

Change of Address for Service of Notices or Name of Caveator 08CX: Instructions for Completion

1. Complete the notice 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 satisfies these requirements) using one side only. Insert a heading beginning “Annexure to ...” and specifying the type of notice, the date and the parties to the transaction. Identify the material included, where possible by referring to the relevant marginal heading on the notice. In the case of signatures which could not be fitted in the space provided, reproduce the text and layout used on the notice. Number all pages in sequence with the notice 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 person who signed the notice and any witness. Securely attach the additional pages to the upper left-hand corner of the notice: 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 notice.
5. Lodge the completed notice by hand at the Department of Lands, Land and Property Information Division, Queens Square, 1 Prince Albert Road, Sydney (adjacent to Hyde Park Barracks).
6. The following instructions relate to the marginal letters on the notice.

(A) FOLIO OF THE REGISTER

If the caveat is drawn against land, insert the number of the relevant folio of the Register; otherwise leave this panel blank.

(B) REGISTERED DEALING

If the caveat is drawn against the estate or interest contained in a registered lease, mortgage or charge, insert the registration number only of the lease, mortgage or charge and the relevant folio of the Register; otherwise leave this panel blank.

(C) LODGED BY

This section must be completed by the person or firm lodging the form at LPI (“the lodging party”). If the lodging party does not have a LPI document collection box, leave the relevant panel blank. If the lodging party has a Listed Lodging Party Number (“LLPN”) insert it as the first item of the first line in the relevant panel; use the following format: “LLPN: 123456. Provision of a reference is optional.

(D) CAVEAT

Insert the registration number only of the caveat, and the full name of each caveator as it appears on the folio of the Register.

(E) CAVEATOR’S NEW ADDRESS FOR SERVICE OF NOTICES

This is the address to which notices, including Court documents, regarding the lapsing (i.e. removal) of the caveat will be sent. Where applicable, insert the new address in full; otherwise leave this panel blank. The address provided *must* be a street address in New South Wales (ensure the postcode is included). A post office box is not acceptable. If desired, a Document Exchange box in New South Wales *may* be included *in addition* to the street address.

(F) CAVEATOR’S NEW NAME

Where applicable, insert the new name in full; otherwise leave this panel blank.

(G) Rule through “folio of the Register” or “registered dealing”, whichever does not apply. If both apply, insert “and” above the slash.

(H) If either (i) or (ii) does not apply, rule it through.

(I) EXECUTION

The completed notice must be signed by or on behalf of the caveator. Any witness must be—

- i. an adult;
- ii. not a caveator in the relevant caveat or a registered proprietor of the estate or interest against which the caveat is drawn; and
- iii. personally acquainted with the person signing or must have taken reasonable steps to confirm that person’s identity.

Where the notice is signed—

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

By an attorney The power of attorney must be registered at LPI. 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 Include a statement similar to that given for an attorney but suitably modified. The signature must be witnessed.

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

By a corporation Include reference to the power or authority relied on by the signatories. Where an authorised officer signs, the signature must be witnessed.

If you have any questions about this notice or privacy matters, please call Department of Lands, Land and Property Information Division, Client Services on 02 9228 6713 or visit our website at www.lands.nsw.gov.au.