



## Transaction statement

### About this form

Complete this form if you are registered as a self assessor for transfer duty under the *Duties Act 2001* and you are required by your notice of registration to self assess transactions. The types of transactions that are required to be self assessed can be found on the Office of State Revenue (OSR) website.

A transaction statement must be completed for each transaction. The information that you will need to complete this transaction statement is contained in the following documents for the transaction:

Form 24 Property Transfer Information and Form 1 Transfer, Form OSR – D2.2, Form OSR – D2.1 and Form OSR – D2.7 (as applicable).

Type all responses in the boxed spaces and tick the appropriate boxes.

If a question is marked with an asterisk\*, the question is mandatory and must be completed.

You must retain certain documents (for example, completed applications for a home concession (Forms OSR – D 2.1 and 2.7) and evidence of value) as they may be requested by OSR. Under section 118 of the *Taxation Administration Act 2001* these documents are required to be retained for a period of 5 years after the completion of the transaction to which they relate.

### Part A – General information

Client No:

Transaction No:

1. Transaction class Select one

- Transfer of residential land
- Transfer of non-residential land
- Transfer of business asset
- Transfer – other
- Transfer of mortgage (Only complete questions 4, 5, 12, 13, 18, 25 & Part D)
- Acquisition of new right

2. Dutiable transaction Select one

- Transfer of dutiable property
- Agreement to transfer dutiable property
- Surrender of dutiable property
- Creation or termination of a trust of dutiable property
- Transfer of an existing right
- Acquisition of new right (go to Q4)

3. Dutiable property Select one

- Land in Qld
- Transferable site area
- Qld business asset
- Existing right
- Chattel in Qld

4. Transaction/ Document date  Unconditional date
5. Is there an agreement in writing? Yes  No
6. Does this transaction also include a transfer(s) assessed under s.22 of the *Duties Act 2001*? Yes  No
7. Has duty been previously paid on this agreement? Yes  If yes, go to Q8  
No  If no, go to Q10
8. Transaction number under which duty was paid
9. Are all details provided in the previous transaction? Yes  No   
(If answer yes, complete Part E of the form and submit to OSR without providing any further details. You will need to await your transaction number in order to stamp the transfer)

## Part B – Property and party details

### 10. Description of the property (other than land)

### 11. Real property description (attach a schedule if more than 5 lots)

Lot no./nos.	Plan type	Plan number	Title reference*

### 12. Transferor details Complete Q12 for each transferor. Attach Annexure C if more than 2 transferors.

Transferor 1:

Type:

- Individual      DOB
- Company      \*ABN/ACN
- Trustee      \*ABN/ACN

Given names - For companies/trustees,  
enter company/trustee name

Surname - For a trustee, enter the trust name

Transferor 2:

Type:

- Individual      DOB
- Company      \*ABN/ACN
- Trustee      \*ABN/ACN

Given names - For companies/trustees,  
enter company/trustee name

Surname - For a trustee, enter the trust name

13. Transferee details Complete Q13 for each transferee. Attach Annexure C if more than 2 transferees.

Transferee 1:  
Type:

Individual \*DOB

Company ABN/ACN

Trust ABN

Transferee 2:  
Type:

Individual \*DOB

Company ABN/ACN

Trust ABN

**If trust, please select type of trust:**

- Family/ discretionary
- Unit
- Fixed
- Other

**If trust, please select type of trust:**

- Family/ discretionary
- Unit
- Fixed
- Other

Given names - For companies/trustees,  
enter company/trustee name

Given names - For companies/trustees,  
enter company/trustee name

Surname - For a trustee, enter the trust name

Surname - For a trustee, enter the trust name

For trustee – Enter ACN/ ABN or Date of birth for each one

For trustee – Enter ACN/ ABN or Date of birth for each one

Address

Address

14. Transferee concession claim

Transferee 1: Select one

- No claim
- Home D2.1 completed
- First home D2.1 completed
- First home vacant land D2.7 completed

Transferee 2: Select one

- No claim
- Home D2.1 completed
- First home D2.1 completed
- First home vacant land D2.7 completed

15. Please provide the following details for each transferee who has claimed a home concession.

Transferee 1

Transfer date:

Occupation date:

Transferee 2

Transfer date:

Occupation date:

## 16. Transferee interest

Each transferee's acquisition of the land as a percentage, such as 25%, 33.33%, 50% or 100%.  
If a transferee already holds an interest in the land, only enter the interest being acquired in this transaction.

Transferee 1

Transferee 2

Interest acquired

Interest acquired

17. Beneficiary of a fixed trust – do you want to claim a home concession for all beneficiaries under the fixed trust? (All beneficiaries of the trust must be individuals with a legal disability)? Yes  No

If yes, please select a concession type:

Home D2.1 completed

First home D2.1 completed

First home vacant land D2.7 completed

Please provide all beneficiaries names and dates of birth (attach schedule where needed)

## Part C – Transaction information

18. Are the transferor and the transferee related?

Yes  Evidence of value to be retained

No

19. Is the consideration paid less than the unencumbered value of property included in this transaction?

Yes  Evidence of value to be retained

No

20. Is an exemption being claimed?

Yes  Complete and lodge an Annexure B with this statement

No

21. Consideration/ unencumbered value of ENTIRE property?

If a partial interest is acquired, the unencumbered value of the entire property, (not just the value of the partial interest), must be entered in this field

\$

*Note: If the consideration excludes GST however GST is payable in addition to the consideration then the GST must be added to the total consideration/unencumbered value.*

22. Where a home concession has been claimed, please provide the dutiable value of non-residential property.

\$

23. Does this transaction form part of an arrangement including other dutiable transactions (Section 30)?

Yes  If yes, go to Q24

No  If no, go to Q25

24. Is this the first transaction in the arrangement? Yes  No

If no, please complete Annexure A regarding aggregated transactions. Please complete the payment information on the annexure and not on this form. The verification section will still need to be completed on this form. If yes, you do not need to complete Annexure A

25. How many mortgages are being transferred?

(Only complete this question if the selected transaction class is Transfer of mortgage)

### Part D – Payment information

26. Duty payable

\$

27. Less duty payable on option agreement

\$

Transaction no:

28. UTI

\$

29. Transaction liability Total of Q26 to Q28

\$

30. Payment amount \$

\$

### Part E – Verification

I verify that the information supplied on this transaction statement is true and correct to the best of my knowledge.

Authorised person's signature

Name

Date

/  /

Contact phone

The Office of State Revenue is collecting the information on this form to determine 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* and the *Taxation Administration Act 2001*. Personal details will not be disclosed to any other third party without your consent unless required to do so by law. For further information see our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au)

Queensland Office of State Revenue:

GPO Box 2475  
Brisbane 4001

Client Contact Centre Ph: 1300 300 734

Visit our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au) to obtain public rulings, information and approved forms relating to this and other State taxation subjects.