1-2540] Priorities

A writ of execution has a currency of six months from lodgement and binds the lot or lease under the *Land Act 1994* when executed and put into force (s. 117(b) of the *Land Title Act* and s. 387(b) of the *Land Act*). This six month binding period can be extended by an order of the court and must be notified to the Registrar by way of a Form 14 – General Request (s. 117(b) of the *Land Title Act* and s. 387(b) of the *Land Act*).

A registered writ of execution binds purchasers, lessees, mortgagees and creditors of the lot or lease under the *Land Act* if the writ is executed (i.e. the lot or lease under the *Land Act* is seized and sold by the appropriate court officer) during the binding period of six months from its lodgement or any extension allowed by the court and notified to the Registrar.

Any instrument or document other than those by purchasers, mortgagees, lessees and creditors that are lodged after the writ and during the binding period of six months from lodgement and any extended time allowed by the court and notified to the Registrar may be registered.

If a lot or lease under the *Land Act* is sold by a court officer under a registered writ or warrant, the authorised officer is empowered to execute a transfer to the purchaser in Form 1 under the seal of the court, provided the official designation is shown adjacent to the officer's signature.

If a transfer to a purchaser from the court is lodged subsequent to a transfer by the debtor in the above circumstances, registration in the name of the purchaser from the court will proceed.

The binding effect of a writ that is not executed (i.e. the lot or lease under the *Land Act* is not seized and sold by the appropriate court officer) during the binding period ceases immediately on expiration of the six months or extended period.

Any person, including purchasers, lessees, mortgagees and equitable mortgagees may request the cancellation of the writ in a Form 14 – Request to Cancel a Writ or Warrant of Execution, provided evidence that the writ was not executed is deposited. The evidence may be a certificate of search issued by the relevant court registry stating that the writ was not executed. This applies even if the writ is again lodged on the day after the binding period expired (*Hoy v AAA Home Loans Pty Ltd* [1985] VR 281).

A transfer executed and lodged by the Sheriff after the expiration of the six month binding period will be registered if there is no competing instrument or document, on the assumption that the time was extended. No further investigation will be made, as failure to notify the Registrar does not invalidate the transfer.

A sale by a Sheriff of land registered under the Torrens System is not invalid merely because it takes place before the writ of execution was entered in the register (*Ex parte Bank of Australasia; Re Registrar General and Master of Titles* [1865] 1 QSCR 126)<sup>2</sup>.

If a transfer of a lot or lease under the Land Act from the enforcement debtor is lodged but unregistered at the date of lodgement of the writ of execution, the transfer is entitled to registration. The writ of execution will be requisitioned to be withdrawn as the enforcement debtor no longer has an interest capable of being transferred under the writ of execution.

A writ of execution must not be registered if it is lodged after:

- a. 12 months from the date of issue of the writ of execution by the court; or
- b. 12 months and any extension of the period allowed by the court and established by production of the court order.

## [1-2550] Transfer of Crown Reservation

Transfers of crown reservations fall into two categories:

1. Land which at the time of vesting in, or acquisition by, the Commonwealth of Australia by compulsory process was not subject to the *Land Title Act 1994*. In this situation:
  - a. Where a transfer of the fee simple is to the State of Queensland from the Commonwealth, it is effected by a surrender and Form 1 – Transfer of the whole of the estate or interest of the Commonwealth. There is no need for a further transfer of the reservations. Such a transfer is not liable to transfer duty or lodgement fees.
  - b. Where such land is transferred to a person or corporation, a Form 1 – Transfer of the fee simple to the transferee is required in which the reservations are reserved to the Commonwealth. These would be recited after the operative clause (in Item 4) and would entail the use of a Form 20 – Enlarged Panel for this purpose. In Item 4 would then appear ‘See Annexure A’, and the Form 20 would be identified as that annexure. At some later date these reservations would be transferred to the State by a Form 14 – General Request. No transfer duty is payable on this request.
2. Land which at the time of vesting in, or acquisition by, the Commonwealth of Australia by compulsory process, was subject to the Land Title Act and is being transferred:
  - a. To the State of Queensland in fee simple. This requires a Form 1 – Transfer followed by an Indenture, lodged with a Form 14 – General Request, between the Commonwealth and the State in which the Commonwealth transfers those reservations to the State. Note that the reservations are not recited in the transfer as in the example in 1(b) above. No transfer duty is payable.
  - b. To a person or corporation. This is achieved through a Form 1 – Transfer. The reservations are reserved to the Commonwealth by the use of a Form 20 – Enlarged Panel, followed by an Indenture, lodged with a Form 14 – General Request, between the Commonwealth and the State whereby the reservations are transferred to the State.

## [1-2570] Transfer to a Local Government as Trustee – s. 16 of the *Trusts Act 2025*

A local government holds land as a corporation and may be the sole trustee (s. 27 of the *Trusts Act 2025*).

Where a transfer is made to a local government as trustee, the transfer should be prepared on a Form 1 – Transfer, accompanied by a Form 24 – Property Information (Transfer).

The completion of the Form 1 – Transfer requires the following information:

- an appropriate consideration that reflects the circumstances must appear in Item 4 (however, the consideration must make no reference to a condition of approval of a plan of subdivision);
- the local government as trustee must be shown in Item 5;

- the local government as transferee must execute in Item 6;
- a schedule of trusts on an original Form 20 – Trust Details Form may be incorporated in the Transfer (see Part [51-4100]);
- where there is a trust document, either the trust document or an original Form 20 – Trust Details Form (see Parts [51-2040, [51-2043] and [51-4100]).

A transfer of a lot that appears to be an access restriction strip on a plan of subdivision approved under the *Integrated Planning Act 1997* or the *Sustainable Planning Act 2009* or the *Planning Act 2016* requires the lodgement of a statutory declaration by the registered owner to the effect that the transfer of the lot to the local government as trustee for access restriction purposes was not a condition of the relevant development approval and that the consideration shown in the transfer is a negotiated purchase price (s. 3.5.32 and Chapter 5 Part 5 of the *Integrated Planning Act* or s. 347 of the *Sustainable Planning Act* or s. 66 of the *Planning Act*). To clarify, the consideration must not refer to an access restriction strip.

If the land is affected by a mortgage or lease, documentation should be lodged to precede the Form 1 – Transfer to remove them to the extent they relate to the parcel of land in the transfer.

However, land transferred to a local government as trustee may be subject to easements, and these need not be surrendered.

A duty notation and lodgement fees are applicable.

## **[1-2580] Transfer to a Local Government other than as Trustee**

The Registrar will not register any plan of subdivision if it is apparent that the local government has included a transfer of a lot(s) as a condition to its approval of the plan.

In addition to the general practice requirements that apply to a Form 1 – Transfer, please note the following specific practice requirements that apply to a Transfer to a local government other than as trustee:

- Item 4 Consideration – this item must be expanded to include the true details of the consideration. The consideration must not be expressed as ‘a condition of approval for subdivision’ or ‘an approved condition on the plan’; and
- a Form 24 – Property Information (Transfer) must accompany the Transfer.

Lodgement fees are payable and a duty notation is required.

If the lot is to be public use land, see Part [21-2270] and refer to Direction 4.8.2.1 of the Registrar of Titles Directions for the Preparation of Plans.

## **[1-2590] Transfer of a Lot Outside the Scheme to the Body Corporate for Additional Common Property in a Community Titles Scheme**

When a lot outside of a Community Titles Scheme is to be added to the Community Titles Scheme and then converted to common property for that scheme the following documents may be required to be lodged for registration in the order listed:

- a transfer of the lot to the body corporate;
- a new CMS to bring the lot into the scheme;
- a survey plan, accompanied by a Form 18A executed by the body corporate, converting the lot into common property;
- a new CMS incorporating the additional common property.

Alternatively, it is acceptable to achieve this outcome by only lodging one new CMS for registration. In this instance Item 6 of the Request (Form 14) to accompany the new CMS must include a detailed explanation of addition of the subject lot to the scheme and its subsequent conversion to additional common property for the scheme. (See Part [45-2540] for additional information).

There are specific requirements for the execution of an instrument by a body corporate, see Part [45-2060] for further guidance.

## **[1-2600] Transfer of the whole of a Lot Within the Scheme to the Body Corporate for Additional Common Property in a Community Titles Scheme**

If a lot in a scheme is to become additional common property of the scheme the following documents may be required to be lodged for registration in the order listed:

- a. a transfer of the lot to the body corporate;
- b. a survey plan, accompanied by a Form 18A executed by the body corporate, converting the lot into common property;
- c. a new CMS incorporating the additional common property. (See Part [45-2540] for additional information).

There are specific requirements for the execution of an instrument by a body corporate, see Part [45-2060] for further guidance.

## **[1-2610] Transfer of part of the Common Property in a Subsidiary Scheme to a Higher Scheme in a Layered Arrangement**

If additional common property is to be created for a higher scheme from the common property of a subsidiary scheme the following documents are required to be lodged for registration in the order listed:

- a. a survey plan, accompanied by a Form 18A executed by the relevant body corporate, subdividing the area of common property of the subsidiary scheme that is to become common property of the principal scheme into a lot;
- b. a transfer of the subject lot to the body corporate for the principal scheme;
- c. a new CMS for the subsidiary scheme excising the lot from the subsidiary scheme;
- d. a new CMS for the principal scheme adding the lot to the principal scheme;
- e. a survey plan, accompanied by a Form 18A executed by the body corporate for the principal scheme, converting the lot into common property;
- f. a new CMS for the principal scheme incorporating the lot as additional common property.

Alternatively, it is acceptable to achieve this outcome by one new CMS for the principal scheme together with the plans and transfer and new CMS for the subsidiary scheme. In these instances, Item 6 of the Request (Form 14) to accompany the new CMS for the principal scheme must include a detailed explanation of adding the subject lot to the scheme and its conversion into additional common property.

There are specific requirements for the execution of an instrument by a body corporate, see Part [45-2060] for further guidance.

## **[1-2620] Transfer of a Lot Created from Common Property in a Community Titles Scheme**

If additional lot/s are to be created from common property in a community titles scheme and transferred from the Body Corporate to new owner/s the following documents are to be lodged for registration in the order listed:

- a. a survey plan, accompanied by a Form 18A executed by the body corporate, subdividing the common property and defining the new lot/s;
- b. a transfer from the body corporate to the intended owner(s) of the lot/s;
- c. a new CMS for the scheme.

In addition, a statement, by the Body Corporate, is required confirming that the provisions of s. 96 of the *Body Corporate and Community Management Act 1997* have not been contravened.

There are specific requirements for the execution of an instrument by a body corporate, see Part [45-2060] for further guidance.

## **[1-2630] Transfer of a Lot in a Subsidiary Scheme for Common Property of a Higher Scheme in a Layered Arrangement**

If a lot in a subsidiary scheme is to become additional common property for the principal scheme in a layered arrangement the following documents are required to be lodged in the order listed:

- a. a transfer of the subject lot to the body corporate for the principal scheme;
- b. a new CMS for the subsidiary scheme excising the lot from the subsidiary scheme;
- c. a new CMS for the principal scheme adding the lot to the principal scheme;
- d. a survey plan, accompanied by a Form 18A executed by the body corporate for the principal scheme, converting the lot into common property;
- e. a new CMS for the principal scheme incorporating the lot as additional common property.

Alternatively, it is acceptable to achieve this outcome by one new CMS for the principal scheme together with the plan and transfer and new CMS for the subsidiary scheme. In these instances, Item 6 of the Request (Form 14) to accompany the new CMS for the principal scheme must include a detailed explanation of the inclusion of the subject lot into the scheme and its subsequent conversion into additional common property.

There are specific requirements for the execution of an instrument by a body corporate, see Part [45-2060] for further guidance.

## **[1-4000] Forms**

### **[1-4000] 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.

**Print one-sided only**

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

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

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

**3. Transferor**

**4. Consideration**

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

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

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

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

..... ..... <b>Witnessing Officer</b> (signature, full name & qualification)	/ / <b>Execution Date</b>	..... ..... <b>Transferor's Signature</b>
..... ..... <b>Witnessing Officer</b> (signature, full name & qualification)	/ / <b>Execution Date</b>	..... ..... <b>Transferor's Signature</b>
..... ..... <b>Witnessing Officer</b> (signature, full name & qualification)	/ / <b>Execution Date</b>	..... ..... <b>*Transferee's or Solicitor's Signature</b>
..... ..... <b>Witnessing Officer</b> (signature, full name & qualification) (Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg Legal Practitioner, JP, C Dec)	/ / <b>Execution Date</b>	..... ..... <b>*Transferee's or Solicitor's Signature</b>  *Note: A Solicitor is required to print full name if signing on behalf of the Transferee and no witness is required in this instance

## [1-4010] Guide to Completion of Form 1

See [1-2000] for a full guide to the completion of Form 1.

## [1-5000] eConveyancing

### [1-5010] 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 [1-5105 and 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, see Part 62 – eConveyancing.

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

### [1-5100] Scope Restrictions

Refer to the [Titles Queensland website](#) for the list of transactions currently available through eConveyancing.

### [1-5105] Electronic Conveyancing Mandate

The eConveyancing mandate commenced on 20 February 2023 and applies to all industry professionals who are eligible to become subscribers of an Electronic Lodgment Network Operator (ELNO); as well as to Corporate Entities who are lodging a required instrument.

The mandate, introduced by the *Land Title Regulation 2022* provides that certain types of Titles instruments, known as required instruments, must be lodged through an Electronic Lodgment Network (ELN). For more information, see Part [62-6000] – eConveyancing Mandate.

The Form 1 – Transfer is a required instrument under the Regulation and is therefore required to be lodged through a ELN unless an exemption applies.

Because the Electronic Lodgment Network Operators (ELNOs) regularly update their functionality in conjunction with Titles Queensland, and the Queensland Revenue Office (QRO), a current list of required instruments and their inclusions and exemptions is maintained on the [Titles Queensland website](#) rather than in the Land Title Practice Manual to ensure the information is as current and accurate as possible.

ELN Subscribers should therefore refer to the [Titles Queensland website](#) for the list of required instruments to be lodged through eConveyancing as well as any exemptions that may apply. Specifically, ELN Subscribers should confirm that the instrument is not exempt and is included in the mandate before attempting to lodge the instrument by way of eConveyancing.

### [1-5110] Exemptions to Required Instruments

There are two categories of exemptions that may apply to required instruments, these are general exemptions, and instrument specific exemptions.

The general exemptions to the mandate are those which are contained in the Regulation and apply to all instruments required to be lodged through eConveyancing. These general exclusions can be found in Part [62-6022] of the Manual and on the [Titles Queensland website](#).

Instrument specific exemptions are those exclusions which apply only to a specific instrument (for example a Form 1 – Transfer) and a list of these exclusions can be found on the [Titles Queensland website](#) and are updated from time to time as the functionality of each instrument changes.

## **[1-5115] When an Exemption Applies**

In circumstances where an exemption applies, an Exemption Request Form (ERF) should be completed. For Further information see Part [62-6040].

## **[1-5200] Prescribed Requirements – Form 1 (electronic)**

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 1 (electronic).

## **[1-5300] Attachments – Form 1 (electronic)**

An attachment cannot be included with a Form 1 (electronic) unless it is in the circumstances detailed in this section (e.g. a Transfer to more than 4 trustees of the same trust).

Any attachment that is uploaded must only include the stated evidence required in those circumstances (e.g. evidence that the trust is a charitable trust).

Attachments must be uploaded in portable document format (PDF). For information regarding uploading attachments, refer to the relevant Electronic Lodgment Network Operator.

### **[1-5300-1] Transfer to more than 4 Trustees**

The number of trustees of a trust can only exceed four in certain circumstances, see Part [51-0200].

Where there are more than four transferees that will be recorded as trustees of the same trust an attachment to a Form 1 (electronic) is required. See Part [51-2100] for the requirements for this type of attachment.

## **[1-5400] Execution and Certification**

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

## **[1-5600] Approved Electronic Forms**

### **[1-5600-1] Form 1 – Transfer (electronic)**

An instrument of transfer that is an Electronic Conveyancing Document (an eConveyancing transfer) must be lodged through an Electronic Lodgment Network and be in the form approved by the Registrar under the Electronic Conveyancing National Law (Queensland). The eConveyancing transfer must be digitally signed by or for the transferee/s and transferor/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.

### **[1-5600-2] Form 20 – Trust Details Form (electronic)**

If one or more of the transferees will be recorded as a trustee, a Form 20 – Trust Details Form (electronic) must be completed for each trust (see Part 5, esp. [51-5000]).

The Form 20 – Trust Details Form (electronic) is not an attachment. It cannot be provided as an attachment 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 page 3 of Electronic Form Example 2 in Part [1-5600-3]).

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## TRANSFER

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Lodger Details:

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### 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.

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**Duty Assessment Information:** In accordance with Duties Act 2001, endorsed by the self assessor.

Transaction Number:

Client Number:

Duty Amount:

Duty Exempt:

UTI Amount:

Date:

---

### 1. Interest being transferred

---

### 2. Lot on Plan Description

**Title Reference**

---

### 3. Transferor

---

### 4. Consideration

---

### 5. Transferee

---

### 6. Transfer/Execution and Attestation

The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof.

I certify that:

Signed by:

For  
On behalf of

Dated:

I certify that:

Signed by:

For  
On behalf of

Dated:

## [1-5600-3] Electronic Form Examples

**Electronic Form Example 1 – Transfer to individuals as Joint Tenants**QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000**FORM 1** (electronic) Version 2  
Page 1 of 2**TRANSFER****812345678**

PX 200

07/01/2021 09:01:13

## Lodger Details:

SMYTHE & CO. SOLICITORS  
45 ADELAIDE STREET  
BRISBANE QLD 4000**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.

**Duty Assessment Information:** In accordance with Duties Act 2001, endorsed by the self assessor.

Transaction Number:	612345621	Client Number:	3502152	Duty Amount:	\$26,000.00
Duty Exempt:	No	UTI Amount:	\$0.00	Date:	07/01/2021

**1. Interest being transferred**

Fee Simple

**2. Lot on Plan Description**

LOT 16 ON RP99999

**Title Reference**

12345678

**3. Transferor**JOHN ANTHONY SMITH  
PATRICIA MARY SMITH**4. Consideration**

\$400,000.00

**5. Transferee**TERENCE JAMES BROWN  
MAUREEN BROWN

Joint Tenants

**6. Transfer/Execution and Attestation**

The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof.

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 transferor or his, her or its administrator or attorney.

Signed by:

James Woodhouse  
For WOODHOUSE LAWYERS  
On behalf of  
JOHN ANTHONY SMITH  
PATRICIA MARY SMITH  
Dated: 07/01/2021*This is a representation of the instrument that was electronically lodged*

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

TERENCE JAMES BROWN

MAUREEN BROWN

Dated: 07/01/2021

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SAMPLE

**TRANSFER****812345679**

SY 235

08/01/2021 09:01:13

## Lodger Details:

SMYTHE & CO. SOLICITORS  
45 ADELAIDE STREET  
BRISBANE QLD 4000**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.

**Duty Assessment Information:** In accordance with Duties Act 2001, endorsed by the self assessor.

Transaction Number: 612345621

Client Number: 3502152

Duty Amount: \$26,000.00

Duty Exempt: No

UTI Amount: \$0.00

Date: 07/01/2021

**1. Interest being transferred**

Fee Simple

**2. Lot on Plan Description**

LOT 16 ON RP99999

**Title Reference**

12345678

**3. Transferor**

ABC PTY LTD ACN 987 654 321

**4. Consideration**

\$400,000.00

**5. Transferee**

BIG CITY DEVELOPER PTY LTD ACN 654 987 123

As Trustee

**6. Transfer/Execution and Attestation**

The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof.

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 transferor or his, her or its administrator or attorney.

Signed by:

James Woodhouse  
For WOODHOUSE LAWYERSOn behalf of  
ABC PTY LTD

Dated: 08/01/2021

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

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SAMPLE

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## TRUST DETAILS FORM

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### 1. Authority for the Trust

Trust Document

---

### 2. Schedule of Trust Details

N/A

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### 3. Name of Trust

Big City Development Trust

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### 4. Date of Creation of Trust

05/01/2021

---

### 5. Beneficiaries

Clause 4 of the Trust 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

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**NOTE:** a transfer to one or more transferees that will be recorded as a trustee will require the completion of a Form 20 – Trust Details Form (electronic) for each trust. Each Form 20 – Trust Details Form (electronic) will be included as part of the Form 1 (electronic) dealing when it is lodged (see Part 51 esp. [51-5000]).

## [1-5700] Electronic Form Notes for Completion

Refer to the table below for notes for the completion of a Form 1 (electronic).

ITEM	NOTES				
Item 5	<p><b>Transferee name and capacity</b></p> <p>For a transferee recorded in Item 5 there are Name data fields (the given name/s and family name/s of an individual or the name (and ACN/ARBN if applicable) of an organisation) and a Tenancy/ Capacity data field (the tenancy or capacity of the transferee):</p> <p><b>5. Transferee</b></p> <table><tr><td>TERENCE JAMES BROWN MAUREEN BROWN</td><td>Joint Tenants</td></tr></table> <p><i>Name data fields</i> <span style="float: right;"><i>Tenancy/Capacity data field</i></span></p> <p><b>5. Transferee</b></p> <table><tr><td>BIG CITY DEVELOPER PTY LTD ACN 654 987 123</td><td>As Trustee</td></tr></table> <p><i>Name data fields</i> <span style="float: right;"><i>Tenancy/Capacity data field</i></span></p> <p>Only the name of the Transferee can be inserted in the Name data fields.</p> <p>It is not permissible to include other words or symbols that are not part of the name of the transferee in the Name data fields (e.g. the capacity of a transferee, a reference to previously lodged evidence or using a symbol like “.” for the family name of an individual transferee that only has a given name*).</p> <p>Where a transferee will be recorded as holding the interest as a trustee (or another capacity) this must be recorded by selecting the relevant capacity for the transferee which will be displayed in the Tenancy/Capacity data field. A Form 20 (electronic) – Trust Details Form will need to be completed for a trustee transferee (see Part 51 esp. [51-5000]) and details of the trust will be provided in that form.</p>	TERENCE JAMES BROWN MAUREEN BROWN	Joint Tenants	BIG CITY DEVELOPER PTY LTD ACN 654 987 123	As Trustee
TERENCE JAMES BROWN MAUREEN BROWN	Joint Tenants				
BIG CITY DEVELOPER PTY LTD ACN 654 987 123	As Trustee				
	<p><b>Transferee recorded as Trustee – Form 20 – Trust Details Form (electronic) not an attachment</b></p> <p>If one or more of the transferees will be recorded as a trustee, a Form 20 – Trust Details Form (electronic) must be completed for each trust (see Part 51 esp. [51-5000]).</p> <p>The Form 20 – Trust Details Form (electronic) is not an attachment. It cannot be provided as an attachment or as a separate dealing.</p> <p>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 page 3 of Electronic Form Example 2 in [1-5620]).</p>				

\* **Note:** it is not currently possible to lodge an eConveyancing transfer to a transferee that does not have both a given name and a surname.

## [1-8000] Fees

Fees payable to the Titles Registry are subject to an annual review. Refer to the Titles Fee Calculator available online or see Part [60 8000].

## [1-9000] Cross References and Further Reading

Part 2 – Mortgage (National Mortgage Form)

Part 5, 5A, 6 – Transmission Applications

Part 12 – Request to Register Writ or Warrant of Execution

Part 45 –Community Title Schemes

Part 51 – Trusts

Part 49 – Water Allocations

Part 62 – eConveyancing

Duncan and Vann, *Property Law and Practice*, Law Book Co Ltd (loose-leaf service)

*Queensland Conveyancing Law and Practice*, CCH Australia Ltd (loose-leaf service)

Croft, C, 'Rights and Obligations of Mortgagees in Possession' (1992) 66/122 *Law Institute Journal* pp 76-78

### [1-9050] Notes in text

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

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

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