



# A guide to basic requirements for the preparation of paper documents

Getting it Right - Reference guide

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## Basic Requirements for Preparation of Paper Documents

The main purpose of this Brochure is to remove doubt in document preparation for lodgement at Landgate, and to assist settlement agents and solicitors to “get it right the first time”. It should be used in conjunction with Landgate’s Land Titles Registration Policy and Procedure Guides ([Land Transactions toolkit](#)) and Customer Information Bulletins (CIBs), as well as all relevant laws and regulations.

This Brochure covers common errors identified by Landgate staff in regard to document preparation and details the requirements of Landgate as to attestations and amendments.

## Document Preparation

### ■ Forms

Choose the correct Form in the first instance.

Schedule forms are available in PDF format on the Landgate website. Generally, word versions are not provided as margins, format and operative clauses are unintentionally removed.

Minor defects in the forms may be acceptable without the requirement for acceptance. For example; where a form has been hole punched – if the holes do not interfere with names, addresses, encumbrance numbers or executions/signatures this is acceptable, where margin lines have not printed this is acceptable.

### ■ Searches

In order to correctly complete documents for registration it is best practice to search the current, original Certificate of Title and order a copy from Landgate.

**Do not rely on, or work from, the Duplicate Certificate of Title (Dup CT).** The Dup CT does not show everything that affects the title. For example, caveats, memorials and notifications do not appear on a Dup CT. It also may not be the current edition.

### ■ Land Description Panel

The land description is to be shown in full as per the Certificate of Title – for example “Lot 1 on Deposited Plan 12345” or “Lot 1 on Plan 12346”. However, “Lot 1 on DP 12345” or “Lot 1 on P 12346” would also be acceptable, although not encouraged to be used.

Likewise, for a strata lot, the best description would be shown as “Lot 1 on Strata Plan 12345” or “Lot 1 on Survey Strata Plan 12345”. However, “Lot 1 on SP 12345” is also acceptable (doesn’t matter if it is a strata plan or survey strata plan, shortened reference of SP is acceptable to both although not encouraged to be used).

Similarly, if the land description is referenced to a Diagram, “Lot 1 on Diagram 12345” should be used. However, “Lot 1 on D 12345” may also be accepted but not encouraged to be used.

The Extent panel is also included in the Land Description and is used to identify whether “Whole” of the land or “Part” of the land is being affected. This panel is not related to shares that an individual may hold in the land.

The Volume and Folio number are required to be shown unless the document is following an Application for New Titles. In that case, Landgate will allocate the new title number to the document.

Alterations to a Lot or to a Survey number are acceptable (only one part of the land description can be amended and the amendment must be for only one number) provided the amendment is initialled by all

parties to the document. For example, if the land description was shown as Lot 123 on DP 45678, only one digit in the whole description can be amended.

Where the land description has been amended and the document attracts duty, any amendment to the land description as described above must be referred to Office of State Revenue (OSR) for acknowledgement by OSR. Alterations to land descriptions that have not been acknowledged by OSR will be stopped and requisitioned.

If alterations are required to both the lot number and to the survey number in a land description panel, a new document should be prepared.

Please note that this does not require the witnesses to initial such amendments.

- **Estate and Interest Panel**

Refer to policy and procedure guide [DOC-01 Document Preparation](#) for more details about this topic, paying particular attention to the following key matters.

Interest as Tenants in Common - Transactions limited to a share in land should be shown in the Estate and Interest panel of transfer documents. For example, “fee simple in one undivided half share only” or “fee simple in ½ (half) share only”.

Interest of a Joint Tenant – an example of the correct wording to be expressed in the Estate and Interest panel is “fee simple as to the interest of A as joint tenant with B”.

No Estate and Interest Panel - Where a document does not have an Estate and Interest panel, such as an application, it would be appropriate to show the share as a heading in the land description panel. For example, “As to one undivided half share only in” Lot 22 on Deposited Plan 12345 or . Lot 22 on Deposited Plan 12345 as to one undivided half share only

Any amendment to the Estate and Interest panel by adding or removing shares or interest must be initialled by the parties to the document and referred to Office of State Revenue (OSR) for acknowledgement by OSR. Solicitor’s or Agents are not to make these amendments.

- **Limitations, Interests, Encumbrances and Notifications**

A current search of a Certificate of Title is recommended to identify any current Limitation, Interest, Encumbrance and Notifications “limitations”.

Do not include any interests in new documentation that are being removed.

Absolute caveats prevent the registration of instruments (such as transfers, leases and mortgages), so check any caveats carefully. Refer to the notes section on the back of each document as not all Limitations, Interests, Encumbrances and Notifications are required to be shown.

- **Expired Restrictive Covenants – Transfers**

All parties preparing transfer documents should search the restrictive covenant to ascertain if the restrictive covenant has expired. If the document preparing party is of the opinion that the restrictive covenant has expired, a signed letter must accompany the transfer requesting its removal when lodged in paper or by email attachment one week prior to lodgement where the Transfer is lodged electronically.

The content of the letter need only contain the following line:

Restrictive Covenant [doc. #] may have expired and, if so, should be removed from Certificate of Title Volume [#] Folio [#].

Warning: Restrictive Covenants that contain unexploded ordinance provisions cannot be full removed, even if an expiry date is state.

- **Interests Notified on Strata Plan**

It is best practice to include the strata plan number when completing the limitations panel for a strata lot transfer/mortgage by showing “Interests notified on Strata Plan 12345”, “Interests shown on Survey Strata Plan 12345” or “Interests notified on SP 12345” however Interests shown on the Strata Plan” without the number being shown is also acceptable, although not encouraged.

- **Applicant Panel**

The full name and current address of the applicant is required. In some instances, the address as show on the title is also require, see instructions on the relevant form. For example; Mary Jane Smith of 1 Midland Square Midland WA 6056 Formerly of PO Box 2222 Midland WA 6936.

- **Transferor Panel**

Do not show the address of the transferor in this panel, however if an address is shown it is acceptable for registration.

If the name of a transferor has changed since becoming registered as the proprietor, the relevant evidence (and statutory declaration) is required (see section 10 of policy and procedure guide [NAM-01 Name Amendment](#)).

As a general rule, always state the true and correct current name of the transferor (or any applicant or other interest holder) first, followed by reference to the former or incorrectly shown name. The transferors (or any applicant or other interest holder) panel is also acceptable if the former or incorrect name is shown first, followed by the new name.

For example, if the name is changed due to marriage and the person is being shown in the transferor’s panel of a transfer: “Mary Julie South formerly known as Mary Julie Smith” or, if there was a spelling error, “Jodi Denise South incorrectly shown as Jody Denise South”.

- **Consideration Panel**

“NIL” is not acceptable for consideration.

Show the true consideration (see section 3.5 of Land Titles Registration policy and procedure guide [TFR-02 Transfers - Document Preparation](#)).

Any amendment to the Consideration panel requires the initials of all parties and must be referred to State Revenue for acknowledgement.

Note: In most instances, documents quoted in the consideration panel do not usually have to be produced with transfer documents. However, if the consideration refers to an Order of the Family Court (or other Courts) and there is a discrepancy between the date, or information provided in the consideration panel, and the information provided in the duty details applied by OSR, then certified or Landgate sighted copies of the Court Order will need to be produced.

This principle applies to all documents referred to in the consideration panel.

Where the consideration refers to a “Deed of Family Arrangement”, the originally stamped deed will need to be produced with the transfer document (or a Landgate sighted copy).

- **Transferee Panel**

The Transferee panel must show the full name(s) and address(es) of the Transferee(s) (i.e. the buyers). If there is more than one person listed, a tenancy is required to be stated such as “Joint Tenants”, “Tenants in Common in Equal Shares” or “Tenants in Common” with shares stated.

Shares should be stated as fractions, such as 1/3 and 2/3.

Do not show shares as percentages.

All shares should be shown in the lowest common denominator, where appropriate.

For Non-Westernised names, the Certificate of Title will show the surname as the last name, as per the transferee’s panel in the transfer. If names are shown in a non-western style, then the Surname should be underlined.

For example, if the name is shown as “Lim Soo Yong” on the document, it will be recorded on the Certificate of Title as Lim Soo Yong. If the name is shown as “Lim Soo Yong” in the transferee’s panel, then the name will be shown as Soo Yong Lim on the Certificate of Title.

Any amendment to the name(s) or tenancy of the Transferee(s) must be initialled by the transferee(s) and referred to Office of State Revenue (OSR) for acknowledgement by OSR. Solicitor’s or Agents are not to make these amendments.

- **Addresses in Documents**

A person’s legal description includes their full name and address.

Where there are two or more documents being lodged for the same proprietor or interest holder (where an address is shown), the address of the proprietor or interest holder must be the same in each document.

For example, if an application and transfer are being lodged, the address shown in the transferee’s panel should match the address shown in the applicants panel.

Most applications will update the registered proprietor(s) address as well as electronically lodged mortgages.

- **Contractual Components in Mortgages**

The National Mortgage Form (NMF) does not provide for long form format. The contractual component should be lodged prior to the NMF in the form of a Memorandum of Common Provisions (MCP). [DOC-06 Memorandum of Common Provisions](#) for more details about this topic.

Adding an MCP after the mortgagor has signed the mortgage will not be accepted unless the mortgagor has initialled the addition. An Attorney or Solicitor for the Mortgagee cannot add this information.

## Attestations

Refer to Land Titles Registration Policy and Procedure Guide SIG-01 Signing of Documents for more details about this topic, paying particular attention to the key matters below. There are many variations in this part of the document. The Landgate view on the more common of these variations is as follows:

- **Transferor’s execution panel**

- If a transferor signs twice and the witness signs once, the document will be accepted because it is expected that a prudent witness would insist on seeing the signature applied before applying



their own signature.

- If a witness signs twice, the document is acceptable for registration.
- If a witness includes their details twice, the document is acceptable for registration.
- If an amendment is made to the witness details, (such as a spelling error in the name or an amendment to a street address) then this is acceptable for registration, provided any amendment is clearly made and shows the correct details.
- Where the witness details indicate a second Christian name by showing a letter only, for example Frank A Smith, then the full name of the witness must be included. This may be inserted by the settlement agent without the acknowledgement of the witness.
- If a company executes without a seal, however affixes the seal in error, the addition of the seal is acceptable provided the execution (other than the additional seal) is in accordance with the [Land Titles Registration policy and procedure guides](#).
- If there are witnesses to the signatures of company seal holders, the additional signatures of the witnesses (and details) are acceptable for registration, provided the execution by the seal holders is in accordance with the [Land Titles Registration policy and procedure guides](#).

Landgate acceptance is not required prior to lodgement for any of the above situations.

#### ▪ **Transferee execution panel**

- If the transferee signs once and the witness signs twice, the witness must supply a letter of explanation negating any interest in the transfer. The letter should describe the transfer by land description, the parties (transferor and transferee), must be signed, dated, witnessed and contain a statement confirming the person signing does not have any interest in the transfer document other than as a witness.
- Any additional signature shown in the transferee execution panel must be explained by letter of explanation from the person who has signed in addition. The letter should describe the transfer by land description, the parties (transferor and transferee), must be signed, dated, witnessed and contain a statement confirming the person signing does not have any interest in the transfer document other than as a witness.
- If a witness includes their details twice this is acceptable for registration, for example, a witness printing their name twice is acceptable.

Landgate acceptance is not required prior to lodgement for the above situations.

#### ▪ **Issue – non issue panel**

- The “issue – non issue” panel of a T2 transfer form must be fully completed if it is to change the status of the title.
- If transferor(s) sign in the “issue – non issue” panel of a T2 transfer form in error, it is acceptable without referring to Landgate’s advice officers. Landgate acceptance is not required prior to lodgement.
- The NMF lodged in paper must include the appropriate ‘non-issue’ clause when printed. A requisition notice will be issued if the paper lodged NMF does not contain the ‘non-issue’ clause or if the clause has been altered to request ‘issue’.



- **Mortgagor's execution – additional signatures**

- If an extra signature appears in a mortgage document, Landgate will not issue a requisition, provided the mortgagor has signed correctly and had their signature witnessed.

Landgate acceptance is not required prior to lodgement.

- **Extra Signatures in General**

- In general, where there are additional signatures in a document for no apparent reason (other than discussed above), a letter of explanation from any person who has signed in addition, is required. The explanation should include a statement to the effect that they hold no interest in the land transaction document that has been signed; describe the land, the document type and the parties to the document.

Landgate acceptance not required prior to lodgement.

- **Different Signatures in documents**

Where there are two or more documents being lodged together and the signatures of a person signing the documents are different in each document, a letter of explanation will need to be provided. The letter should explain the use of the different signatures, describe the documents land description, by parties, must be signed and witnessed, dated and must contain the different signatures as confirmation.

Landgate acceptance not required prior to lodgement.

- **Transferor and Transferee sign on incorrect sides**

- If the parties to the document inadvertently sign in the wrong attestation panels the following applies; amend the headings to the panels. That is, replace “Transferee” with “Transferor” and vice versa.

Landgate acceptance is not required prior to lodgement.

- **Company execution**

- Section 127 of the *Corporations Act 2001* now provides that a sole director must sign a document in their capacity as sole director, where the director is also the sole company secretary, or if the company does not have a company secretary. This will mean that where a director states that they are a sole director when executing a document, no additional evidence in support of the execution will be required to be provided.
- A “sole director and sole secretary” should always be shown as “sole director and sole secretary”. If a person is shown as “sole director/secretary” there is uncertainty if the person executing is either the sole director or sole secretary or both, so this form of title should not be used.
- A Company search should be conducted to confirm who are the Directors and Secretaries for the Company.
- If a company executes without a seal, however affixes the seal in error, the addition of the seal is acceptable provided the execution (other than the affixing of the seal) is in accordance with [the Land Titles Registration policy and procedure guides](#).
- Where a company is executing as transferors and there are witnesses to the signatures of the company seal holders, the additional signatures of the witnesses (and details) are acceptable for registration, provided the execution by the seal holders is in accordance with the [Land Titles Registration policy and procedure guides](#).
- Where a company is executing as transferee and there are witnesses to the signatures of the company seal holders, then the witnesses must supply a letter of explanation negating any interest in the transfer. The letter should describe the transfer by land description, the parties to the transfer, must be

signed, dated, witnessed and contain a statement confirming the person signing does not have any interest in the transfer document other than as a witness.

- Company execution of documents with or without a common seal would normally include the signatures of:
  - (a) two directors of the company, or
  - (b) a director and company secretary of the company, or
  - (c) for a proprietary company that has a sole director, that director, if:
    - (i) the director is also the sole company secretary; or
    - (ii) the company does not have a company secretary.

Variations (as to who may execute documents) may be permitted by the Constitution of an individual company. Where this is the case, evidence must be produced to verify the right of the person or persons signing.

For company execution requirements, the Land Titles Registration Policy and Procedure Guide SIG-03 Signing by a Corporation.

#### ▪ **Non-Western Signatures and Interpreter's clauses**

Where a document is signed by a person using, for example, Chinese characters, and is witnessed correctly, Landgate will assume that person understands the document and has affixed his/her normal signature. Witnesses are responsible to ensure the person whose signature they are witnessing understands the English language sufficiently to understand the nature and effect of the document in question. If necessary, an interpreter's clause must be used.

If an interpreter's clause is included and there are two or more documents being lodged for the same person, then all documents must include an interpreter's clause. Refer to [Land Titles Registration policy and procedure guides](#).

## Verification of Identity

- It is not acceptable to strike through the VOI Statement that has been integrated within any form(s). You must use the standard forms if you are providing a VOI Statement by a separate letter headed sheet – see the [VOI webpage](#).
- Provide a separate VOI statement for each document that is subject to the VOI practice. For example, an application by personal representative and a transfer lodged together require two separate VOI statements, one for each document.
- Ensure statements are originally signed.
- Ensure the names shown on the statement match the name(s) shown in the documents.
- Include full land description, showing lot and survey and Volume and Folio references.
- Place of identification can be shown as a suburb or town, for example Subiaco, Norwood, Melbourne, Wagga Wagga or Perth are all acceptable.

## Registrar's Caveats

Generally, Registrar's Caveats will not be removed from the title until documents are lodged which cause the interest protected by the caveat to cease.

Where the Registrar's Caveat protects the beneficiaries of a trust, a declaration of which has been deposited with the Registrar, the trustee generally has a power to sell the affected Land. Where a

transfer to give effect to a sale of the Land is lodged, the Registrar's Caveat is removed, as the beneficiaries interest (with respect to the Land) ceases on registration of the transfer.

Where a trustee is acting in terms of his or her powers under the trust, the Registrar's Caveat is removed to allow the land transaction to proceed, and replaced following that transaction where appropriate. It is up to the parties to the transaction (before or at settlement) to satisfy themselves that the trustee is acting within their powers under the trust.

A search of the Registrar's Caveat and any declarations of trust and other evidence lodged with the Registrar should be conducted before settlement. Please note, however, that the evidence filed with the Registrar may be out of date, so it is recommended that the trustee be required to provide all current, relevant documents.

## Registrar's Packets

Generally, Registrar's Packets are used to monitor a title that is subject to certain Memorials, Court action or other proceeding that may be deemed inappropriate. The presence of a Registrar's Packet may not prevent a transaction from being processed but may require additional documents or Orders to allow a transaction to accrue.

A 'Status Report' should be obtained to ascertain the purpose of the Packet. This search can be done through Customer Service.

A Status Report is not provided for Registrar's Packet J628... (Sketch on Transfer), but an email can be provided specifying its purpose. The hundreds of multi lot titles in the packet will generally not be removed, not unless an appropriate WAPC approved plan is lodged.

## Supporting Evidence

Generally, all Originally issued evidence that supports a Transfer or Application should be presenting for sighting by a Landgate Officer or be certified by an Australia Post Officer.

Orders issued by the various Courts in an electronic format will not be sighted as Original, and where it is obvious the Order is electronically seal it will be accepted at lodgement. This includes SAT Orders, Supreme/Family Court Orders and others.

### ▪ Statutory Declarations

Where dealing with WA land, a Statutory Declaration under the *Oaths, Affidavits and Statutory Declarations Act 2005* (OASD Act) should be used. The *Commonwealth Statutory Declarations Act 1959* may also be accepted.

Any amendments or inclusions to a statutory declaration must be initialled by the declarant and the witness, Landgate Officers do not have the authority under the OASD Act to make or accept defects or corrections to a statutory declaration. Any amendment, inclusion or change in medium (typed to handwriting) should be made by the declaration and initialled by them and their witness. Where the defect cannot be amended in such a way then a new statutory declaration should be obtained.

## Office of State Revenue (OSR) notation required - amendments to a Transfer

The following amendments to a Transfer would require an OSR acknowledgement:

- Land description – any amendment on a document subject to duty
- The share being dealt on is changed in an estate and interest panel of a transfer
- Any amendment to the name(s) of transferee(s)
- The name(s) of the transferor(s) are changed to that of an obvious different person. Minor

amendment (not to the surname) are exempt

- Consideration.

The following amendments to a Transfer would not require an OSR acknowledgement:

- Minor amendment to the name of a transferor(s) only (not surname)
- Re-execution.

▪ **Alterations**

In general, all alterations are to be initialled by all signatories, including witnesses, unless otherwise stated elsewhere in this paper or in the [Land Titles Registration policy and procedure guides](#).

▪ **Dates on a Document**

All documents are to be dated.

▪ **Amendment of Documents by Solicitors and Settlement Agents**

Amendments made prior to lodgement to prevent the issue of requisitions, or after lodgement to comply with requisitions, can, in some instances, be made by Solicitors or Settlement Agents on behalf of their clients.

Generally, amendments **cannot** be made by Solicitors or Settlement Agents where there:

- Are alterations to Lot or to Survey numbers and:
  - Is substitution of a completely different name of a party, and/or
  - Is substitution of a completely different number in the registered number of an encumbrance being discharged or withdrawn (an amendment of no more than 2 numbers or an addition, deletion or transposition of numbers is acceptable provided that the number being changed is not an encumbrance on that Certificate of Title).

▪ **Amendment of documents before lodgement**

Refer to Land Titles Registration policy and procedure guide REG-02 The Register. .

Amendments by Solicitors or Settlement Agents to documents prior to lodgement are to be verified by a Certificate on either the face or reverse of the document, or where space is limited by an originally signed letter on letter headed paper. Appropriate deletions or insertions are to be made in those parts of the form between brackets.

I (full name) ..... am the (Solicitor/Settlement Agent) for the (Transferee/Transferor/etc). I have made or authorised and I have authority to make or to authorise on behalf of such person(s) the amendment(s) (hereon/on the reverse hereof) countersigned by me.

.....

..... Witness (Solicitor/Settlement Agent/Justice of Peace)      Date

Refer to Land Titles Registration policy and procedure guide [REG-02 The Register](#).

## Written examples of acceptable and unacceptable amendments

On the following pages are examples of situations of amendments which:

- Are not permitted and require a new Transfer of Land document to be prepared
- Are acceptable without acknowledgement from the parties and do not require Landgate acceptance prior to lodgement
- Are acceptable with acknowledgement, once acknowledged Landgate pre- approval is not required
- Are acceptable without acknowledgment, except where stated, and do not require Landgate acceptance prior to lodgement

Further information and advice can be provided through the contact information at the front of this booklet.

**Example 1:** The following amendments **are not permitted** and require a new Transfer of Land document to be prepared.

FORM T2  
WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893 AS AMENDED.

### TRANSFER OF LAND

DESCRIPTION OF LAND (Note 1)	EXTENT	VOLUME	FOLIO
<p>Lot 12345 on DP <del>987654</del> <sup>987655</sup></p> <p>OR</p> <p>Lot 12345 on DP <del>987654</del> <sup>5</sup></p>	Whole	4567	123

» Substitution of a completely new lot or plan reference  
» Amendments to two or more parts of the land description

ESTATE AND INTEREST (Note 2)  
Fee Simple

LIMITATIONS, INTERESTS, ENCUMBRANCES and NOTIFICATIONS (Note 3)  
M 000000 – Restrictive Covenant Burden

TRANSFEROR (Note 4)  
Frederick Hoover

CONSIDERATION (Note 5)  
Three Hundred Thousand Dollars - \$300,000.00

TRANSFereeE (Note 6)  

Frank Kyle Hock and ~~Brook Bettina Hock~~, both of 1014 Whiskey Circuit, Allanbrook, as Joint Tenants.

OR

*Ann Peta*  
Frank Kyle Hock and ~~Brook Bettina Hock~~, both of 1014 Whiskey Circuit, Allanbrook, as Joint Tenants.

New Transfer required where names are completely changed, substituted or deleted



**Example 2:** Amendments as shown are acceptable with acknowledgement as indicated. Once acknowledged, Landgate pre-approval is not required.

FORM T2  
WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893 AS AMENDED.

### TRANSFER OF LAND

DESCRIPTION OF LAND (Note 1)

Lot 12345 on DP 987654<sup>5</sup>

Initialling of amendment to land description required from all of the following:

- » Transferor
- » Transferee
- » State Revenue

**Note:** Amendments to Land Descriptions cannot be made by Solicitors or Settlement Agents

ESTATE AND INTEREST (Note 2)

Fee Simple

LIMITATIONS, INTERESTS, ENCUMBRANCES and NOTIFICATIONS (Note 3)

M 000000 – Restrictive Covenant Burden

*M 149404 - NOTIFICATION*

Any inclusion or amendment to be acknowledged by all transferees

TRANSFEROR (Note 4)

Frederick Hoover

*Incorrectly shown on title as Fredrick Hoover*

Any inclusion or amendment to be acknowledged by the transferor

CONSIDERATION (Note 5)

*AND ONE 1*

Three Hundred Thousand Dollars \$300,000.00

Any amendment to be acknowledged by:

- » Transferor
- » Transferee
- » State Revenue

TRANSFEEE (Note 6)

*Betty* *Circle*

Frank Kyle Hock and Brook ~~Bettina~~ Hock, both of 1014 Whiskey Circuit, Allanbrook, as Joint Tenants.

Minor amendments to names to be acknowledged by:

- » All Transferees
- » State Revenue

Amendments to the address (including a new address) can be made by Solicitor or Settlement Agent (with stamp) or acknowledged by all transferees

New Transfer required where names are completely changed, substituted or deleted

**Example 3:** Amendments or additions as shown are acceptable without acknowledgement from the parties to transfer.  
**Landgate acceptance prior to lodgement is not required.**

PAGE 3

ATTESTATION SHEET

Dated this 31<sup>st</sup> ~~30~~ day of April 2020

TRANSFEROR/S SIGN HERE (Note 7)

Signed *F Hoover* *F Hoover*

~~Frederick Hoover~~  
 Frederick  
 In the presence of *K Amy*

Kristine S. Army (Susan)  
 10 Circus Circle, Yellowcliffe  
 Pilot *Yellowcliffe*

REQUEST FOR ISSUE / NON-ISSUE (Instruction 4)

BY SIGNING THIS PANEL, I / WE THE TRANSFEREE REQUEST THE ISSUE / NON - ISSUE ( DELETE AS REQUIRED ) OF A DUPLICATE CERTIFICATE(S) OF TITLE FOR THE LAND ABOVE DESCRIBED.

Signed *F Hoover* Signed

TRANSFEREE/S SIGN HERE (Note 7)

THE LODGING PARTY OF THIS DOCUMENT IS AUTHORISED BY THE ABOVE NAMED TRANSFEREE TO INSTRUCT ISSUING DETAILS FOR THE DUPLICATE CERTIFICATE(S) OF TITLE.

Signed *F Hock* Signed *B. Hock*

~~Frank Kyle Hock~~  
 Franklin  
 In the presence of: *RS*

Brook Betty Hock  
 In the presence of: *RS*

*Roger Samuels*  
 10 Stylish Parade, Lakeview  
 Consultant Engineer  
 0555  
 0545 123 789

*FH B.H*

Deletion or amendment of date acceptable

Additional signature of transferor acceptable

Amendments to the transferor or witness details are acceptable, including adding a name where an initial is shown or an amendment or crossing out to correct a spelling error

Signing of issue/non-issue panel by any transferor acceptable

Signing in red or other coloured ink acceptable, provided it can be fully reproduced electronically, such as by scanning or photocopying

Witness details not required if the same person has witnessed and the witness details have already been included

Amendments to the witness details are acceptable, including adding a name where an initial is shown, or amending or crossing out to correct a spelling error

Signatures and/or initials of parties to the transfer outside the page border are acceptable when in addition to correct execution

**Example 4:** Amendments as shown are acceptable without acknowledgement except where stated.  
**Landgate acceptance prior to lodgement is not required.**

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ATTESTATION SHEET

Dated this	day of	Year
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TRANSFEROR/S SIGN HERE (Note 7)

Executed by Docker Farms Pty Ltd – ACN 000 000 000

Kristian Army  
Director *KArmy*

Robert Winner  
Director/Secretary *RWinner*

*Roger Rocket*  
10 Placid Street, Perth  
Inventor  
*RRocket*

A witness or witnesses to the directors of the company is acceptable where a company is executing as transferor without any further explanation

REQUEST FOR ISSUE / NON-ISSUE (Instruction 4)

BY SIGNING THIS PANEL, I / WE THE TRANSFEREE REQUEST THE ISSUE / NON - ISSUE ( *DELETE AS REQUIRED* ) OF A DUPLICATE CERTIFICATE(S) OF TITLE FOR THE LAND ABOVE DESCRIBED.

Signed \_\_\_\_\_ Signed \_\_\_\_\_

TRANSFEREE/S SIGN HERE (Note 7)

THE LODGING PARTY OF THIS DOCUMENT IS AUTHORISED BY THE ABOVE NAMED TRANSFEREE TO INSTRUCT ISSUING DETAILS FOR THE DUPLICATE CERTIFICATE(S) OF TITLE.

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Frank Kyle Whisky *FWhisky*

In the presence of: *FHoover* In the presence of \_\_\_\_\_

Frederick Hoover  
2 Smallgoods Circle,  
West Cannington,  
Dietician  
*FREDERICK HOOVER*

» A witness may **print** their name twice, but cannot sign twice.

» As a general principal, any additional signatures in the transferee's execution panel require a letter of explanation for the person or persons who have signed in addition to the transferees in error, such as the witness signing twice.

» If a company is executing as transferee, any witness to the signatures of the director/secretary is not acceptable. Any person signing as a witness to a company director/ secretary must provide a letter of explanation.

## Terms of use

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### **Important**

The information in this document should not be regarded as legal advice. In all matters, users should seek legal advice from an independent legal practitioner.



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