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### **Body Corporate Information**

If your prospective property is a unit, apartment or town-house, please talk to us first about obtaining a full written report on the Body Corporate records.

We'll go through the records with a fine-tooth comb so you're aware of any current financial issues, possible unexpected or inherited expenditure, disputes, disharmony or problem neighbours, and allow you to make informed decisions before it's too late.

We also provide Returning Officer duties for secret ballots.

[Learn more...](#)

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### **Calculators**

We're often asked about duties and fees in Queensland, so to make your job a little easier, here are links to help you calculate the most common types of outlays.

[Titles Office Lodgement Fee Calculators](#) External link to DNRM on-line calculator

[Office of State Revenue Duty Calculators](#)

Links may open a new browser window.

If you need any more help, please [contact us](#) - we're happy to assist.

Please [report any broken links](#).

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## **Forms**

We're often asked about various Queensland forms, so to make your job a little easier, here are links to the most requested types of forms.

[Queensland Titles Office Forms](#)

[Queensland Office of State Revenue Forms](#)

[ASIC Forms](#)

[Queensland Office of Fair Trading Forms](#)

[BCCM Forms](#)

Links will open a new browser window.

If you need any more help, please [contact us](#) - we're happy to assist.

Please [report any broken links](#).

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## **Law Stationery**

A lot of legal forms are available on-line these days, and you'll find free links to these on this [Help Desk page](#).

We're happy to help make your job as easy as possible.

If it's not available on-line though, we can obtain it for you.

With daily service to all authorities, we'll get your order back to you as fast as possible via email, or a hard-copy in the post if applicable.

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### **Litigation Support**

If you need to lodge applications or affidavits, we offer a daily service to all courts and tribunals in Brisbane.

We can also accommodate your urgent filing needs for those time-crucial matters and pick-up your documents from transit depots if required.

We perform on-line and manual searches of all jurisdictions, and can serve documents when required.

If you need a brief picked up and delivered to a Barrister, we can take care of that aswell.

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### **Document Lodging**

If you need a document lodged, look no further.

We attend all departments daily - Titles Office, ASIC, Fair Trading and more.

We'll check the documents for correctness to minimise errors, lodge them and report back to you the same day we receive them.

We'll follow up with your confirmation of registration, included in our initial lodgement fee.

Where available, we can also lodge electronically for super-fast service.

Send us your documents today for safe and secure service.

Here's an instruction sheet for your use and convenience.

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### **Manual Searching**

Not everything is available on-line.

You need plenty of information that's only available via manual methods.

This means multiple authorities to search, multiple forms to fill out, multiple invoices to pay and multiple accounting and administration headaches.

How does one form and one invoice for all your searches sound?

Let us do all the work, and deliver the results to your in-box.

With 50 years experience, you can trust us to deliver outstanding results.

[Order now](#)

If you don't have an account with us, don't worry! You can still order your searches - we'll tally your order and contact you to arrange payment before completing your order.

All Queensland departments and local authorities are catered for, and we can also provide a comprehensive range of searches Australia wide.

If we need any more information to complete your order, we'll be in touch.

Results will be returned to your in-box just as soon as we receive them.

Casual or one-off orders are welcome, though payment will be required prior to us completing your order.

Perfect for Do-it-Yourselfers and Professionals alike.

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## **Office of State Revenue**

See Link - [Stamping](#)

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## **On-line Searching**

Access the most comprehensive range of information available today from within the one portal.

National property, personal, company and business information is ready and waiting, all at extremely competitive pricing.

With the most helpful help-desk available to assist you from 6.00am to 12.00pm, we have all your on-line information needs covered.

[Log-in](#)

Visit the [On-line Searching Page](#) for in-depth information

## **Our Bank Account and PayID Details**

### **For payment of accounts (General Account):**

National Australia Bank  
Capital Office Branch 308-322 Queen St Brisbane  
Peter Atkinson & Company General A/c  
BSB: 084-004  
A/c: 150206135

If your payment amount is equal to your statement balance in full, simply quote your firm name. If you are only paying a particular invoice, please quote that invoice number. Unidentified deposits will be allocated against the oldest outstanding amount on your account. You may also email, phone or fax us with your payment details and allocation instructions.

### **For settlement funds (Trust Account):**

National Australia Bank  
330 Collins Street Melbourne Trust Accounts Branch  
Peter Atkinson & Company Trust A/c  
BSB: 083-088  
A/c: 740522154

[Click here to download an easy reference card for settlement trust account details.](#)

### **Fast Payments with PayID:**

For instant payment to our accounts via PayID:

Invoice Payments PayID: [accounts@peteratkinson.com.au](mailto:accounts@peteratkinson.com.au)

Settlement Funds Trust Account PayID: [settlements@peteratkinson.com.au](mailto:settlements@peteratkinson.com.au)

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## **Our Fees**

Download our [current fee schedule](#).

Fees quoted in the schedule are for regular, full-service approved account holders only.

One-off or casual orders not included at these wholesale rates. Please contact us for a quote.

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## Overseas Execution of Queensland Land Titles Documents

[Titles Registry Alert 125](#) and part 60, paragraph 60-0390 of [Land Title Practice Manual](#) set out Registry requirements and practice relating to witnessing paper instruments and documents outside Australia. Please be advised that these updated practices are **mandatory** for documents executed on or after 1 August 2016.

Further information and resources regarding signing and witnessing requirements are available online at:

<https://www.business.qld.gov.au/industry/titles-property-construction/titles-property/transactions/signing-witnessing-requirements>

This web page provides an overview of Titles Registry requirements in relation to execution and witnessing both inside Australia and overseas.

The section on overseas witnessing also includes links to the certifications for use where an instrument or document is witnessed overseas.

Customers are reminded that there are two certifications:

1. The Australian Embassy/High Commission/Consulate Identity/Witnessing Certification which is to be used where the witness is an Australian Consular Officer or authorised employee at an Australian Consular Office. This certification should be completed on a blank page and **should not** be on a Form 20 – Schedule in accordance with the Department of Foreign Affairs and Trade's requirements; and
2. The Identity/Witnessing Certification form for use by other authorised witnesses (e.g. notary publics, Australian lawyers) witnessing instruments or documents outside Australia. This certification **should** be completed on a Form 20 – Schedule.

Word and PDF versions of the Form 20 Identity/Witnessing Certification are available on the web page. Both formats are available for completion on the screen (electronic version) and for completion by hand. A link to the Department of Foreign Affairs and Trade's website which hosts the Australian Embassy/High Commission/Consulate Identity/Witnessing Certification is also available on this page.

Information provided on the web page is an overview only and all relevant parts of the Land

Peter Atkinson & Co - Help Desk

Title Practice Manual should be referred to prior to completion of either of the identity/witnessing certification forms.

For further information contact the Titles Registry on 1300 255 750 or email [titlesinfo@dnrm.qld.gov.au](mailto:titlesinfo@dnrm.qld.gov.au).

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## **Payment of Account Options**

You can pay your account by cheque, credit card or bank deposit.

Whatever method you prefer, please let us know how you would like the payment allocated. If paying your statement balance in full, please quote your firm name as the deposit reference. If you are only paying a particular invoice, please quote that invoice number. Unidentified deposits will be allocated against the oldest outstanding amount on your account. You can also send us a remittance advice with your allocation instructions.

### **1. Cheque**

Post your cheque in favour of Peter Atkinson and Company to GPO Box 506  
Brisbane 4001

### **2. Credit Card**

We accept Visa & MasterCard. Please have your card handy and contact us with your card details and the amount you wish to pay. You may also pay directly with your credit card via the link with your online invoice.

### **3. Direct Deposit**

You can credit our bank account and forward us a remittance advice. Our bank account details for payment of accounts are:

National Australia Bank  
Capital Office 308-322 Queen St Brisbane

Peter Atkinson & Company General A/c

BSB: 084-004  
A/c: 150206135

PayID: [accounts@peteratkinson.com.au](mailto:accounts@peteratkinson.com.au)

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## **Settlements**

With 50 years experience, you can rest assured we'll protect your client's interests at all costs, and represent you in the most professional manner.

Our knowledge and expertise is unsurpassed.

Our free on-line portal allows you to book settlements, change times and track progress and document receipt.

With a trust account for your convenience, and professional indemnity insurance for your peace-of-mind, your settlement needs are in expert hands.

[Log-in](#)

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## **Stamping**

A lot of documents need stamping, and sending them to the Office of State Revenue means weeks of delay.

As approved in-house stampers, we can stamp the vast majority of documents in-house, and have them back to you the very same day.

For documents that must be lodged at OSR, we'll track the progress and get them back to you as fast as is possible.

We can calculate duty for you and advise on procedural issues.

As Queensland's first in-house stampers, we've got it covered.

Access the Office of State Revenue on-line duty calculator [here](#).

Find Office of State Revenue forms [here](#).

Cheques in payment of duty should be made payable to Office of State Revenue. Cheques must be Bank Cheques or approved solicitor's trust account cheques.

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## **Titles Office**



Access, fill out and print Titles Office forms [here](#) (PDF & Word formats).

View the latest Titles Registry Alerts (formerly LIT Alerts) [here](#). These are the DNRME's electronic newsletters alerting customers to recent policy, fee and legislation changes and other important business matters.

View the Land Titles Practice Manual [here](#).

Access an on-line fee calculator [here](#).

Check on the status of a document lodged for registration [here](#).

Cheques in payment of lodging fees should be made payable to "Department of Natural Resources & Mines" or "DNRM".

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### **Trust Account**

#### **For settlement funds:**

National Australia Bank  
330 Collins Street Melbourne Branch  
Peter Atkinson & Company Trust A/c  
BSB: 083-088  
A/c: 740522154

(Fees apply for use of our Trust Account)

[Click here to download](#) an easy reference flyer.

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