



Notification – Instrument/s not properly stamped

About this form

You should complete this form if you act under an instrument that has not been properly stamped. The instrument/s must be lodged with this form.

Part A – Your details

1. Name
For individuals, enter surname and given names

2. ABN

3. Client number If known

Part B – Correspondence address

4. C/o

Unit/Flat/Building

House no./Street/PO Box

Suburb

State

Postcode

Email address

Part C – Contact person

5. Contact person's name

Contact person's telephone number

Part D – Notification

6. Instruments not properly stamped The instruments that have not been properly stamped must be re-lodged with this form.

Instrument type <input type="text"/>	Date of execution <input type="text"/> / <input type="text"/> / <input type="text"/>
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7. Reasons for incorrect stamping

Provide the reasons for the instrument/s not being properly stamped Supporting evidence must be attached.

Part E – Verification

I verify that the information supplied is true and correct.

Notifier's signature

Name

Date

The Office of State Revenue is collecting the information on this form to determine your liability (if any) under the *Duties Act 2001* for the transactions you have described on this form. Collection of this information is authorised by the *Duties Act 2001*. The information can only be disclosed by the Office of State Revenue to another party in the circumstances outlined in the *Taxation Administration Act 2001* and the *Freedom of Information Act 1992*. For further information see our website at www.osr.qld.gov.au

Queensland Office of State Revenue locations:

Brisbane
Upper Plaza
33 Charlotte Street
(GPO Box 2593)
Brisbane 4001
Client Contact Centre
Ph: 1300 300 734

Rockhampton
Ground floor
209 Bolsover Street
(PO Box 1276)
Rockhampton 4700
Ph: 1300 300 734

Townsville
Level 1
187-209 Stanley Street
(PO Box 988)
Townsville 4810
Ph: 1300 300 734

Cairns
Level 9
15 Lake Street
(PO Box 2378)
Cairns 4870
Ph: 1300 300 734

Visit our website at www.osr.qld.gov.au to obtain revenue rulings, practice directions, information sheets and approved forms relating to this and other State taxation subjects.

Guide to making a Notification regarding incorrect stamping of instruments

Do not return this Guide with the completed form. Retain the Guide for future reference.

Am I required to complete a Notification?

You are required to complete and lodge a Notification regarding incorrect stamping of instruments (Form OSR – D14.1) if you act under an instrument that has not been properly stamped. An instrument is properly stamped if:–

- (a) any duty imposed on the instrument or the transaction to which it relates and any assessed interest or penalty tax is paid in full;
- or
- (b) no duty is imposed on the instrument or the transaction to which it relates because of an exemption under the *Duties Act 2001* or another Act.

What are my obligations?

If you act under an instrument that has not been properly stamped, you are required to lodge your Notification immediately, along with the instrument and any supporting evidence as to why the instrument has not been properly stamped. Failure to do so is an offence under the *Duties Act 2001* unless you can prove that you did not know and could not reasonably have been expected to know that duty was imposed on the instrument or the transaction to which it relates, or that the instrument was not properly stamped.

How to complete a Notification

This form has 5 parts (labelled A-E) and smaller questions within each part numbered individually. When completing this form, please print or type all responses in boxed spaces and tick appropriate boxes. If there is insufficient space, please attach additional forms or pages.

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