



NOTICE OF DEATH BY SURVIVING PROPRIETOR ON A SUBLEASE/UNDERLEASE

Form 016 - NDSL

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a notice of death by surviving proprietor on a sublease or underlease under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au or obtain more information at 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 Environment and Sustainable Development Directorate, ACT Treasury Directorate, 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

INSTRUCTIONS FOR COMPLETION

- Original registered Death Certificate or certified true copy of original must be supplied with lodgement of this form.
- The certificate of title is not required for lodgement of this document.
- 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. (This execution does not require a witness).
- 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’. (This execution does not require a witness).
 - 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’) - (This execution does not require a witness).

**ACT**

Government

Justice and Community Safety

LAND TITLES
OFFICE OF REGULATORY SERVICES
ACT Justice and Community Safety Directorate**NOTICE OF DEATH BY SURVIVING
PROPRIETOR ON A SUBLEASE/UNDERLEASE**

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*Land Titles Act 1925***LODGING PARTY DETAILS**

| Name | Postal Address | Contact Telephone Number |
|------|----------------|--------------------------|
| | | |

TITLE AND LAND DETAILS

| Volume & Folio | District/Division | Section | Block | Unit |
|----------------|-------------------|---------|-------|------|
| | | | | |

REGISTERED SUBLEASE/UNDERLEASE NUMBER (Associated Dealing Number)

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FULL NAME OF SURVIVING TENANT/S

(Surname Last) (ACN required for all companies)

FULL POSTAL ADDRESS (including post code)

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FULL NAME OF DECEASED (Surname Last)**DATE OF DEATH**

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| | |
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SURVIVING TENANT/S EXECUTION

Print full name of surviving tenant

Print full name and address of witness

Signature or common seal of surviving tenant

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 | | Death certificate sighted | |