



CHANGE OF DETAILS

On your Certificate of Title

There are many reasons a person may change their details on their Certificate of Title. If you change your name, you do not have to change the registered name shown on the Certificate of Title until you deal with the land (eg. Mortgage or Lease the property). Once you do intend to deal with the land, changing your name on your Certificate of Title is compulsory.

However, if you are selling the property, you will only need to complete a statutory declaration, witnessed by a Justice of the Peace and attaching it to the Transfer document.

What dealings with land do not require you to change your name on the title?

A change of name document is not required when a registered proprietor is:

- Entering into a dealing which will dispose of their entire interest in the land
- Applying to register the death of a deceased Joint Tenant
- Applying to remove a caveat.

How do I change my name on my Certificate of Title?

You will need to complete a form, called an Application to Note Change of Name (Form A4).

This form can be purchased from the Service SA Government Legislation Outlet located at EDS Centre, 108 North Terrace, Adelaide 5000.

You will also need to produce your duplicate Certificate of Title when lodging your application with the Lands Titles Office.

The forms are also available free of charge on the Land Services Group Internet site at www.landservices.sa.gov.au. Lyon Conveyancing can assist with the preparation of all associated documents required for your particular circumstances.

Is there a fee for registering an Application to Note Change of Name?

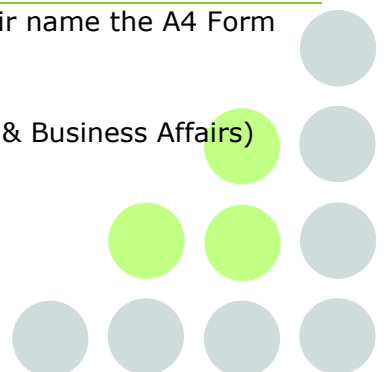
There is a fee for registering an application to change your name. No Stamp Duty is payable on this application.

The registration fees schedule may be obtained from the website www.landservices.sa.gov.au

Can I use this form no matter how I have changed my name?

Although there are numerous ways by which a person may have changed their name the A4 Form caters for all the following circumstances:

- Marriage
- Name changed with Birth, Deaths and Marriages (Office of Consumer & Business Affairs)
- Reverted to a surname used before marriage
- Alteration or correction



- Adoption of a hyphenated name that consists of the proprietor's previous surname and spouse's surname
- Name changed as a consequence of a spouse's change of name
- Adopted an anglicised version of his or her name.

Can I use the Application Form A4 for a company change of name?

The correct form to use for a change of name of a company is an Application Form A3. A statutory declaration is not required in this case, however, evidence of the company's change of name is required from the Australian Securities and Investment Commission and must be attached to the application.

My address appearing on the title has changed/is incorrect. Do I have to notify you?

Although it is not compulsory, it is advisable to notify the Lands Titles Office as soon as a change occurs to allow notices to be sent to the current address. If you do not advise us, your address on the title will remain as it is until you deal with your property and a document is lodged in our office (eg. mortgage; encumbrance; lease).

If you are disposing of your interest in the land (i.e. transfer) there is no need to change your address.

To notify of a change of address you will need to complete the Application Form A3. You are able to use this form to notify the Lands Titles Office of a change in residential address, postal address and change in company address.

No fee is charged for this application, and you do not need to produce your duplicate Certificate of Title.

This fact sheet is courtesy of Land Services Group. For further information please contact Land Services Group at lsgfeedback@sa.gov.au or contact Lyon Conveyancing.

