***Witnessing Signatures***

***On Transfer of Land***

**Please note the following standards**

* Anyone over 18 Can witness signatures who are not a party to the contract
* No Liquid paper allowed
* Black or blue pen only
* DO NOT witness each others signatures
* If you make an error please put a single line through the error and initial
* Full name including middle name required – no initials

**IF YOU ARE NOT SURE WHAT TO DO PLEASE CALL DIVERSIFIED SETTLEMENTS FOR INSTRUCTION**

***Signatures on a Transfer of Land by an individual***

Signed by sign here the same way you are signing your bank forms

In the presence of:

Witness sign: witness signature

Witness print Full Name: full name including any middle name. NO initials allowed

Witness Address: full address including number, name of street, suburb and postcode

Witness occupation: current occupation

Witness phone (B/H): current contact number

SIGNATURES ON OTHER DIVERSIFIED SETTLEMENT DOCUMENTS DO NOT NEED TO BE WITNESSED

***Signatures on a Transfer of Land by 2 Directors without a Common Seal***

Where documents are executed without a Common Seal, the persons signing should show the position they hold in the company and print their name under their signature:

Executed by XYZ Co Pty Ltd ACN . . . . . . . . . . . . . . .  
Signature of Director  
(Print Full Name)  
Director

Signature of Director/Secretary  
(Print Full Name)  
Director/Secretary

***Signatures on a Transfer of Land by 2 Directors with a Common Seal***

The Common Seal of XYZ Co Pty Ltd  
was hereunto affixed in the presence of

Signature of Director Affix  
(Print Full Name) Common  
Director Seal

Signature of Director/Secretary Here  
(Print Full Name)  
Director/Secretary

Please note: One person cannot attest the affixing of the Common Seal in two different capacities, i.e. as Director and as Director/Secretary unless that person is the sole Director and also the sole Secretary of the company.

***Signatures on a Transfer of Land by a Sole Director and a Sole Secretary***

The following form of execution is applicable to proprietary companies that have only one Director who is also the only Secretary of the company:

Executed by XYZ Co Pty Ltd ACN . . . . . . . . . . . . . . .  
Signature of Director  
(Print Full Name)  
Sole Director and Sole Secretary

**PLEASE NOTE THAT WHEN ACTING FOR A DIRECTOR A WITNESS IS NOT REQUIRED AS YOU ARE SIGNING ON BEHALF OF THE COMPANY**

***Signatures on a Transfer of Land when overseas***

* transfer of land documents executed outside of Australia are required to be witnessed by an Australian consular officer;
* prior to witnessing the execution of the transfer of land, the Consular Officer is to undertake an identity check of the transferor(s) and provide certified copies of all the identity documents sighted; and
* Conveyancers then provide the original certified copies of the identity documents, sighted by the Consular Officer who witnessed the transfer of land, to the Registrar of Titles at the time of lodging the transfer of land at Landgate.

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| **Category** | **Minimum Document Requirements FOR SELLER** |
| 1 | 1. Australian or Foreign Passport |
|  | plus |
|  | 2. Drivers Licence or other equivalent Photo ID issued by a Government body |
|  | plus |
|  | 3. current Rates Notice for the property issued by the local government |
| 2 | 1. Australian or Foreign Passport or Birth Certificate if a Passport has not been issued |
|  | plus |
|  | 2. Drivers Licence or other equivalent Photo ID issued by a Government body |
|  | plus |
|  | 3. current Rates Notice for the property issued by the local government |

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| --- | --- |
| **Category** | **Minimum Document Requirements FOR BUYER** |
| 1. | 1. Australian or Foreign Passport |
|  | plus |
|  | 2. Drivers Licence or other equivalent Photo ID issued by a Government body |
| 2. | 1. Australian or Foreign Passport or Birth Certificate if a Passport has not been issued |
|  | plus |
|  | 2. Drivers Licence or other equivalent Photo ID issued by a Government body |

We strongly encourage you to contact the Consulate you intend to visit prior to travelling to that Consulate, to confirm that notary services are provided and will be available at the time of your intended visit.