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| --- | --- | --- | --- | --- | --- | --- |
| ACT Government logo and Access Canberra logo | | | LAND TITLESACCESS CANBERRA Chief Minister, Treasury and Economic Development Directorate  **TRANSFER OF SUBLEASE/UNDERLEASE** | | | |
| |  | | --- | | **Form 068 - TSL** | | | | ***Land Titles Act 1925*** | | | |
| **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 | Registered Sublease Number |
|  |  |  |  |  |  |

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| **TRANSFEROR/S - SELLER**  (Surname Last) (ACN required for all companies) | **ESTATE OR INTEREST TRANSFERRED** (whole or state share) |
|  |  |

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| **TRANSFEREE/S - BUYER**  (Surname Last) (ACN required for all companies) | **FULL POSTAL ADDRESS** including postcode(after Transfer) |
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| **FORM OF TENANCY** |
| Joint Tenants  Tenants in Common in the following shares – (Please state proprietors name and shares out in full) – |

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| **CONSIDERATION** (Need to state reason for Transfer – must not state “NIL”) |
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| **AGREEMENT / CONTRACT FOR SALE DATE** | **SETTLEMENT DATE** |
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| **PLANNING AND LAND AUTHORITY – MINISTER’S / DELEGATE’S CONSENT** |
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| **CERTIFICATION** \**Delete the inapplicable*  **Transferor** |
| \*The Certifier has taken reasonable steps to verify the identity of the Transferor or his, her or its administrator or attorney.  \*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry  Instrument or Document.  \*The Certifier has retained the evidence to support this Registry Instrument or Document.  \*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with  relevant law and any Prescribed Requirement.  Signed By:  *<Name of certifying party>*  *<Capacity of certifying party>*    for: *<Company name>*    on behalf of the Transferor |

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| **CERTIFICATION** \**Delete the inapplicable*  **Transferee** |
| \*The Certifier has taken reasonable steps to verify the identity of the Transferee or his, her or its administrator or attorney.  \*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry  Instrument or Document.  \*The Certifier has retained the evidence to support this Registry Instrument or Document.  \*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with  relevant law and any Prescribed Requirement.  Signed By:  *<Name of certifying party>*  *<Capacity of certifying party>*    for: *<Company name>*    on behalf of the Transferee |

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| --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | |
| Lodged by |  | Registered date / by |  |
| Data entered by |  | Attachments/Annexures |  |