

**After all parties have signed the Form – Please detach this Notice****VERY IMPORTANT: Please read this before signing the form**

Before signing the form you must show the witness adequate documentation so they can **verify your identity** and **your entitlement to sign**

Unless you provide adequate documentation the witness may decline to proceed

*Note: this notice is not part of the form and must not be lodged in the Titles Registry*

**Important information – witnessing signatures on titles registry forms**

- Only particular persons (Schedule 1 – *Land Title Act 1994*) are able to witness the signature of an individual on a titles registry form and they are required by law to take reasonable steps to verify the individual's identity and ensure they are the person entitled to sign the form.
- You must provide your witness with sufficient documentation for them to verify your identity (e.g. shows your photo and signature) **and** your entitlement to sign the form (e.g. shows your name and the property details).
- It is recommended that you present as many relevant documents as possible to the witness to assist them in complying with their legal obligations.
- For further guidance, including for witnessing outside Australia, refer to Part 61 of the Land Title Practice Manual, available online at [www.qld.gov.au/titles](http://www.qld.gov.au/titles).

**1. Verification of identity documents**

The Verification of Identity Standard in ¶[61-2700] of the Land Title Practice Manual requires a witness to sight a specified combination of identity documents. An extract showing the first 3 Categories of the Standard is below:

Category	Minimum Document Requirements For Persons who are Australian citizens or residents:
1	<ul style="list-style-type: none"> <li>• Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard</li> <li>• <u>plus</u> Australian drivers licence or Photo Card* (a Photo Card is a card issued by the Commonwealth or any State or Territory Government showing a photograph of the holder and enabling the holder to evidence their age and/or their identity)</li> <li>• <u>plus</u> change of name or marriage certificate <i>if necessary</i></li> </ul>
2	<ul style="list-style-type: none"> <li>• Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard</li> <li>• <u>plus</u> full birth certificate or citizenship certificate or descent certificate</li> <li>• <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card</li> <li>• <u>plus</u> change of name or marriage certificate <i>if necessary</i></li> </ul>
3	<ul style="list-style-type: none"> <li>• Australian drivers licence or Photo Card* (see Photo Card definition in Category 1 above*)</li> <li>• <u>plus</u> full birth certificate or citizenship certificate or descent certificate</li> <li>• <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card</li> <li>• <u>plus</u> change of name or marriage certificate <i>if necessary</i></li> </ul>

**2. Documentation to confirm you are entitled to sign the form/s**

If you are **selling property** or are **only refinancing**

- a current local government rates notice; or
- a current title search statement; or
- a current land tax assessment notice.

If you are **buying property** and/or **financing the purchase**

- a copy of the contract of sale; or
- official loan documentation from your lender; or
- a letter from a solicitor confirming you are entitled to sign the form.

**Unless you show your witness adequate documentation they may decline to proceed**



Dealing Number

## OFFICE USE ONLY

### Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

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).**

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

/ /  
Execution Date

.....  
Transferor's Signature

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

/ /  
Execution Date

.....  
Transferor's Signature

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

/ /  
Execution Date

.....  
\*Transferee's or Solicitor's Signature

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

/ /  
Execution Date

.....  
\*Transferee's or Solicitor's Signature

(Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

\*Note: A Solicitor is required to print full name if signing on behalf of the Transferee and no witness is required in this instance