



## NOTICE OF APPOINTMENT/ RETIREMENT OF TRUSTEE

Form 077 - NT

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge a notice of appointment/retirement of trustee under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au) or further information and forms at [www.ors.act.gov.au](http://www.ors.act.gov.au).

### PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form. The Registrar-General provides identifiable information to various agencies including, but not limited to, the ACT Planning and Land Authority, ACT Treasury, Canberra Connect and ACTEWAGL for conveyancing, municipal account administrative, statistical and valuation purposes. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

### CONTACT INFORMATION

Lodge in person at the **Office of Regulatory Services:** **255 Canberra Avenue, Fyshwick ACT 2609**  
Office Hours: **9:00am to 4:30pm Monday to Friday**  
General enquiries telephone number: **(02) 6207 0491**  
Website address: [www.ors.act.gov.au](http://www.ors.act.gov.au)

### INSTRUCTIONS FOR COMPLETION

- This is a dutiable document and should be noted by ACT Revenue prior to lodgement at Land Titles.
- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.
- Execution by:
  - a) **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
  - b) **Attorney** – if this document is executed by an Attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority e.g. “AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation”. (This execution requires a witness.)
  - c) **Corporation** – Section 127 of the *Corporations Act* provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:
    - i. Two directors of the company;
    - ii. A director and a secretary of the company; or
    - iii. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (No witness is required for this execution).
- The following forms of execution are suggested –
  - a) **With A Common Seal**  
The common seal of ABC Pty Ltd/Ltd ACN.....  
was affixed in the presence of-  
.....(signature)  
.....(director/secretary)\*  
(\*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’) - (No witness is required for this execution).
  - b) **Without A Common Seal**  
Signed by ABC Pty Ltd/Ltd ACN.....  
.....(signature)  
.....(director/secretary)\*  
(\*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’) - (No witness is required for this execution).

## LAND TITLES

OFFICE OF REGULATORY SERVICES  
Department of Justice and Community Safety**NOTICE OF APPOINTMENT/  
RETIREMENT OF TRUSTEE**

Form 077 - NT

*Land Titles Act 1925*

The relevant deed is required to be deposited in the register prior to lodgement of this form.

LODGING PARTY DETAILS				
Name	Postal Address		Contact Telephone Number	

  

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit

  

PURPOSE OF NOTICE	EVIDENCE PROVIDED
<input type="checkbox"/> Appointment of Trustee <input type="checkbox"/> Retirement of Trustee	<input type="checkbox"/> Deed of Appointment <input type="checkbox"/> Deed of Retirement <input type="checkbox"/> Death Certificate

  

FULL NAME OF OUTGOING TRUSTEE (Surname Last) (ACN required for all companies)

  

FULL NAME AND ADDRESS OF INCOMING TRUSTEE (Surname Last) (ACN required for all companies)

  

TRUSTEES ON TITLE (List all trustees that appear on title after incoming/outgoing trustees have been recorded) (Surname Last) (ACN required for all companies)

  

FORM OF TENANCY
<input type="checkbox"/> Joint Tenants <input type="checkbox"/> Tenants in Common in Equal Shares <input type="checkbox"/> Tenants in Common in (the following shares) - (Please state proprietors name and shares out in full)

EXECUTION BY INCOMING TRUSTEE	
Print full name of the incoming trustee	Print full name and address of witness
Signature or common seal of the incoming trustee	Signature of witness
Dated -	Dated -

EXECUTION BY OUTGOING TRUSTEE	
Print full name of the outgoing trustee	Print full name and address of witness
Signature or common seal of the outgoing trustee	Signature of witness
Dated -	Dated -

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	

ACTPLA – MINISTER/DELEGATE'S CONSENT