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| Instrument for Alteration of Register | | | |
| Objective | | | |
| Instrument for the Registration of a change or alteration to the Register including a change of name of the same party, registered address for the service of notices and/or contact details. | | | |
| Section 1: Details Required | | | |
| Folio of Register:1 | Folio No: | | |
| Property Address: | Building Name: | | |
| Floor Number: | | |
| Unit Number: | | |
| Usage: | Residential Commercial Retail Parking  Storage Other | | |
| Name of party altering the Register2: |  | | |
| Address of party altering the register3: |  | | |
| Contact Details | Tel: | | |
| Email: | | |
| Details of the alteration to be registered4: |  | | |
| Details of any other parties that the applicant believes may be affected by the alteration: |  | | |
| Section 2: Signatures | | | |
| Party lodging application to alter: | | | |
| **Date:** | | | |
| Section 3: For Official Use Only | | | |
| **Received By:** | | **Date:** | **Stamp:** |

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| Instrument for Alteration of Register | |
| Guidelines | |
| **Section 1** | |
| 1 | Specify the Folio Number which is on the Title Deed. |
| 2 | The Registrar must be satisfied that the party wishing to register the alteration is connected with the Folio Number referred to above. |
| 3 | The address provided must be a valid address where the Registrar may serve notices and it is up to the party to keep their address updated with the Registrar at all times. |
| 4 | The party should provide details of the alteration to be registered together with all and any supporting documentation required by the Registrar. |
| **Section 2** | |
| All signatures shall be provided, including company stamp where applicable. The Registrar is entitled to request whatever documents it deems necessary to ascertain the identity of an authorised signatory. | |

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| Warranty |
| The parties to this Instrument warrant that the information provided in the Instrument and all accompanying documents is true and accurate. Any party providing any information which is false, misleading or deceptive to the Registrar or withholds or conceals information from the Registrar shall be fined and/or prosecuted to the full extent of the Law. |