

Change of Name form 10CN: Instructions for Completion

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 satisfies these requirements) 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 could not 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. Lodge the completed form by hand at the Department of Lands, Land and Property Information Division, Queens Square, 1 Prince Albert Road, Sydney (adjacent to Hyde Park Barracks). The relevant certificate of title must also be lodged except in the case of a change of name of a registered lessee, mortgagee or chargee, in which case lodgement of the certificate of title is optional.
6. The following instructions relate to the marginal letters on the form.

(A) FOLIO OF THE REGISTER

If the name to be changed is that of the registered proprietor of land, insert the number of the relevant folio of the Register; otherwise leave this panel blank.

(B) REGISTERED DEALING

If the name to be changed is that of a registered lessee, mortgagee or chargee, insert the registration number only of the lease, mortgage or charge and the relevant folio of the Register below; 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) REGISTERED PROPRIETOR

Insert the full name of the person or corporation whose name is to be changed as it currently appears on the certificate of title. Address and occupation are not required. In the case of a corporation the ACN or ARBN is required.

(E) NEW NAME

Insert in full the new name of the person or corporation whose name is to be changed. Address and occupation are not required. In the case of a corporation the ACN or ARBN is required.

(F) FOLIO OF THE REGISTER / REGISTERED DEALING

Rule through "folio of the Register" or "registered dealing", whichever does not apply.

(G) STATUTORY DECLARATION

The applicant must be the person whose name is to be changed or that person's attorney or solicitor. Where a corporation is changing its name or is acting for the applicant, an authorised officer of the corporation must make the declaration. Insert the full name of the declarant and the place and date of the declaration in the appropriate space.

The witness must be a justice of the peace, practising solicitor, notary public, commissioner of the court for taking affidavits or a person otherwise authorised to administer an oath. If signed outside New South Wales, rule through "Oaths Act 1900" and substitute the local Act; the witness must be a person qualified by that Act to administer an Oath.

NOTE: As the LPI may not be able to provide the services of a justice of the peace or other qualified witness, the statutory declaration should be signed and witnessed prior to lodgment of the form at LPI.

Select clause 1(i) and rule through clause 1(ii) if the declarant is the applicant.

Select clause 1(ii) and rule through clause 1(i) if the declarant is not the applicant. Specify the capacity in which the declarant is acting for the applicant. Where the declarant is the applicant's attorney, add the registration number of the power of attorney.

Complete clause 2 where the change of name is the result of marriage; rule through clause 3.

Complete clause 3 where the change of name is the result of other than marriage; rule through clause 2.

In the case of a change of name—

By use and repute where a deed of change of name has been registered include the registration number of the deed and a statement that the person named in the deed is identical with the registered proprietor;

By use and repute where a deed of change of name has not been registered set out the details of the change of name;

By naturalisation attach a copy of the naturalisation certificate;

Of a corporation attach an office copy of the Certificate of Registration of Change of Name issued in accordance with the Corporations Act 2001 or other appropriate legislation.

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