

**NOTICE OF CHANGE OF ADDRESS
FOR SERVICE OF DOCUMENTS
FOR A BODY CORPORATE**

Form 039 - CA

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a notice of change of address for service of documents under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accesscbr.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. 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.

INSTRUCTIONS FOR COMPLETION

- The certificate of title is not required for the lodgement of this document. The prescribed fee is payable.
- The application should be signed by the owners' corporation or the owners' corporation manager
- Section 122 *Unit Titles (Management) Act 2011* requires an owners' corporation to continuously display in a conspicuous place the name of the corporation and the address shown on the units plan for the service of documents unless –
 - the address shown on the units plan for service is the postal address for the building; and
 - the corporation provides a letter box on the parcel.
- Section 122(3) *Unit Titles (Management) Act 2001* provides that an owners' corporation must lodge a notice of change of address for service of notices with the Registrar-General.
- If completing this form by hand please use a 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.
- 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).

CONTACT AND LODGEMENT INFORMATION

Email:

actlandtitles@act.gov.au

General Enquiries:

(02) 6207 3000

In Person:

Environment, Planning and Land Shopfront

Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson

Opening hours - Monday to Friday 8:30am to 4:30pm (*excluding public holidays*)



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| LODGING PARTY DETAILS | | |
|-----------------------|----------------|--------------------------|
| Name | Postal Address | Contact Telephone Number |
| | | |

| TITLE AND LAND DETAILS | | | | |
|------------------------|-------------------|---------|-------|-------------------|
| Volume & Folio | District/Division | Section | Block | UNITS PLAN NUMBER |
| | | | | |

| FULL NAME OF BODY CORPORATE (as it appears on the Common Property Certificate of Title) |
|---|
| |

| PREVIOUS ADDRESS | NEW ADDRESS |
|------------------|-------------|
| | |

| COMMON SEAL OF OWNERS CORPORATION (Seal must be affixed) |
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| EXECUTION BY OWNERS CORPORATION USING A COMMON SEAL (The Common Seal was affixed in the presence of) | |
|--|---------------------------|
| Signature | Signature |
| Full Name (Block Letters) | Full Name (Block Letters) |
| Address | Address |
| Office Held | Office Held |

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