

These Guidance Notes are of a general nature and are not intended to, and cannot, replace the advice of a Legal Practitioner or Registered Conveyancer.

It will be necessary to use an annexure sheet (Form B1) if there is insufficient room in a panel for the text or to complete the remaining certifications.

An annexure sheet to an instrument shall:

- a. be in the format of Form B1 and identified therein as an annexure to the parent instrument;
- b. be referred to in the appropriate panel in the body of the instrument;
- c. be affixed securely and permanently to the top left-hand corner of the instrument. The annexure and instrument must not be bound;
- d. be numbered sequentially in a manner so as to reflect the total number of pages contained in the document;
- e. used only where there is insufficient space in the parent instrument for the relevant information or there is some other compelling reason for its use;
- f. contain sufficient information to link it to the document. This information must include the:
 - * certificate(s) of title references
 - * names of the parties (for individuals, initials for given names and last name in full is acceptable)
 - * type of document to which it is annexed

Examples:

In the case of a Memorandum of Transfer:

- * Land: The whole of the land in CT 5432/123
- * Dealing: Transfer of the fee simple
- * Parties: L.B. Smith and L.C. Smith to D. Jones

In the case of an Application for Deposit of a Plan of Division:

- * Land: The whole of the land in CT 5432/123 and 5678/456
- * Dealing: Application to deposit a plan of division DP 78943 (or development numbers if the plan has not already been lodged)
- * Parties: L.B. Smith, L.C. Smith to D. Jones

When an additional or inserted sheet being a *certificate, statutory declaration or writing* of a similar nature is intended to form part of an instrument ensure:

- a. it is affixed securely and permanently to the left-hand corner of the instrument; and
- b. the printing or handwriting thereon is clear and legible and in permanent form.

The Registrar-General *may refuse* to accept for registration any instrument, annexure sheet or additional or inserted sheet which does not comply with the provisions of these standards.

FORM B1 (Version 1)