

## Transfer form 01T: Instructions for Completion

**Note:** this form, appropriately modified, is also to be used for a transfer by the Sheriff of New South Wales.

1. Complete the form in dense black or dark blue ink. If handwriting, use block capitals only.
2. Do not use an eraser or correction fluid to make alterations: rule through rejected material and initial the left-hand margin.
3. If the space provided at any point is insufficient, insert "See Annexure" at that point and include the required material on sheets of white A4 paper at least 80gsm (ordinary copier paper) using one side only. Insert a heading beginning "Annexure to ..." and specifying the type of form, the date and the parties to the transaction. Identify the material included, where possible by referring to the relevant marginal heading on the form. In the case of signatures which cannot be fitted in the space provided, reproduce the text and layout used on the form. Number all pages in sequence with the form using the format "Page ... of ..."; the number must be placed at the foot of each page and must be centred. The first and last pages must be signed by the parties and any witness. Securely attach the additional pages to the upper left-hand corner of the form: a Nalclip is preferred; stapling should be avoided.
4. Insert the total number of pages, including any additional pages (see above), in the space provided at the foot of the form.
5. Submit the completed form to the Office of State Revenue for assessment of stamp duty, then lodge it by hand at Land and Property Information, Queens Square, 1 Prince Albert Road, Sydney (adjacent to Hyde Park Barracks), together with the relevant certificate of title and a completed notice of sale.
6. The following instructions relate to the marginal letters on the form.

### (A) TORRENS TITLE

Insert the number of the Torrens Title for the land transferred. If transferring only part of the land, add a description of the part, e.g. "... part formerly comprised in Lot 1 in DP123456".

### (B) LODGED BY

This section must be completed by the person or firm lodging the form ("the lodging party"). If the lodging party does not have a document collection box, leave the relevant panel blank. If the lodging party has a Customer Account Number insert it as the first item of the first line in the relevant panel; use the following format: "C.A. No.: 123456". Provision of a reference is optional.

### (C) TRANSFEROR

Insert the full name. Address and occupation are not required. In the case of a corporation, include the ACN, ABN or ARBN.

### (D) CONSIDERATION

Insert the price or other consideration for which the land in the Torrens Title was transferred.

### (E) ESTATE

If transferring an estate other than the fee simple, rule through "fee simple" and insert the required estate in adjacent space: the text must be in uppercase.

### (F) SHARE TRANSFERRED

If the transferor is transferring less than the whole of his/her share, supply details of the share being transferred. For example, if the transferor owns a one half share and is transferring one quarter of that (i.e. one quarter of one half), insert "as regards a one quarter share of the transferor's one half share."

(G) If the transfer is to be made subject to a writ, insert the registration number of the writ; otherwise leave this section blank.

### (H) TRANSFeree

Insert the full name. Address and occupation are not required. In the case of a corporation, include the ACN, ABN or ARBN.

### (I) TENANCY

If there is more than one transferee, insert the tenancy in which they wish to hold the land, i.e. "joint tenants", "tenants in common" (i.e. in unequal shares) or "tenants in common in equal shares". In the case of "tenants in common", specify the share each transferee wishes to hold after his/her name.

### (J) EXECUTION

The completed form must be executed by or on behalf of the transferor and transferee. Any witness must be an adult who is not a party to the transaction and knows the person executing. Where the form is executed—

**By an individual on his/her own behalf** The signature must be witnessed.

**By an attorney** The power of attorney must be registered. In addition to the attorney's signature, a statement in the following format must be added: "John Smith by his attorney Jane Smith pursuant to power of attorney Book 1234 No. 567". The signature must be witnessed.

**By a receiver or delegate** Use the format given in "By an attorney" suitably modified. The signature must be witnessed.

**Under authority** Disclose the nature of the authority. The signature must be witnessed.

**By a solicitor or licensed conveyancer on behalf of the transferee** Add the signatory's full name and capacity in block capitals. It is not necessary for the signature to be witnessed. NOTE: it is not acceptable for a solicitor or licensed conveyancer to sign on behalf of the transferor.

**By a corporation** The form of execution must include reference to the power or authority relied on by the signatories. Where an authorised officer signs, the signature must be witnessed.

### (K) eNOS

Complete this section if the notice of sale data has been forwarded through the eNOS facility, otherwise leave it blank.

*If you have any questions about this form or privacy matters, please call Land and Property Information, Client Services on 02 9228 6666 or 1300 052 637, or visit our website at [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au).*