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|  | | | LAND TITLESACCESS CANBERRA Chief Minister, Treasury and Economic Development Directorate  **NOTICE OF CHANGE OF ADDRESS FOR SERVICE**  **OF DOCUMENTS ON AN INSTRUMENT** | |  |
| |  | | --- | | **Form 105 - CAI** | | | | | ***Land Titles Act 1925*** |
| **IMPORTANT INFORMATION**  This form is to be used to lodge a notice of change of address for service of documents on a sublease 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). You may also obtain further information and forms at [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr). | | | |
| **PRIVACY NOTICE**  The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy> | | | |
| **LODGEMENT AND CONTACT INFORMATION** | | | |
| **Website:** | **In Person:** | | |
| [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) | Environment, Planning and Land Shopfront | | |
| **General Enquiries:** | Ground Floor South, Dame Pattie Menzies House, 16 Challis Street Dickson | | |
| 13 22 81 | Opening hours – Monday to Friday 8:30am to 4:30pm | | |
| **INSTRUCTIONS FOR COMPLETION**   * The certificate of title is not required for lodgement of this form. * 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:  1. **A Natural Person** – Should be witnessed by an adult person who is not a party to the document. 2. **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). 3. **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:    * 1. Two directors of the company;      2. A director and a secretary of the company; or      3. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. Must state sole director. (This execution does not require a witness). | | | |

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| **LODGING PARTY DETAILS** | | | | | |
| Name | Email Address | | | Customer Reference Number | Contact Telephone Number |
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| **TITLE AND LAND DETAILS** | | | | |
| Volume & Folio | District/Division | Section | Block | Unit |
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| **FULL NAME OF THE LESSEE/CAVEATOR**  (Surname Last) (ACN required for all companies) | **TYPE OF DEALING**  (Caveat/Sublease) | **REGISTERED DEALING NUMBER** |
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| **PREVIOUS ADDRESS – FOR SERVICE OF NOTICE** | **NEW ADDRESS** |
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| **LESSEE/CAVEATOR/S EXECUTION** | |
| Print full name of Lessee/Caveator    Signature or common seal of Lessee/Caveator  Dated - | Print name and address of witness    Signature of witness  Dated - |

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