

Guide to completion – *Priority Notice Form*

- To be used with Priority Notice Form only.
- This Guide for Completion is not part of the Priority Notice Form and must not accompany the Priority Notice Form when deposited in the Titles Registry.
- This guide to completion is separated into three parts:
 - 1.0 Example Forms
 - 2.0 Guide to Completing the *Priority Notice Form* Panels
 - 3.0 Guide to adding or deleting Fields in the *Priority Notice Form* in Microsoft Word

General Notes

- The Microsoft Word version of the form is available from the Titles Registry Forms page at:
<https://www.titlesqld.com.au/titles-registry-forms/>
- To retain formatting and enable the user to tab through Fields, document protection must be on.
- To retain formatting when saving the *Priority Notice Form* – please ensure that the file is saved in .doc format by selecting “Word Document” as the “Save as type”.
- Print single sided only.
- For information about the purpose and effect of a Priority Notice, refer to the Land Title Practice Manual available at:
<https://www.titlesqld.com.au/manual-guides/land-title-practice-manual/>

Postal

GPO Box 1401
Brisbane QLD 4001

Contact

07 3497 3479
info@titlesqld.com.au
www.titlesqld.com.au

Table of Contents

1.0 Example Forms.....	3
1.1 Example 1 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – one title reference and individual Applicant	3
1.2 Example 2 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – multiple title references and corporate trustee Applicants	5
1.3 Example 3 – Priority Notice for a Release of Mortgage and Mortgage	7
1.4 Example 4 – Priority Notice for a Lease	9
2.0 Guide to Completing the <i>Priority Notice Form</i> Panels	10
2.1 Lodger Details Panel	10
2.2 Jurisdiction Panel	10
2.3 Title Reference/Lot on Plan Description Panel	11
2.3.1 Data Field Completion for Freehold Land.....	11
2.3.2 Data Field Completion for Water Allocations	11
2.4 Applicant Panel	12
Example for an individual <i>Applicant</i>	12
Example for an Australian company <i>Applicant</i>	13
2.5 Transaction Instruments Panel	13
2.5.1 Transaction Instruments Panel completion examples for a Release of Mortgage, Transfer and Mortgage using the items/panels from the relevant transaction instruments	15
Release of Mortgage	15
Transfer.....	16
Mortgage (<i>National Mortgage Form</i>)	17
2.6 Applicant Execution Panel	18
2.6.1 Execution under a registered Power of Attorney	18
2.6.2 Execution Examples.....	19
3.0 Guide to adding or deleting Fields in the <i>Priority Notice Form</i> in Microsoft Word	22
3.1 Unprotect the Document.....	22
3.2 View Gridlines.....	22
3.3 Add or Delete the relevant Fields	23
3.3.1 Applicant Panel.....	23
3.3.1.1 Add a block of fields for an additional Applicant (where more than 2 Applicants)	23
3.3.1.2 Delete a block of Applicant Fields that are unnecessary (where only one applicant).....	25
3.3.1.3 Delete unnecessary Field(s) within a block of fields for an Applicant	26
3.3.2 Transaction Instruments Panel.....	27
3.3.2.1 Add a block of fields for an additional Transaction Instrument (where more than 3 Transaction Instruments).....	27
3.3.2.2 Delete a block of Transaction Instrument Fields that are unnecessary (where less than 3 Transaction Instruments)	30
3.3.2.3 Add additional Party Receiving and Capacity Fields within the Transaction Instrument block of Fields (where more than 2 parties are receiving the benefit of an instrument)	31
3.3.2.4 Add additional Title Reference/Part Land?/Land Description/Part Description Fields within the Transaction Instrument block of Fields (where more than 2 Title References are affected by an instrument)	33
3.3.2.5 Delete unnecessary Field(s) within a Transaction Instrument block of Fields.....	35
3.3.3 Applicant Execution Panel	37
3.3.3.1 Add an additional Execution block of fields	37
3.3.3.2 Delete an unnecessary Execution block of fields.....	40
3.3.3.3 Delete unnecessary Field(s) within the Applicant Execution Field Block	42
3.4 Protect the Document	43

1.0 Example Forms

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

Priority Notice Form version 1

Lodger Details

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

For Office Use Only

**THE BACK OF THIS FORM
MUST NOT BE USED**

PRIORITY NOTICE

Jurisdiction QUEENSLAND

Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Title Reference	Lot on Plan Description
16172222	LOT 2 ON RP3467

Applicant

Name JOHN THOMAS CLARE

Transaction Instruments

Order

Document Type	RELEASE OF MORTGAGE
<u>Dealing No.</u>	MORTGAGE NO. 714818456
<u>Title Reference</u>	16172222

Document Type	TRANSFER
<u>Party Receiving</u>	JOHN THOMAS CLARE
<u>Title Reference</u>	16172222

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

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

The recording of this Priority Notice is requested.

Applicant Execution

Executed on behalf of JOHN THOMAS CLARE

Signer Name PETER PAUL JAMES

Signer Role SOLICITOR

Signature *P P James*

Execution Date 10 / 10 / 2017

EXAMPLE

1.2 Example 2 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – multiple title references and corporate trustee Applicants

Priority Notice Form version 1

Lodger Details

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

For Office Use Only

**THE BACK OF THIS FORM
MUST NOT BE USED**

PRIORITY NOTICE

Jurisdiction QUEENSLAND

Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Title Reference	Lot on Plan Description
16172222	LOT 1 ON RP123456
	LOT 2 ON RP123456
53215684	LOT 40 ON SP256245
	LOT 41 ON SP256245

Applicant

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

The words "AS TRUSTEE" should not be included following the name of the applicant(s) in this panel – but "AS TRUSTEE" must be included as the relevant Capacity for a Party Receiving in the *Transaction Instruments Panel*

Transaction Instruments

Order

Document Type	RELEASE OF MORTGAGE
<u>Dealing No.</u>	MORTGAGE NO. 714818456
<u>Title Reference</u>	16172222
<u>Title Reference</u>	53215684

Document Type	TRANSFER
<u>Party Receiving</u>	ABC PTY LTD
Capacity	AS TRUSTEE
<u>Party Receiving</u>	RHINO PTY LTD
Capacity	AS TRUSTEE
<u>Title Reference</u>	16172222
<u>Title Reference</u>	53215684

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

Document Type	MORTGAGE
<u>Party Receiving</u>	SUNPAC FINANCE PTY LTD
<u>Title Reference</u>	16172222
<u>Title Reference</u>	53215684

The recording of this Priority Notice is requested.

Applicant Execution

Executed on behalf of ABC PTY LTD

Signer Name PETER PAUL JAMES

Signer Role SOLICITOR

Signature *P P James*

Execution Date 10 / 10 / 2017

Executed on behalf of RHINO PTY LTD

Signer Name PETER PAUL JAMES

Signer Role SOLICITOR

Signature *P P James*

Execution Date 10 / 10 / 2017

1.3 Example 3 – Priority Notice for a Release of Mortgage and Mortgage

Lodger Details

Lodger Code
Name YOUR BANK PTY LTD
Address 15 RIVERSIDE PLACE
BRISBANE QLD 4000
Lodger Box 523
Phone (07) 3000 1111
Email lodgements@yourbank.com.au
Reference PETERS:123

For Office Use Only

THE BACK OF THIS FORM
MUST NOT BE USED

PRIORITY NOTICE

Jurisdiction QUEENSLAND

Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Title Reference	Lot on Plan Description
16172222	LOT 2 ON RP3467

Applicant

Name YOUR BANK PTY LTD
ACN 974652589

Transaction Instruments

Order

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

Document Type	MORTGAGE
Party Receiving	YOUR BANK PTY LTD
Title Reference	16172222

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

The recording of this Priority Notice is requested.

Applicant Execution

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

Signer Name WENDY JONES

Signer Organisation YOUR BANK PTY LTD

Signer Role TIER TWO ATTORNEY

Signature W J Jones

Execution Date 10 / 10 / 2017

1.4 Example 4 – Priority Notice for a Lease

Priority Notice Form version 1

Lodger Details

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

For Office Use Only

**THE BACK OF THIS FORM
MUST NOT BE USED**

PRIORITY NOTICE

Jurisdiction QUEENSLAND

Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Title Reference

11223078

Lot on Plan Description

LOT 1 ON SP102568

Applicant

Name BARGAIN BUYS PTY LTD
ACN 321654987

Transaction Instruments

Order

Document Type

LEASE

Party Receiving

BARGAIN BUYS PTY LTD

Title Reference

11223078

Part Land?

Y

Part Description

LEASE A ON SP345684 IN LOT 1 ON SP102568

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

The recording of this Priority Notice is requested.

Applicant Execution

Executed on behalf of BARGAIN BUYS PTY LTD

Signer Name HAROLD ARTHUR JAMES

Signer Role SOLICITOR

Signature H A James

Execution Date 10 / 10 / 2017

2.0 Guide to Completing the *Priority Notice Form* Panels

2.1 Lodger Details Panel

Lodger Details

Lodger Code	[DATA]
Name	[DATA]
Address	[DATA]
Lodger Box	[DATA]
Phone	[DATA]
Email	[DATA]
Reference	[DATA]

This Panel is mandatory and must not be left blank.

None of the Data Fields are individually mandatory, however the combination of details must suitably identify the lodger.

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

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

1. The Name Field with the name of the lodger;
2. The Address Field with the postal address of the lodger;
3. The Lodger Box Field is not required to be completed;
4. The Phone Field with the telephone number of the lodger;
5. The Email Field with the email address of the lodger.

The Reference Field can be completed with the lodger's internal reference for the matter. This data is not required or used by the Titles Registry.

2.2 Jurisdiction Panel

The Jurisdiction Field in the Jurisdiction Panel must state QUEENSLAND.

Example:

Jurisdiction	QUEENSLAND
---------------------	------------

2.3 Title Reference/Lot on Plan Description Panel

Title Reference [DATA]	Lot on Plan Description [DATA]
---------------------------	-----------------------------------

2.3.1 Data Field Completion for Freehold Land

- Title Reference Field: complete with the Title Reference(s) over which the priority notice will be deposited (the Title References that will be affected by the **Transaction Instrument** which the **Applicant** is or will be a party to).
- Lot on Plan Description Field: Insert **ALL** of the Lot on Plan Descriptions for each Title Reference listed in the Title Reference Field.
- The description should always read 'Lot [no.] on [plan reference]'. Plan references must contain the appropriate prefix (e.g. 'SP' for a survey plan, 'RP' for a registered plan, 'BUP' for a building units plan, 'GTP' for a group titles plan or the relevant letters for crown plans). The area of the lot/s is not shown.

Example:

Title Reference	Lot on Plan Description
11223078	Lot 27 on RP204939
52223988	Lot 1 on SP123456 Lot 40 on RP154321

2.3.2 Data Field Completion for Water Allocations

- Title Reference Field: complete with the Title Reference(s) over which the priority notice will be deposited (the Title References that will be affected by the **Transaction Instrument** which the **Applicant** is or will be a party to).
- Lot on Plan Description Field: Insert the relevant description for each Water Allocation Title Reference listed in the Title Reference Field.
- A water allocation should be identified as 'Water Allocation', 'Allocation' or 'WA'. All plans referring to water allocations are administrative plans. Administrative plan is abbreviated to AP as the prefix of the plan identifier.

Example:

Title Reference	Lot on Plan Description
46012345	WA 27 ON AP7900

2.4 Applicant Panel

Applicant	
Name	[DATA]
ACN	[DATA]
ARBN	[DATA]
Name	[DATA]
ACN	[DATA]
ARBN	[DATA]

For **each Applicant**, the following **Data Fields** are applicable:

Name Field:

For an individual – insert the full legal name of the individual.

For a company or entity registered under the *Corporations Act 2001* (Cth) – insert the current name of the company. This is the name that is shown on an ASIC search:

Current Company Extract

ASIC Company Pty Ltd
ACN 000 000 123

Organisation Details	Document Number
Current Organisation Details	
Name: ASIC Company Pty Ltd	000 000 123
ACN: 000 000 123	
ABN: 11 000 000 123	
Registered in: Victoria	
Registration date: 01/01/2011	
Next review date: 01/01/2011	
Name start date: 01/01/2011	
Previous state number: BN0000123	
Status: Registered	
Company type: Australian proprietary company	
Class: Limited by shares	
Subclass: Proprietary company	

For an organisation that is not a company registered under the *Corporations Act 2001* (Cth) – insert the legal name.

The ACN or ARBN should not be included after the name of a company in this field but must be inserted in the **ACN Field** or **ARBN Field**.

The capacity of the **Applicant** should **NOT** be included in this field (e.g. as Trustee) but no requisition will issue for this in paper. However, the relevant capacity must be included in the **Transaction Instruments Panel** as the relevant capacity of the **Applicant** as the **Party Receiving** the benefit of a **Transaction Instrument** (refer to section 2.5).

ACN Field:

If the **Applicant** has an ACN, the 9 digit ACN must be entered. If the Applicant does not have an ACN this Field can be left blank or deleted (see section 3.3.1.3).

ARBN Field:

If the **Applicant** has an ARBN, the 9 digit ARBN must be entered. If the Applicant does not have an ARBN this Field can be left blank or deleted (see section 3.3.1.3).

Example for an individual *Applicant*

Insert the full legal name of the *Applicant* in the Name Field (“PETER JOHN JONES”).

The ACN Field and ARBN Fields are not required because the *Applicant* is an individual. These Data Fields can be left blank or deleted (refer to section 3.3.1.3).

Applicant

Name	PETER JOHN JONES
ACN	
ARBN	

Example for an Australian company *Applicant*

Insert the legal name of the Australian company *Applicant* in the Name Field and the ACN in the ACN Field.

The company does not have an ARBN so the ARBN Field is not required and can be left blank or deleted (refer to section 3.3.1.3).

Applicant

Name	SUNPAC FINANCE PTY LTD
ACN	204745692
ARBN	

2.5 Transaction Instruments Panel

Transaction Instruments

Order

Document Type

<u>Dealing No.</u>	[DATA]
<u>Party Receiving</u>	[DATA]
Capacity	[DATA]
<u>Title Reference</u>	[DATA]
Part Land?	[DATA]
Land Description	[DATA]
Part Description	[DATA]

*Instrument to be
lodged first*

Document Type

<u>Dealing No.</u>	[DATA]
<u>Party Receiving</u>	[DATA]
Capacity	[DATA]
<u>Title Reference</u>	[DATA]
Part Land?	[DATA]
Land Description	[DATA]
Part Description	[DATA]

*Instrument to be
lodged second*

List the instruments that are to be lodged in the order of priority using the applicable Data Fields detailed below.

Refer to the Completion Examples at 2.5.1 for specific guidance in relation to common instruments.

For **each Transaction Instrument** to be lodged, the following Data Fields must be completed where applicable:

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

Dealing No. Field: This Field is only required for types of **Transaction Instrument** which relate to registered interests or dealings (refer to the table below).
If the type of **Transaction Instrument** relates to a previously registered interest or dealing, insert the relevant dealing number. A description of the interest or dealing can also be included with the dealing number e.g. MORTGAGE NO. 714818456 or LEASE NO. 787654321. Otherwise leave blank or delete.

The Party Receiving and Capacity Fields should be repeated for each Party Receiving the benefit of the instrument:

Party Receiving: For an individual party receiving the benefit of the **Transaction Instrument** (e.g. the transferee for a Transfer or the mortgagee of a Mortgage) – insert the full legal name of the individual.

For a company registered under the *Corporations Act 2001* (Cth) that is receiving the benefit of the **Transaction Instrument** – insert the current name of the company. This is the name that is shown on an ASIC search:

Current Company Extract

ASIC Company Pty Ltd
ACN 000 000 123

Organisation Details	Document Number
Current Organisation Details	
Name: ASIC Company Pty Ltd	000 000 123
ACN: 000 000 123	
ABN: 11 000 000 123	
Registered in: Victoria	
Registration date: 01/01/2011	
Next review date: 01/01/2011	
Name start date: 01/01/2011	
Previous state number: BN0000123	
Status: Registered	
Company type: Australian proprietary company	
Class: Limited by shares	
Subclass: Proprietary company	

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

For an organisation that is not a company registered under the *Corporations Act 2001* (Cth) – insert the legal name.

Capacity: If the party receiving will be recorded on the instrument to be lodged in a capacity other than their personal capacity (e.g. as Trustee or Personal Representative) – insert a description of the relevant capacity (e.g. AS TRUSTEE, AS PERSONAL REPRESENTATIVE). Otherwise leave blank or delete.

The Title Reference Field and related fields should be repeated for each Title Reference affected by the instrument:

Title Reference Field: Insert the Title Reference that is affected by the **Transaction Instrument**.

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

- only affects one or some of the lots on the indefeasible title listed in the Title Reference Field (e.g. a Transfer of only one of the lots on an indefeasible title with multiple lots) – then complete the Land Description Field; or
- only affects part of the area of a single lot on the Title Reference (e.g. a Lease, Sub Lease or Easement over part of a lot) – then complete the Part Description Field.

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

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

Part Description Field:

Where applicable – insert the relevant description of the area affected by the ***Transaction Instrument*** (e.g. the lease area or the easement area). Otherwise leave blank or delete.

2.5.1 Transaction Instruments Panel completion examples for a Release of Mortgage, Transfer and Mortgage using the items/panels from the relevant transaction instruments

The following three basic examples are provided to show the relationship between the information that will be entered into the items/panels of the *Transaction Instrument* being lodged and the information entered into the *Transaction Instruments Panel*.

An image has been included with each example that shows the extracted items/panels in the *Transaction Instrument* being lodged in the top part of the image with the *Transaction Instruments Panel* of the Priority Notice shown below. Coloured boxes and lines are used to demonstrate the relationship between the information in the *Transaction Instrument* and the information in the *Transaction Instruments Panel*.

Release of Mortgage

The diagram illustrates the data flow from a **RELEASE OF MORTGAGE** Form 3 to the **PRIORITY NOTICE** Transaction Instruments Panel. The Form 3 contains two main items:

- Item 1: Dealing number of mortgage being released** (714818456, 716845842) and **Lodger** (Name, address, E-mail & phone number) and **Lodger Code**.
- Item 2: Lot on Plan Description** (LOT 2 ON RP3467) and **Title Reference** (16172222).

The **PRIORITY NOTICE** Transaction Instruments Panel includes the following fields:

- Document Type**: RELEASE OF MORTGAGE
- Dealing No.**: 714818456, 716845842
- Party Receiving**: Leave blank or delete
- Capacity**: Leave blank or delete
- Title Reference**: 16172222
- Part Land?**: Leave blank or delete
- Land Description**: Leave blank or delete
- Part Description**: Leave blank or delete

Colored boxes and lines indicate the mapping of data from the Form 3 to the Transaction Instruments Panel:

- Blue box and line**: Connects the **RELEASE OF MORTGAGE** title in Item 1 of Form 3 to the **Document Type** field in the Transaction Instruments Panel.
- Orange box and line**: Connects the **Dealing number of mortgage being released** in Item 1 of Form 3 to the **Dealing No.** field in the Transaction Instruments Panel.
- Green box and line**: Connects the **Title Reference** in Item 2 of Form 3 to the **Title Reference** field in the Transaction Instruments Panel.

Document Type Field: Insert "Release of Mortgage".

Dealing No. Field: Insert the dealing numbers of the Mortgages being released that will be listed in Item 1 of the *Form 3 – Release of Mortgage*.

Party Receiving: This Field is not applicable for a Release of Mortgage - leave blank or delete.

Capacity: This Field is not applicable for a Release of Mortgage - leave blank or delete.

Title Reference Field: Insert the Title References from which the Mortgage is being released that will be listed in Item 2 of the *Form 3 – Release of Mortgage*.

Part Land? Field This field is not required for this example - leave blank or delete.

Land Description Field: This field is not required for this example - leave blank or delete.

Part Description Field: This field is not required for this example - leave blank or delete.

Transfer

QUEENSLAND TITLES REGISTRY **TRANSFER** FORM 1 Version 5

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

2. Lot on Plan Description
 LOT 2 ON RP3467 All lots on the
 LOT 1 ON RP1234 Title References
 Title Reference
 16172222
 53215684

5. Transferee Given names Surname/Company name and number
 PETER JOHN JONES
 ABC PTY LTD ACN 123456789
 (include tenancy if more than one)
 AS TRUSTEE
 AS TRUSTEE
 AS TENANTS IN COMMON
 IN EQUAL SHARES

PRIORITY NOTICE

Transaction Instruments
 Order

Document Type **TRANSFER**

Dealing No. Only use if an interest is being transferred instead of Fee Simple

Party Receiving PETER JOHN JONES

Capacity AS TRUSTEE

Party Receiving ABC PTY LTD

Capacity AS TRUSTEE

Title Reference 16172222

Part Land?

Land Description

Part Description

Title Reference 53215684

Part Land?

Land Description

Part Description Only use if one or some of the lots on a multiple lot title reference are being transferred

Document Type Field:

Insert "Transfer".

Dealing No. Field:

If the interest being transferred detailed in Item 1 of the Transfer will be a Fee Simple interest – leave this field blank or delete.

If the interest being transferred detailed in Item 1 of the Transfer will be an interest such as a Lease or Mortgage – insert the dealing number of the interest (e.g. LEASE 713456875).

Party Receiving:

Insert the legal name of the Transferee that will be recorded in Item 5 of the Transfer. The ACN or ARBN should not be included after the name of a company.

Capacity:

If the transferee will be recorded in a capacity other than their personal capacity in item 5 of the Transfer – insert the capacity (e.g. AS TRUSTEE). Otherwise leave blank or delete.

Title Reference Field:

Insert the Title Reference being transferred that will be recorded in Item 2 of the Transfer.

Part Land? Field

If only part of the land is being transferred (normally where one or some of the lots on a multiple lot Title Reference are being transferred) – insert "Y". Otherwise - leave blank or delete.

Land Description Field:

If Part Land? Is "Y" because one or some of the lots on a multiple lot Title Reference are being transferred – insert the lots being transferred. Otherwise leave blank or delete.

Part Description Field:

This field is not required for this particular example - leave blank or delete.

Mortgage (National Mortgage Form)

MORTGAGE		
Estate and/or interest being mortgaged		
FEE SIMPLE		
Land Title Reference	Part Land Affected?	Land Description
16172222		LOT 2 ON RP3467
Mortgagee		
Name		
SUNPAC FINANCE PTY LTD		
ACN		
204745692		
Capacity		
TRUSTEE		
PRIORITY NOTICE		
Transaction Instruments		
Order		
Document Type		
MORTGAGE		
Dealing No.		
SUNPAC FINANCE PTY LTD		
Party Receiving		
TRUSTEE		
Capacity		
Title Reference		
16172222		
Part Land?		
Land Description		
Part Description		

Only use if an interest is being mortgaged

Only use if one or some of the lots on a multiple lot title are being mortgaged

Document Type Field: Insert "Mortgage".

Dealing No. Field: If the interest being mortgaged that will be detailed in the Estate and/or interest being mortgaged Panel in the *National Mortgage Form* is Fee Simple – leave blank or delete.

If the interest being mortgaged that will be detailed in the Estate and/or interest being mortgaged Panel in the *National Mortgage Form* is an interest such as a Lease – insert the dealing number of the interest (e.g. LEASE 713456875).

Party Receiving: Insert the legal name of the Mortgagee that will be recorded in the Name Field in the Mortgagee Panel of the *National Mortgage Form*. For a company mortgagee the ACN or ARBN should not be included after the name of the company.

Capacity: If the mortgagee will be recorded in a capacity other than their personal capacity in the Capacity Field of the Mortgagee Panel of the *National Mortgage Form* – insert the capacity (e.g. TRUSTEE or AS TRUSTEE). Otherwise leave blank or delete.

Title Reference Field: Insert the Title Reference that will be listed in the Land Title Reference/Part land Affected?/Land Description Panel in the *National Mortgage Form*.

Part Land? Field If the Part Land Affected? Field in the *National Mortgage Form* is "Y" for the Title Reference (normally where only one or some of the lots on a multiple lot Title Reference are being mortgaged) – insert "Y". Otherwise - leave blank or delete.

- Land Description Field: If the Part Land? Field is “Y” because only one or some of the lots on a multiple lot Title Reference are being mortgaged – insert the lots being mortgaged that will be detailed in the *National Mortgage Form* panel. Otherwise leave blank or delete.
- Part Description Field: This Field is not required for this particular example - leave blank or delete.

2.6 Applicant Execution Panel

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

Complete the applicable fields for each **Applicant** executing the Priority Notice. Any Data Fields that are not applicable can be left blank or deleted (refer to section 3.3.3.3). The following examples have been provided below in section 2.6.2:

- Execution by a Solicitor on behalf of an Applicant;
- Execution by an attorney under a power of attorney (for both a specifically named attorney and an attorney defined by a position or role in an organisation);
- Execution by an individual Applicant; and
- Execution by a company Applicant.

For a company **Applicant** executing the Priority Notice, the ACN or ARBN does not need to be included in the company name in the relevant Execution Panel if it has been included in the Applicant Panel.

Electronic Form – The requirements for the execution and certification for the Applicant are contained in the Participation Rules (Queensland) for electronic conveyancing.

2.6.1 Execution under a registered Power of Attorney

The following requirements apply for an execution carried out by an attorney under a registered power of attorney:

1. The second line of the Applicant Signature Details Field must include the statement “under power of attorney [DEALING NUMBER]” stating the dealing number of the registered Power of Attorney (underneath “Executed on behalf of [NAME]”); and
2. For a registered Power of Attorney which specifically names the attorneys:
 - a. the Signer Name Field must be the same as the name of the attorney listed in the Power of Attorney; and
 - b. the Signer Role Field should state “ATTORNEY”; and
3. For a registered Power of Attorney which defines attorneys using a position or role in an organisation (e.g. Mortgage Officer or Tier 2 Attorney in a Bank, Partner in a law firm):

- a. The Signer Organisation Field must match the name of the organisation listed in the Power of Attorney; and
- b. the Signer Role Field must contain the relevant position or role contained in the Power of Attorney.

See the Execution Examples detailed below for examples of the above executions under power of attorney.

2.6.2 Execution Examples

2.6.2.1 Example – Execution by a Solicitor on behalf of an *Applicant*

Solicitor PETER PAUL JAMES signing on behalf of *Applicant* JOHN THOMAS CLARE.

The Signer Organisation Field can be left blank or deleted (refer to section 3.3.3.3).

See the sample priority notice provided in section 1.1 Example 1 – Priority Notice for a Release of Mortgage, Transfer and Mortgage – one title reference and individual Applicant.

Applicant Execution	
Executed on behalf of	JOHN THOMAS CLARE
Signer Name	<u>PETER PAUL JAMES</u>
Signer Organisation	<u></u>
Signer Role	<u>SOLICITOR</u>
Signature	<u><i>P P James</i></u>
Execution Date	<u>10 / 10 / 2017</u>

2.6.2.2 Examples – Execution by Attorney under Power of Attorney

Attorney JODIE SMITH specifically named in registered Power of Attorney number 712345678 on behalf of *Applicant* PETER JAMES MAY.

Applicant Execution	
Executed on behalf of	PETER JAMES MAY
under power of attorney number	712345678
Signer Name	<u>JODIE SMITH</u>
Signer Organisation	<u></u>
Signer Role	<u>ATTORNEY</u>
Signature	<u><i>J Smith</i></u>
Execution Date	<u>10 / 10 / 2017</u>

Tier Two Attorney WENDY JONES of SUNPAC FINANCE PTY LTD whose position is specifically named in registered Power of Attorney number 712345678 on behalf of *Applicant* SUNPAC FINANCE PTY LTD (the ACN/ARBN is not required for a Company Applicant if it has already been included in the Applicant Panel).

See the sample priority notice provided in section [1.3 Example 3 – Priority Notice for a Release of Mortgage and Mortgage](#).

Applicant Execution

Executed on behalf of	SUNPAC FINANCE PTY LTD
under power of attorney number	712345678
Signer Name	<u>WENDY JONES</u>
Signer Organisation	<u>SUNPAC FINANCE PTY LTD</u>
Signer Role	<u>TIER TWO ATTORNEY</u>
Signature	<u>W J Jones</u>
Execution Date	<u>10 / 10 / 2017</u>

2.6.2.3 Example – Execution by an individual Applicant

Execution by *Applicant* PETER JAMES MAY personally.

The Signer Organisation Field and Signer Role Field can be left blank or deleted (refer to section 3.3.3.3).

Applicant Execution

Executed on behalf of	PETER JAMES MAY
Signer Name	<u>PETER JAMES MAY</u>
Signer Organisation	<u></u>
Signer Role	<u></u>
Signature	<u>P J May</u>
Execution Date	<u>10 / 10 / 2017</u>

2.6.2.4 Example – Execution by a company Applicant

Execution by Applicant ABC PTY LTD (an Australian Company) executed (without seal) by a director and secretary in accordance with s. 127 of the *Corporations Act 2001* (Cth) (the ACN/ARBN is not required for a Company Applicant if it has already been included in the Applicant Panel)

Applicant Execution

Executed on behalf of	ABC PTY LTD
Signer Name	<u>PETER JOHN SMITH</u>
Signer Organisation	<u>ABC PTY LTD</u>
Signer Role	<u>DIRECTOR</u>
Signature	<u>P J Smith</u>
Execution Date	<u>10 / 10 / 2017</u>

Executed on behalf of

ABC PTY LTD

Signer Name

ALFRED PETER JONES

Signer Organisation

ABC PTY LTD

Signer Role

SECRETARY

Signature

A P Jones

Execution Date

10 / 10 / 2017

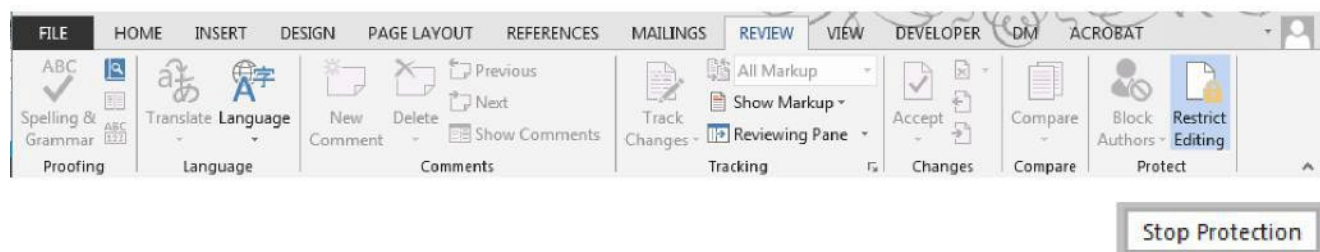
3.0 Guide to adding or deleting Fields in the *Priority Notice Form* in Microsoft Word

Steps for adding or deleting Fields in the *Priority Notice Form* in Microsoft Word:

- 3.1 Unprotect the Document
- 3.2 Show Gridlines
- 3.3 Add or delete the relevant fields
- 3.4 Protect the Document

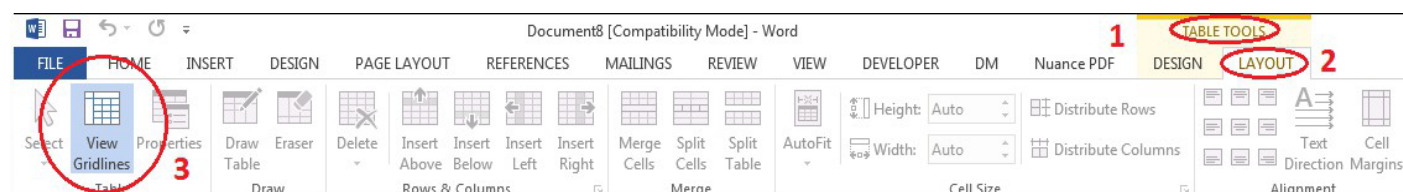
3.1 Unprotect the Document

On the ribbon, go to the Review tab. Select Restrict Editing and select Stop Protection at the bottom right of the screen (see image below).



3.2 View Gridlines

While the cursor is within the panels of the form, go to the Review tab. Select Layout (2) in the Table Tools section (1) and select View Gridlines (3).



3.3 Add or Delete the relevant Fields

3.3.1 Applicant Panel

3.3.1.1 Add a block of fields for an additional Applicant (where more than 2 Applicants)

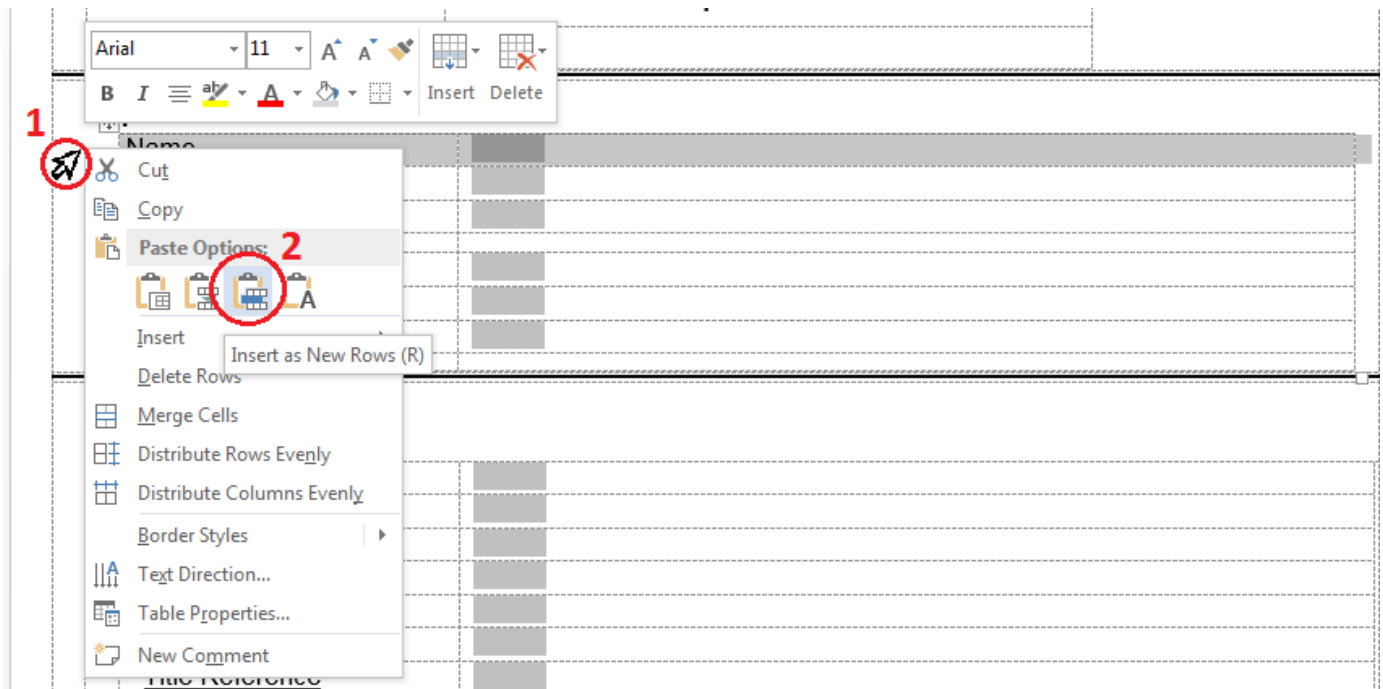
Place the cursor to the left of the empty Name Field row so that the mouse cursor is oriented to the right (↗), left click and drag the cursor downwards to highlight the four rows, then right click within the highlighted rows and select Copy from the menu.

The image consists of two screenshots illustrating a step in a form-building process.

The top screenshot shows a form titled "Applicant" with a plus icon in the top left corner. Below the title, there are three rows of fields: "Name", "ACN", and "ARBN". A red arrow points to the left of the first "Name" field, indicating where to place the cursor. Below this, there are three more rows of fields, also labeled "Name", "ACN", and "ARBN", which are highlighted in grey, indicating they have been selected.

The bottom screenshot shows the same form, but with a context menu open over the highlighted rows. The menu includes options such as "Cut", "Copy", "Paste Options:", "Insert", "Delete Rows", "Merge Cells", "Distribute Rows Evenly", "Distribute Columns Evenly", "Border Styles", "Text Direction...", "Table Properties...", and "New Comment". The "Copy" option is highlighted, indicating it has been selected.

Place the cursor to the left of the empty Name Field row so that the mouse cursor is oriented to the right (↗), right click and select Insert as New Rows (R) in the Paste Options (2).



The copied rows with the required block of fields will be inserted above the row where the cursor was placed.

Applicant		
Name		
ACN		
ARBN		
Name		
ACN		
ARBN		
Name		
ACN		
ARBN		

3.3.1.2 Delete a block of Applicant Fields that are unnecessary (where only one applicant)

Place the cursor to the left of the empty Name Field row so that the mouse cursor is oriented to the right (↗) (1), left click and drag the cursor downwards to highlight the four rows (2), then right click within the highlighted rows (3) to display the menu and select Delete Rows (4) (or hit Backspace).

The screenshot shows a form with two main sections: **Applicant** and **Transaction Instruments**. In the **Applicant** section, the **Name** field is populated with "JOHN THOMAS CLARE", while the **ACN** and **ARBN** fields are empty. Below this, there are four rows of fields that are highlighted in grey, indicating they are to be deleted. These rows are: **Name**, **ACN**, **ARBN**, and another **Name** field. A red arrow (1) points to the left of the first highlighted row. A red arrow (2) points down from the first highlighted row to the second. A red arrow (3) points to the right of the second highlighted row. A red arrow (4) points to the **Delete Rows** option in the context menu. The context menu also shows options like **Cut**, **Copy**, **Paste Options**, **Insert**, **Merge Cells**, **Distribute Rows Evenly**, **Distribute Columns Evenly**, **Border Styles**, **Text Direction...**, **Table Properties...**, and **New Comment**.

The rows with the unnecessary Fields will be deleted.

Applicant	
Name	JOHN THOMAS CLARE
ACN	
ARBN	

3.3.1.3 Delete unnecessary Field(s) within a block of fields for an Applicant

Place the cursor to the left of the first empty Field row so that the mouse cursor is oriented to the right (➡) (1) and left click (if only one row to be deleted) or left click and drag the cursor downwards to highlight the relevant rows (if two rows are to be deleted) (2), then right click within the highlighted row(s) (3) to display the menu and select Delete Rows (4) (or hit Backspace).

Applicant

Name	JOHN THOMAS CLARE
ACN	
ARBN	

Transaction Instruments

Order	Document Type	
	Dealing No.	
	Party Receiving	
	Capacity	
	Party Receiving	
	Capacity	
	Title Reference	
	Part Land?	
	Land Description	
	Part Description	
	Title Reference	
	Part Land?	

The rows with the unnecessary Fields will be deleted.

Applicant	
Name	JOHN THOMAS CLARE

Example with a company Applicant:

Applicant	
Name	BARGAIN BUYS PTY LTD
ACN	321654987
ARBN	

Applicant	
Name	BARGAIN BUYS PTY LTD
ACN	321654987

3.3.2 Transaction Instruments Panel

3.3.2.1 Add a block of fields for an additional Transaction Instrument (where more than 3 Transaction Instruments)

Place the cursor to the left of a row containing the blank fields so that the mouse cursor is oriented to the right (➤) (1), right click to show the menu and select copy (2). Ensure all of the blank fields are highlighted as shown below.

Transaction Instruments	
Order	
Document Type	
Dealing No.	
Party Receiving	
Capacity	
Party Receiving	
Capacity	
Title Reference	
Part Land?	
Land Description	
Part Description	
Title Reference	
Part Land?	
Land Description	
Part Description	

Transaction Instruments	
Order	
Document Type	
Party Receiving	
Capacity	
Party Receiving	
Capacity	
Title Reference	
Part Land?	
Land Description	
Part Description	

Place the cursor to the left of the empty fourth row underneath the third row in the Transaction Instruments Panel so that the mouse cursor is oriented to the right (↗) and left click to highlight the row (3)

Document Type	
Dealing No.	
Party Receiving	
Capacity	
Party Receiving	
Capacity	
Title Reference	
Part Land?	
Land Description	
Part Description	
Title Reference	
Part Land?	
Land Description	
Part Description	
The recording of this Priority Notice is requested.	

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

Part Description	
Title Reference	
Part Land?	
Land Description	
Part Description	
The recording of this Priority Notice is requested.	
Applicant Execution	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	

The block of fields will be inserted as shown below:

Part Description	
<u>Title Reference</u>	
Part Land?	
Land Description	
Part Description	
Document Type	
<u>Dealing No.</u>	
<u>Party Receiving</u>	
Capacity	
<u>Party Receiving</u>	
Capacity	
<u>Title Reference</u>	
Part Land?	
Land Description	
Part Description	
<u>Title Reference</u>	
Part Land?	
Land Description	
Part Description	

The recording of this Priority Notice is requested.

3.3.2.2 Delete a block of Transaction Instrument Fields that are unnecessary (where less than 3 Transaction Instruments)

Place the cursor to the left of blank Transaction Instrument Field block(s) to be deleted so that the mouse cursor is oriented to the right (➤) (1), left click (if only one row to be deleted) or left click and drag the cursor downwards to highlight the relevant rows (if more than one block of fields is to be deleted) (2), then right click within the highlighted row(s) (3) to display the menu and select Delate Rows (4) (or hit Backspace).

The screenshot shows a table with two identical blocks of fields. The first block is highlighted with a red circle (1) and a red arrow (2) pointing to the left margin. A red circle (3) is placed on the first row of the first block, and a red circle (4) is placed on the 'Delete Rows' option in the context menu that appears after a right-click.

Document Type	
Dealing No.	
Party Receiving	
Capacity	
Party Receiving	
Capacity	
Title Reference	
Part Land?	
Land Description	
Part Description	
Title Reference	
Part Land?	
Land Description	
Part Description	

Document Type

Dealing No.

Party Receiving

Capacity

Party Receiving

Capacity

Title Reference

Part Land?

Land Description

Part Description

The rows with the unnecessary Fields will be deleted.

Transaction Instruments	
Order	
Document Type	LEASE
Dealing No.	
Party Receiving	BARGAIN BUYS PTY LTD
Capacity	AS TRUSTEE
Party Receiving	
Capacity	
Title Reference	11223078
Part Land?	Y
Land Description	
Part Description	LEASE A ON SP345684 IN LOT 1 ON SP102568
Title Reference	
Part Land?	
Land Description	
Part Description	

The recording of this Priority Notice is requested.

3.3.2.3 Add additional Party Receiving and Capacity Fields within the Transaction Instrument block of Fields (where more than 2 parties are receiving the benefit of an instrument)

Place the cursor to the left of the row containing the blank Party Receiving field so that the mouse cursor is oriented to the right (↗) (1), left click and drag the cursor down to highlight the rows containing the blank Party Receiving and Capacity Fields (2). Right click within the highlighted rows (3) to show the menu and select Copy (4).

Transaction Instruments

Order	Document Type	
1	Dealing No.	
2	Party Receiving	
3	Capacity	
4	Party Receiving	
5	Capacity	
6	Title Reference	
7	Part Land?	
8	Land Description	
9	Part Description	
10	Title Reference	
11	Part Land?	
12	Land Description	
13	Part Description	

Context Menu Options:

- Cut
- Copy** (4)
- Paste Options:
 - Insert
 - Delete Rows
 - Merge Cells
 - Distribute Rows Evenly
 - Distribute Columns Evenly
 - Border Styles
 - Text Direction...
 - Table Properties...
 - New Comment

Place the cursor to the left of the row which the empty fields are to be inserted above so that the mouse cursor is oriented to the right (↗) then left click to highlight the row (1). Right click within the highlighted row (2) to show the menu and select Insert as New Rows (R) (3).

Transaction Instruments

Order	Document Type	
1	Dealing No.	
2	Party Receiving	
3	Capacity	
4	Party Receiving	
5	Capacity	
6	Title Reference	
7	Part Land?	
8	Land Description	
9	Part Description	
10	Title Reference	
11	Part Land?	
12	Land Description	
13	Part Description	

Context Menu Options:

- Cut
- Copy
- Paste Options:
 - Insert as New Rows (R)** (3)
 - Insert
 - Delete Rows
 - Merge Cells
 - Distribute Rows Evenly
 - Distribute Columns Evenly
 - Border Styles
 - Text Direction...
 - Table Properties...
 - New Comment

The new blank Fields will be inserted above the highlighted row.

Transaction Instruments		
Order		
Document Type		
Dealing No.		
Party Receiving		
Capacity		
Party Receiving		
Capacity		
Party Receiving		
Capacity		
Title Reference		
Part Land?		
Land Description		
Part Description		
Title Reference		
Part Land?		
Land Description		
Part Description		

3.3.2.4 Add additional Title Reference/Part Land?/Land Description/Part Description Fields within the Transaction Instrument block of Fields (where more than 2 Title References are affected by an instrument)

Place the cursor to the left of the row containing the blank Title Reference Field so that the mouse cursor is oriented to the right (↗) (1), left click and drag the cursor down to highlight the rows containing the blank Title Reference/Part Land?/Land Description/Part Description Fields (2). Right click within the highlighted rows (3) to show the menu and select Copy (4).

The screenshot shows a table titled "Transaction Instruments" with columns "Order" and "Document Type". The "Document Type" column contains several rows, some of which are highlighted in grey. A red arrow (1) points to the left of the first highlighted row. A red arrow (2) points down to the bottom of the highlighted block. A red circle (3) is on the right of the highlighted block. A red circle (4) highlights the "Copy" option in the right-click context menu.

Place the cursor to the left of the row which the empty fields are to be inserted above so that the mouse cursor is oriented to the right (↗) then left click to highlight the row (1). Right click within the highlighted row (2) to show the menu and select Insert as New Rows (R) (3).

The screenshot shows the same "Transaction Instruments" table. A red arrow (1) points to the left of a row. A red circle (2) is on the right of the highlighted row. A red circle (3) highlights the "Insert as New Rows (R)" option in the right-click context menu.

The new blank Fields will be inserted above the highlighted row.

Transaction Instruments	
Order	
Document Type	
Dealing No.	
Party Receiving	
Capacity	
Party Receiving	
Capacity	
Title Reference	
Part Land?	
Land Description	
Part Description	
Title Reference	
Part Land?	
Land Description	
Part Description	
Title Reference	
Part Land?	
Land Description	
Part Description	

3.3.2.5 Delete unnecessary Field(s) within a Transaction Instrument block of Fields

Place the cursor to the left of the empty Field row so that the mouse cursor is oriented to the right (➤) (1) and left click (if only one row to be deleted) or left click and drag the cursor downwards to highlight the relevant rows (if two consecutive rows are to be deleted) (2), then right click within the highlighted row(s) (3) to display the menu and select Delete Rows (4) (or hit Backspace).

Single Row Deletion Example

Transaction Instruments

Order

Document Type	LEASE
Dealing No.	
Party Receiving	BARGAIN BUYS PTY LTD
Capacity	AS TRUSTEE
Party Receiving	
Capacity	
Title Reference	11223078
Part Land?	Y
Land Description	
Part Description	LEASE A ON SP345684 IN LOT 1 ON
Title Reference	
Part Land?	
Land Description	
Part Description	

The recording of this Priority Notice is requested.

Context Menu Options:

- Cut
- Copy
- Paste Options:
- Insert
- Delete Rows**
- Merge Cells
- Distribute Rows Evenly
- Distribute Columns Evenly
- Border Styles
- Text Direction...
- Table Properties...
- New Comment

The relevant row will be deleted

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

The recording of this Priority Notice is requested.

Multiple Row Deletion Example

Transaction Instruments

Order

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

The recording of this Priority Notice is requested.

1. Select the first row of the table.
2. Drag the mouse down to select multiple rows.
3. Right-click on the selected rows.
4. Click on 'Delete Rows' in the context menu.

Context Menu Options:

- Cut
- Copy
- Paste Options:
- Insert
- Delete Rows**
- Merge Cells
- Distribute Rows Evenly
- Distribute Columns Evenly
- Border Styles
- Text Direction...
- Table Properties...
- New Comment

Transaction Instruments

Order

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

The recording of this Priority Notice is requested.

3.3.3 Applicant Execution Panel

3.3.3.1 Add an additional Execution block of fields

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

The recording of this Priority Notice is requested.	
Applicant Execution	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	

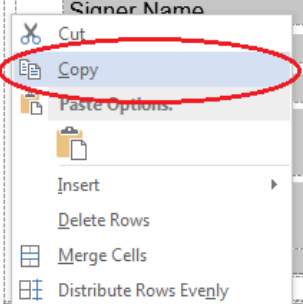
Reference: Page 1 of 2

Priority Notice Form version 1

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

Priority Notice Form version 1

Signer Name	

2 

Place the cursor to the left of the empty third row underneath the second row in the Transaction Instruments Panel so that the mouse cursor is oriented to the right (↗) and left click to Highlight row (3)

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

3

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

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

Notice Form version 1

Insert as New Rows (R)

Insert

Delete Rows

Merge Cells

Distribute Rows Evenly

Distribute Columns Evenly

Border Styles

Text Direction...

Table Properties...

New Comment

Arial 10

B I

Insert Delete

Executed on behalf of 


Signer Name 

Signer Organisation 

Signer Role 

Signature

Execution Date



Executed on behalf of 


Signer Name 

Signer Organisation 

Signer Role 

Signature

Execution Date



(Ctrl) ▾

3.3.3.2 Delete an unnecessary Execution block of fields

Place the cursor to the left of blank Transaction Instrument Field block(s) to be deleted so that the mouse cursor is oriented to the right (↗) and left click **(1)**.

The recording of this Priority Notice is requested.

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

Reference: Page 1 of 2

Priority Notice Form version 1

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

1

Then right click within the highlighted row **(2)** to display the menu and select Ddelete Rows **(3)** (or hit Backspace).

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

2

3

3

The row with the unnecessary Fields will be deleted.

The recording of this Priority Notice is requested.	
Applicant Execution	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	

3.3.3.3 Delete unnecessary Field(s) within the Applicant Execution Field Block

Place the cursor to the left of the empty Field row so that the mouse cursor is oriented to the right (➤) (1) and left click, then right click within the highlighted row(s) (2) to display the menu and select Ddelete Rows (3) (or hit Backspace).

Priority Notice Form version 1

Applicant Execution

Executed on behalf of	JOHN THOMAS CLARE
Signer Name	PETER PAUL JAMES
Signer Organisation	
Signer Role	SOLICITOR
Signature	
Execution Date	

1

2

3

Context menu options:

- Cut
- Copy
- Paste Options:
 - Insert
 - Delete Rows
 - Merge Cells
 - Distribute Rows Evenly
 - Distribute Columns Evenly
- Border Styles
- Text Direction...
- Table Properties...
- New Comment

The relevant row will be deleted

Priority Notice Form version 1

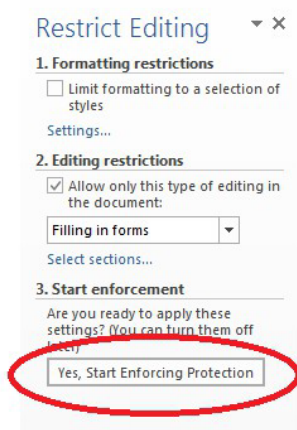
Applicant Execution

Executed on behalf of	JOHN THOMAS CLARE
Signer Name	PETER PAUL JAMES
Signer Role	SOLICITOR
Signature	
Execution Date	

3.4 Protect the Document

After making the necessary additions/deletions, turn protection back on.

In the ribbon, select the Review tab, select Restrict Editing (1), select Yes, Start Enforcing Protection (2) and then select OK (3). A password is not required.



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