

DIRECTIONS FOR SIGNING A DEED

1. When signing the deed:

- sign in **BLUE** or **BLACK** ink only;
- initial **ALL** alterations, insertions and deletions in the margins;
- sign **EACH COPY** of the deed in the same way; and
- keep the deed in good condition.

2. If you are signing as an individual:

- your signature must be witnessed;
- the witness cannot be a party to the deed; and
- the witness must note his or her name below their signature.

3. If you are signing for a Corporation:

- where the company has 2 or more directors, the document should be signed by:
 - 2 directors of the company; or
 - 1 director and 1 secretary (who are different people); or
- where the company has only 1 director then that director must sign the document as the sole director and company secretary.
- **WITH A COMMON SEAL:**
 - the officers signing the document must witness the fixing of the common seal and must complete their name and office held in the spaces below their signature;
 - the common seal must bear the company's Australian Business Number (ABN);
 - the common seal must be clear and able to be read;
 - the seal must be applied in **BLUE** or **BLACK** ink only; and
 - do not sign through the common seal.

OR

- **WITHOUT A COMMON SEAL:**
 - the officers signing the document must sign on behalf of the company and must complete their name and office held in the spaces below their signature.

4. If you are signing under power of attorney:

- your signature must be witnessed;
- the witness cannot be a party to the document;
- the witness must note his or her name below their signature; and
- insert the registered book and number of the power of attorney.