



AUTHORIZED SUBSCRIBER REGISTER (ASR) MEMBERSHIP GUIDE

Version 1.8

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Change Record			
Version	Date	Page	Description
1.0	April 2013	All	Initial release.
1.1	May 2013	6, 11, 12, 15, 17, 20, 23, 24, 26, 28	Correction of typographical errors and clarification of instructions.
1.2	August 2013	7, 12-14, 16, 19, 22-24, 26-27	Added information regarding an ASR member being authorized to sign on behalf of more than one organization; added explanation of statutory officer versus BC commissioner; added requirement for members who are commissioners to provide copy of commission with a membership renewal request; added instructions for completing new ASR membership number field; added instructions for using list of pre-approved forms and natures of interest.
1.3	October 2013	28	Replaced FAQs with link to ASR FAQs on LTSA website.
1.4	March 2015	9, 18	Added information relating to mandatory training for new authorized subscribers.
1.5	December 2015	Entire document 29-45	Updated links Added power point presentation on the roles and responsibilities for electronic filing as Appendix A to this document.
1.6	August 2018	17, 24, 27	Updated the New Westminster Land Title Office address
1.7	November 26, 2019	5-10	Removed references to any of the Director's Requirements and replaced with E-filing Directions
		8, 10	Removed Adobe Acrobat version 9,10 and replaced with Adobe Acrobat version 11 or higher
		9, 18, 22	Updated training requirements for new ASR members
		26	Corrected typo in heading from "Section C" to "Section D"

1.7	February 20, 2020	10, 18, 20	Updated links to the EFS help guide and ASR membership application
1.8	January 5, 2021	Entire document	Updated links to various documents on all pages

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1. INTRODUCTION

1.1. Background

1.1.1. The Electronic Filing System

The Electronic Filing System (EFS) was launched in 2004, enabling the electronic submission of documents to the land title office. The Land Title and Survey Authority of British Columbia (LTSA) introduced electronic survey plan submissions to the Crown Land Registry in July 2006 and to the land title office in early 2008. Since then, the electronic submission of virtually all land title documents has been enabled.

In November of 2012, the LTSA completed a phased introduction of requirements to file land title documents and plans electronically. Currently, electronic filing is required for most documents and plans, subject to the exceptions identified in the [E-filing Directions](#).

In response to customer demand and in support of greater efficiency in the registration of title to land, the LTSA continues to pursue a vision where virtually all land title documents will be filed electronically.

1.1.2. Certificates and Electronic Signatures

The *Land Title Act* requires that a document submitted through EFS be electronically signed. The electronic signature must be incorporated into the electronic form using a digital certificate. The certificate can be thought of as the pen required to create an electronic signature for a land title document.

The certificate must be issued by a certification authority that has been recognized by the Director of Land Titles (Director). In the E-filing Directions, the Director has recognized the Law Society of British Columbia, through Juricert Services Inc. (Juricert), as a certification authority.

The *Land Title Act* provides that a person who applies their electronic signature to a form certifies that certain statutory requirements have been met. The effect of applying the signature is to lock the contents of the electronic document so it cannot be changed and to verify the identity of the person signing the document. Once a form has been signed with a valid electronic signature, it can be electronically submitted to the land title office by the person who signed the form or by other parties such as a paralegal or registry agent.

1.1.3. Subscribers

Under the *Land Title Act*, a person who is issued a certificate by Juricert is authorized to use it to electronically sign documents. This person is called a subscriber. In the E-filing Directions, the Director has established criteria for who is eligible to be a subscriber.

Prior to the introduction of the Authorized Subscriber Register (ASR), an individual who wanted to be a subscriber had to be:¹

- a member of the Law Society of British Columbia (a lawyer)
- a member of the Society of Notaries Public of British Columbia (a notary), or
- a practicing land surveyor recognized by the Association of British Columbia Land Surveyors.

The introduction of the ASR has expanded eligibility to be a subscriber to those who meet the requirements for membership in the ASR.

1.2. The Authorized Subscriber Register

The Authorized Subscriber Register (ASR) is a register of individuals who have been approved by the Director under the E-filing Directions to be a subscriber for the purpose of electronically signing forms.

The purpose of the ASR is to provide certain organizations that issue and submit land title documents in paper form the means to do so electronically.

The following individuals are eligible to become a member of the ASR if they meet the specified requirements:

- BC local government statutory officers
- BC provincial government statutory officers
- Federal government statutory officers
- Statutory officers for the Nisga'a Lisims Government, Nisga'a Village Government, or a Treaty First Nation, and
- BC commissioners

To become a member of the ASR, an individual and the organization for which they work must apply to the LTSA and must specify the eligible forms and natures of interest that they need to submit in order to carry out the organization's business or mandate. An individual must be an employee of the organization, as opposed to a contractor.

Applications for membership are reviewed by the LTSA for compliance with the directions set out in E-filing Directions published at <https://ltsa.ca/wp-content/uploads/2020/10/E-filing-Directions.pdf>. Individuals who are granted membership in the ASR can then apply for a certificate from Juricert using their ASR membership number. Once a member receives their certificate, they can use it to electronically sign specified forms as approved by the Director for as long as they maintain their membership in the ASR.

In the context of the EFS, membership in the ASR performs a similar function to membership in a governing body for other types of subscribers. ASR members and their organizations must adhere to the Director's requirements for membership and must renew their membership annually. The Director may revoke a membership at any time.

Every time a document that is electronically signed by a member is submitted to the land title office, the member's electronic signature is validated against the records of the ASR to confirm their status as a valid member and to confirm that they are authorized to electronically sign the form with the nature of interest being applied for.

¹ Under the E-filing Directions, an individual who is a “financial officer” is also eligible to be a subscriber but may electronically sign only the Electronic Payment Authorization Form.

1.3. Scope of Authority to Electronically Sign Documents

In E-filing Directions, the Director has established a list of forms and natures of interest that may be electronically signed by a member of the ASR. In an application for membership, an organization must specify the forms and natures of interest that a candidate for membership is authorized to sign on behalf of the organization.

A member of the ASR will be authorized to electronically sign only the forms and natures of interest that are requested in an application and for which the organization has either

- the statutory authority to issue and submit the form with that nature of interest (where the candidate for membership is a statutory officer), or
- a demonstrable need to issue and submit the form with that nature of interest in order to carry out its business or mandate (where the candidate for membership is a BC commissioner).

In addition, a member’s electronic signature on a form will only be valid

- where the member’s organization is submitting the document on its own behalf, and
- in which the organization is identified as the owner of an interest in land affected by the application.

1.3.1. Authority to Sign a Declaration and a Property Transfer Tax Form

When requesting authority to electronically sign forms and natures of interest, you do not have to request authority for a Declaration or a Property Transfer Tax Form.

All members will automatically be authorized to electronically sign a Declaration. A member will also automatically be authorized to electronically sign a Property Transfer Tax Form where that form is required to be submitted along with another authorized form and nature of interest.

1.3.2. Limitation Based on Transferor or Transferee

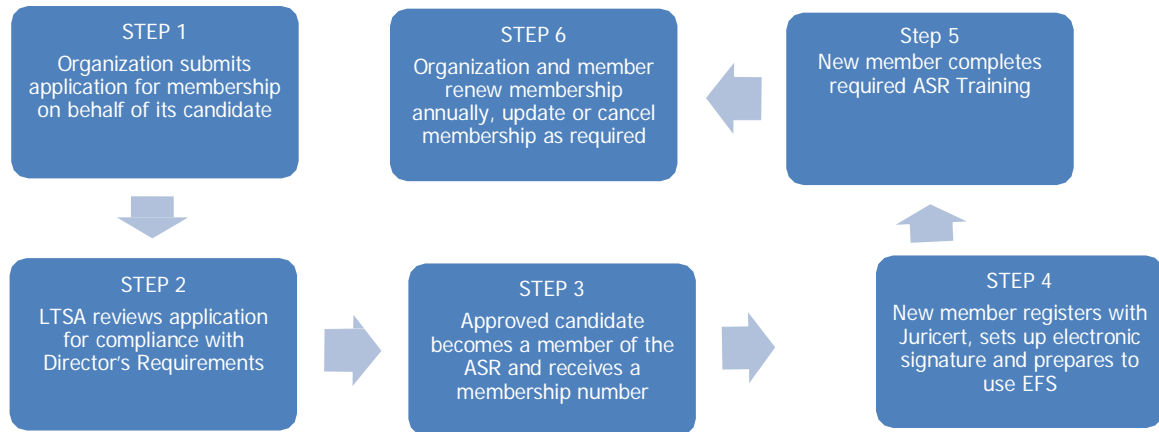
To distinguish the persons or entities granting the interest in land from those acquiring it, most forms identify transferors and transferees. You will be approved to electronically sign forms in which your organization is the transferor, transferee or both based on the nature of interest requested and the organization’s statutory authority or demonstrable need. For example, a member signing on behalf of a financial institution will only be authorized to electronically sign Form C releases of mortgage in which the financial institution is listed as transferor.

1.3.3. Member Signing on Behalf of More than One Organization

Generally, a member of the ASR will be authorized to electronically sign forms on behalf of only one organization. However, where an organization has divisions or subsidiaries that submit forms under a different legal name, a member for that organization may be authorized to sign on behalf of these other entities. In this case, a separate and complete ASR application must be submitted for each entity.

1.4. Overview of Membership in the ASR

Becoming a member of the ASR is a six step process.



Step 1 – Application for Membership

To apply for membership in the ASR, an organization and its candidate must complete the ASR membership application form and submit it to the LTSA. See part 2 [Applying for Membership in the ASR](#).

Note: The ASR membership application form must be completed electronically using Adobe Acrobat 11 or higher (Professional or Standard edition). The form cannot be completed using Adobe Reader.

Step 2 – Review of Application for Membership

When an application for membership is received by the LTSA, the application is reviewed for compliance with the Director's E-filing Directions. In particular, the LTSA will review

- the candidate's statutory authority (where the candidate is a statutory officer) or the terms of the candidate's commission (where the candidate is a BC Commissioner), and
- whether the specific forms and natures of interest that the organization requires the candidate to electronically sign may be authorized.

After completing its review, the LTSA will notify the organization and the candidate whether the candidate has been accepted for membership in the ASR.

Step 3 – Candidate Approved for Membership

Where a candidate has been approved for membership in the ASR, the LTSA will enter the new member into the ASR and will notify the organization and the new member. The notification will include the membership number, which the new member will use to register with Juricert.

Step 4 – Setting up Electronic Signature and Preparing to Use EFS

After receiving a membership number, the new member can register with Juricert to obtain the digital certificate required to electronically sign forms. The member must install the digital certificate on the member's computer and use it to set up their electronic signature in Adobe Acrobat. New members will also need to set up their computer system to use EFS. See part 3 [Getting Started with EFS](#).

Step 5 – Training

All new members of the Authorized Subscriber Register are required to undergo ASR training once the application for membership is approved. The training provides an overview of the ASR; forms and supporting documents; the roles of authorized signatory, witnessing officer and subscriber and the Quality Verification Program for subscribers.

The digital certificate of new members will **not be activated until ASR training is complete**. An ASR self-guided training video is available at <https://vimeo.com/307572493>. After watching the training video, please contact the ASR administrator at asr@ltsa.ca to activate your digital certificate for use in EFS.

Optionally, more training is available via live webinar for myLTSA Enterprise and EFS capabilities, including setting up the subscriber's electronic signature. Customers can register at <https://ltsa.ca/professionals/land-title-practice/web-filing/>

Training is provided at no charge by the LTSA.

Step 6 – ASR Membership Renewal, Update, or Cancellation

An organization and its members must submit a request to renew membership in the ASR annually. See part 4 [Membership Renewal](#).

If there is a change to an organization representative or ASR member's contact information, the organization must submit a request to update the information in the ASR. An organization can also request a change to the forms and natures of interest that a candidate is authorized to electronically sign. See part 5 [Updating Membership](#).

An organization or a member can also cancel a membership if required. See part 6 [Cancelling membership](#).

Mandatory training is not required when ASR members renew their annual membership.

1.5. Using the Electronic Filing System

Members of the ASR will use EFS to submit forms that they have electronically signed. In addition to undergoing required ASR training, new members should consult the EFS [user guides and publications](#) for assistance in using EFS.

2. APPLYING FOR MEMBERSHIP IN THE ASR

2.1. Overview

Before submitting an application for membership in the ASR, an organization and its candidate for membership should review the Director's [E-filing Directions](#) to confirm whether they are

eligible for membership.

After reviewing the eligibility requirements, the organization and its candidate for membership complete the [ASR membership application form](#). This form must be completed electronically using Adobe Acrobat Professional or Standard edition. It cannot be completed using Adobe Reader. Detailed instructions for completing the membership application form are provided in part 2.3 completing the ASR membership application form.

Once the ASR membership application form has been completed electronically, it must be printed and signed by the organization representative and the candidate. It can then be submitted to the LTSA in hard copy or be scanned and sent as an email attachment.

2.2. Confirming Eligibility for Membership in the ASR

Before submitting an application for membership in the ASR, an organization and its candidate for membership should review the [E-filing Directions](#) to confirm whether they are eligible for membership and to determine whether the forms and natures of interest that they need to submit may be authorized.

The following are some key requirements for membership in the ASR:

- A member must be either a statutory officer or a BC commissioner as defined in the E-filing Directions, Section 5.
- A member will only be authorized to electronically sign a form that the member's organization submits on its own behalf and in which the organization is identified as the owner of an interest in land affected by the application.
- A member will only be authorized to electronically sign a form with a specific nature of interest if the member's organization has either
 - the statutory authority to issue and submit the form with that nature of interest (where the member is a statutory officer), or
 - a demonstrated need to issue and submit the form with that nature of interest in order to carry out its business or mandate (where the member is a BC commissioner).

2.3. Completing the ASR Membership Application Form

The [ASR membership application form](#) must be completed electronically using Adobe Acrobat version 11 or higher (Professional or Standard edition). It cannot be completed using Adobe Reader.

The form has two parts and three schedules.

- Part 1 requires information about the organization and its representative, and must be signed by the representative. The representative must be a person who has the

authority to agree to the Organization terms and conditions in Schedule A (described below) on behalf of the organization.

- [Schedule A](#) is the terms and conditions that the organization agrees to when submitting an application for membership.
- Part 2 requires information about the candidate for membership and about the forms and natures of interest that the candidate may be authorized to sign on behalf of the organization. Part 2 must be signed by the candidate.

Note: When completing the form electronically, part 2 of the form will not appear until you click on the Add Candidate button at the end of part 1.

- [Schedule B](#) is the terms and conditions that the candidate agrees to when submitting an application for membership.
- Schedule C is the list of eligible forms and natures of interest. When completing part 2 of the application form, the organization will use Schedule C to identify the forms and natures of interest that the candidate may be authorized to sign on behalf of the organization. Schedule C is located in the end of the application form, after part 2.

Note: When completing the form electronically, Schedule C will not appear until you click on the Add Candidate button at the end of part 1.

An organization may submit a single application for more than one candidate. In this case, the organization must include a separate part 2 and Schedule C for each candidate in the application.

Detailed instructions for completing the ASR membership application form are provided below.

2.3.1. ASR Membership Application Form – Part 1

Section A – Purpose of this Application

1. Select “apply for membership in the ASR”.
2. Additional information: not required, but you may use this space to provide any explanatory notes about the application.

Section B – Organization and Organization Representative

1. Fill in the legal name of the organization.
2. Fill in the name of the organization as it will appear on the form. .

Note: a member’s authority to electronically sign documents will be limited to documents filed on behalf of the organization as named here.


3. Fill in the name and contact information for the organization representative. The representative **must be a person who has the authority to agree to the terms and conditions in [Schedule A](#) of the application on behalf of the organization.**

Note: all correspondence from the LTSA regarding the application and membership in the ASR will be sent to the email address of the organization representative provided here as well as to the member.

Section C – Execution on behalf of the Organization

1. The organization representative should review section C in the application form and Schedule A of the application.
2. Fill in the name and title of the organization representative. The representative will sign and date the form after it has been completed and printed.

2.3.2. ASR Membership Application Form – Part 2

 Click on the Add Candidate button at the end of part 1 to open part 2 of the application form.

If you are submitting a single application with more than one candidate, you must complete a separate part 2, including Schedule C, for each candidate. To open an additional part 2 and Schedule C, click on the Add Another Candidate button at the end of part 2.

Section A – Candidate

1. Fill in the candidate's legal name, the department of the organization in which the candidate works, and the candidate's title.
2. Fill in the candidate's contact information.

Note: All correspondence from the LTSA regarding the application and membership in the ASR will be sent to the email address of the member provided here as well as to the organization representative.

If the candidate is already a member of the ASR, fill in the candidate's ASR membership number. If not, select "Not Applicable".

If this person is an existing ASR member, the membership number must be entered here or select Not Applicable.	AUTHORIZED SUBSCRIBER MEMBERSHIP NO. <input type="text"/>
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Note: In most cases, the candidate will not be an existing member of the ASR. However, where an organization has a division or subsidiary that submits forms under a different legal name, an existing member for that organization may be authorized to digitally sign documents on behalf of both of these entities.

If the candidate is already a member of the ASR and is applying to represent an additional organization, a new application is required with the details of that organization. Fill in the candidate's existing membership number which will then be valid for both organizations. The new organization must meet all of the requirements for membership.

3. Identify whether the candidate is a statutory officer or a BC commissioner by ticking the corresponding box.

Note: Where a form is submitted under the authority of provincial or federal legislation, the candidate authorized to electronically sign the document is considered a statutory officer, even where the candidate is exercising authority delegated from another individual such as a minister.

Where such a candidate is also a commissioner for taking affidavits, the candidate should be identified as a statutory officer and not a BC commissioner for the purpose of the ASR.

Section B – Scope of Authority

To complete this section, go to Schedule C on the last page of the application form to identify the forms and natures of interest that the candidate will be authorized to digitally sign on behalf of the organization.

Before completing this section, you should review the eligible forms and natures of interest in to determine the forms and natures of interest that the candidate may be authorized to electronically sign.

1. Review the list of pre-approved forms and natures of interest for your organization type:

- [Local Government and First Nation Statutory Officer](#)
- [Provincial Statutory Officer](#)
- [Federal Statutory Officer](#)
- [Financial Institution Commissioner](#)
- [Oil and Gas Company Commissioner](#)
- [Public Utility or Telecommunications Company Commissioner](#)

If you determine it is necessary for your organization to request a form or nature of interest that is not on the pre-approved list for your type of organization, then you must provide further information about the organization's authority to submit the form by completing Section C of part 2. If your organization is not one of the types listed, then you also must complete Section C.

2. Determine the forms and natures of interest that you would like the candidate to be authorized to sign and go to Schedule C at the end of the application form to identify these forms and natures of interest.

NOTE: All approved candidates will automatically be authorized to electronically sign a Declaration. An approved candidate will also automatically be authorized to electronically sign a Property Transfer Tax Form where that form is required to be submitted along with another authorized form and nature of interest. You do not have to request these forms.

3. Click on the name of the required form from the list in Schedule C. A list of the eligible natures of interest for that form will appear at the end of the application form. Go to the list and tick the box for each nature of interest required. If necessary, go back to Schedule C, click on another form and repeat.

Note: If you click on a form but do not tick any natures of interest for the form, the list of natures of interest for that form will remain in your application until it is [printed](#).

Any list that does not have a nature of interest ticked will automatically be removed from the application form before printing.

4. If you requested a form or nature of interest that was not on the pre-approved list for your organization type or if your organization is not one of the types listed, go to section C of part 2. If you requested only pre-approved forms and natures of interest, go to Section D of part 2.

Section C – Statutory Authority/Authority of BC Commissioner

Only complete this section if you requested a form or nature of interest that was not on the pre-approved list for your organization type or if your organization is not one of the types listed. See the instructions in section B for more information.

The LTSA will review the information provided in this section to determine whether a candidate will be authorized to electronically sign each form and nature of interest identified in section B that is not on the pre-approved list for your organization.

1. Where the candidate is a statutory officer:

1. Fill in the forms and natures of interest you identified in section B that were not on the pre-approved list for your organization type.
2. For each form and nature of interest, fill in the candidate's statutory authority by referencing the statute and section number that provides the authority to submit the form and nature of interest.

2. Where the candidate is a BC Commissioner:

1. Fill in the forms and natures of interest you identified in Section B that were not on the pre-approved list for your organization type.
2. For each form and nature of interest, briefly identify why submission of the form is required by the organization to carry out its business or mandate. This should identify the organization's demonstrable business need to submit the specific form and nature of interest.

Section D – Execution by the Candidate

1. The candidate should review section D in the application form and [Schedule B](#).
2. Fill in the name and title of the candidate. The candidate will sign and date the form after it has been completed and printed.

Adding another candidate

If you are submitting a single application with more than one candidate, you must complete a separate part 2, including Schedule C, for each candidate.

Add Another Candidate To open an additional part 2 and Schedule C, click on the "Add Another Candidate" button at the end of part 2.

2.4. Submitting an Application

After completing the application form electronically, it must be printed and signed before being submitted.

2.4.1. Printing

Print Form

To print the application form, click on the print form button at the top of the first page of the form. This will prepare the form for printing by removing the first page of instructions as well as any list of natures of interest in Schedule C in which none of the natures of interest have been ticked.

The printed application form must include the following:

- Part 1
- Part 2
- Schedule C showing the forms and natures of interest that the candidate will be authorized to electronically sign on behalf of the organization.

Do not include Schedule A (Organization terms and conditions) or Schedule B (Candidate terms and conditions) when printing an application for submission.

Where there are multiple candidates on a single application, there must be a separate part 2 and Schedule C for each candidate.

2.4.2. Signatures

Before an application can be submitted, part 1 must be signed by the organization representative and each part 2 must be signed by the candidate.

2.4.3. Where Candidate is a BC Commissioner

Where a candidate is a BC commissioner, a copy of the candidate's commission must be attached to the application form.

2.4.4. Application Checklist

Before submitting an ASR membership application, please confirm that the following items have been completed. An application that does not have all of these items will be returned as incomplete.

- Part 1, section A: the purpose of the application has been identified.
- Part 1, section B: the organization's legal name and the organization's "name of party" to be used on forms has been identified.
- Part 1, section C: the application has been signed and dated by the organization representative.
- Part 2, section A: the candidate's department has been identified.
- Part 2, section B: the forms and natures of interest that the candidate will be authorized to sign on behalf of the organization have been identified in Schedule C and attached to part 2 of the application.
- Part 2, section C: **Only complete this section if you requested a form or nature of interest that was not on the pre-approved list for your organization type or if your organization is not one of the types listed.** See the instructions in section B and section C for more information.
- Part 2, section D: the application has been signed and dated by the candidate.
- Where the candidate is a BC commissioner, a copy of the candidate's commission is attached to the application.
- Where there are multiple candidates on one application, a separate part 2 and Schedule C are included for each candidate.

2.4.5. Submitting the Application to the LTSA

The completed application must be submitted to the LTSA

- by scanning it as a PDF document and sending it by email to asr@ltsa.ca, or

- by mail or hand-delivery to

ASR Registration and Renewal

Land Title and Survey Authority of BC

Suite 500 – 11 Eighth Street

New Westminster, BC

V3M 3N7.

An ASR membership application will be reviewed by the LTSA within 10 business days of receipt.

3. GETTING STARTED WITH EFS

3.1. Overview

When a candidate has been approved for membership, the new member and the organization representative will receive an email notifying them that the membership has been approved.

Once approved, there are a number of steps that must be taken before the member can submit documents using the LTSA's Electronic Filing System (EFS). These include

- Obtaining a digital certificate from Juricert and setting up the member's electronic signature
- Setting up a myLTSA account for EFS
- Completing required ASR training before using certificate for the first time (see page 9)
- Setting up Electronic Funds Transfer (if the member will be submitting Property Transfer Tax payments)
- Downloading land title form templates and setting up folders for documents

For complete instructions on getting started with EFS, see the [Electronic Filing System User's Guide](#).

3.2. Registering with Juricert

The membership approval notice sent to the new member and the organization representative will contain the new member's ASR membership number, which the member will need to provide when registering with Juricert.

When completing the Juricert registration process, a member of the ASR must register in the "Authorized Subscriber" category.

Complete instructions for registering with Juricert and obtaining a [digital certificate](#) are available in the Electronic Filing System User's Guide.

4. MEMBERSHIP RENEWAL

4.1. Overview

Membership in the ASR must be renewed annually. Both the member and the organization representative will be notified when a membership is due for renewal. A membership will automatically expire if it is not renewed before the expiry date.

4.2. Failure to Renew Before Expiry

If a signed renewal request is not received or processed by the LTSA before the membership expiry date, the membership will automatically expire. When a membership expires, the LTSA will send an email to the member and the organization representative with an expired membership notice.

Once a membership has expired, the EFS will not accept the member's electronic signature on a form unless the signature was applied before the expiry date of the membership.

An expired membership cannot be renewed. If an organization wishes to re-instate the membership, they must complete a new application and obtain a new Juricert certificate.

4.3. Renewal Process

Thirty days before the expiry of a membership, the LTSA will send an email to the member and the organization representative with a membership expiry warning notice.

To renew membership, the organization representative and the member must request renewal by signing the notice and returning it to the LTSA as directed in the notice. Where the member is a BC Commissioner, **the renewal request must also include a copy of the member's commission.**

To ensure that a membership is renewed before expiry, the renewal request **must be received at least 10 days before the expiry date.**

After a membership has been renewed, the LTSA will send the member and the organization representative a membership renewal approval notice indicating the new membership expiry date.

4.4. Juricert Renewal

In addition to renewing membership in the ASR annually, members are also responsible for renewing their Juricert registration as required by Juricert. Currently, a Juricert certificate must be renewed every five years.

5. UPDATING MEMBERSHIP

5.1. Overview

An organization may request an update of a membership in the ASR. There are two types of update requests:

- A request to update administrative information about the organization, organization representative or member. This would include a change in contact information such as a telephone number or email address as well as a change to the person who will be acting as organization representative.
- A request to authorize additional forms or natures of interest that may be electronically signed by a member.

A request to update a membership is submitted using the ASR membership application form. Only specified parts of the form need to be completed based on the type of update being requested. Detailed instructions for preparing and submitting each type of update request are provided below.

Note: If an organization wishes to add a new candidate for membership, the organization and the candidate must submit a new application.

5.2. Updating Administrative Information

The organization representative and the member must inform the LTSA about any changes to the identifying and contact information provided about the organization, its representative and the member when the original application for membership was submitted.

Also, if an organization wants to change the person who is acting as its representative, it must submit a request to change the organization representative.

Instructions for completing a request to update administrative information using the [ASR membership application form](#) are provided below.

5.2.1. Preparing a Request to Update Contact Information

To request an update to identifying or contact information for the organization, organization representative or an ASR member; you must complete the sections of part 1 and part 2 of the ASR membership application form identified below.

If you are requesting a change to the person who is acting as the organization representative, see 5.2.2. [Preparing a Request to Change the Organization Representative](#).

Part 1

Part 1 of the ASR membership application form must be submitted with any request to update identifying or contact information. Follow the instructions below to complete part 1.

Section A – Purpose of this Application

1. Select “request an update to information about an existing member or organization representative” from the drop-down list.
2. Additional information: use this space to provide any explanatory notes, if required.

Section B – Organization and Organization Representative

1. Fill in the legal name of the organization.
If the request is to update the legal name of the organization, enter the new legal name here and indicate the previous legal name under “Additional Information” in section A.
2. For the remaining blanks in section B, **fill in only the information that has changed**. For example, if the request is to update the organization representative’s email address and telephone number, then fill in only the new email address and telephone number in section B.

Section C – Execution on behalf of the Organization

Fill in the name and title of the organization representative. The representative will sign and date the form after it has been completed and printed.

Part 2

Part 2 of the ASR membership application form must be submitted **only if the request is for a change to information about the member**. Follow the instructions below to complete part 2, if required.



Click on the “Add Candidate” button at the end of part 1 to open part 2 of the application form.

Section A – Candidate

1. Fill in the legal name of the member in the blank for “legal name of candidate”. If the change is to the legal name of the member, fill in the new legal name and indicate the previous legal name under “Additional information” in part 1, section A.
2. For the remaining blanks in section A, **fill in only the information that has changed**. For example, if the request is to update the member’s email address and telephone number, then fill in only the new email address and telephone number in section A.
3. Fill in the member’s ASR membership number.

Section B and Section C

Do not complete section B or section C.

Section D – Execution by the Candidate

Fill in the name and title of the member. The member will sign and date the form after it has been completed and printed.

See 5.4 [Submitting a Request to Update Membership](#) for instructions on completing the request.

5.2.2. Preparing a Request to Change the Organization Representative

To request a change to the person who is acting as the organization representative, you must complete the sections of part 1 of the ASR membership application form as identified below.

Section A – Purpose of this Application

1. Select “request a change to the organization representative” from the drop-down list.
2. Additional information: use this space to provide any explanatory notes, if required.

Section B – Organization and Organization Representative

1. Fill in the legal name of the organization.
2. Fill in all of the remaining blanks with information about the **new** organization representative.

Section C – Execution on behalf of the Organization

Enter the name and title of the **new** organization representative. The new representative will sign and date the form after it has been completed and printed.

See 5.4 [Submitting a Request to Update Membership](#) for instructions on completing the request.

5.3. Requesting Authority for Additional Forms and Natures of Interest

To request that an existing ASR member be authorized to electronically sign additional forms and natures of interest, you must complete the sections of part 1, part 2 and Schedule C of the ASR membership application form as identified below. The existing member may be required to undergo additional ASR training, depending on the forms and natures of interest.

Part 1

Section A – Purpose of this Application

1. Select “request the authorization of additional forms and natures of interest for an existing member” from the drop-down list.
2. Additional information: use this space to provide any explanatory notes, if required.

Section B – Organization and Organization Representative

Fill in the legal name of the organization.

Section C – Execution on behalf of the Organization

Fill in the name and title of the organization representative. The representative will sign and date the form after it has been completed and printed.

Part 2

Add Candidate

Click on the “Add Candidate” button at the end of part 1 to open part 2 of the application form.

Section A – Candidate

1. Fill in the legal name of the member in the field for “legal name of candidate”.
2. Fill in the member’s ASR membership number.

Section B – Scope of Authority

Complete section B for **only the additional forms and natures of interest** that are being requested.

See the instructions for completing section B [Scope of Authority](#) in part 2.3.2 of this guide.

Section C – Statutory Authority/Authority of BC Commissioner

If necessary, complete section C for the additional forms and natures of interest being requested. For additional information on completing section C, see section C [Statutory Authority/Authority of BC Commissioner](#) in part 2.3.2 of this guide.

Section D – Execution by the Candidate

Fill in the name and title of the member. The member will sign and date the form after it has been completed and printed.

5.4. Submitting a Request to Update Membership

5.4.1. Printing

Print Form

To print a request to update membership, click on the print form button at the top of the first page of the form. This will prepare the form for printing by removing the first page of instructions as well as any list of natures of interest in Schedule C in which none of the natures of interest has been ticked.

The printed request must include the following:

Type of request	Parts of form that must be
-----------------	----------------------------

	included
Request to update contact information for a member	Part 1 and part 2
Request to update contact information for the organization representative or organization	Part 1
Request to change organization representative	Part 1
Request to authorize additional forms and natures of interest for an existing member	Part 1, part 2 and Schedule C

5.4.2. Signing

After printing the required parts of the form, it must be signed as follows:

Type of request	Must be signed by
Request to update contact information for a member	Member and organization representative
Request to update contact information for the organization representative or organization	Organization representative
Request to change organization representative	New organization representative
Request to authorize additional forms and natures of interest for an existing member	Member and organization representative

5.4.3. Submitting the request to the LTSA

The completed request must be submitted to the LTSA

- by scanning it as a PDF document and sending it by email to asr@ltsa.ca, or
- by mail or hand-delivery to
ASR Membership Update Request
and Survey Authority of BC

Suite 500 – 11 Eighth Street
New Westminster, BC
V3M 3N7.

6. CANCELLING MEMBERSHIP

6.1. Overview

An organization or a member may cancel an ASR membership at any time. If a member leaves an organization or changes their position within an organization such that they no longer have the authority to submit forms on behalf of the organization, the membership must be cancelled.

When a membership is cancelled, EFS will not accept the member's electronic signature on a form unless the signature was applied before the date of the cancellation.

A request to cancel a membership is submitted using the ASR membership application form. Only specified parts of the form need to be completed. Detailed instructions for preparing and submitting a membership cancellation request are provided below.

6.2. Requesting Cancellation of a Membership

6.2.1. Preparing a Request to Cancel a Membership Made by an Organization

Where an organization is requesting the cancellation of an ASR membership, you must complete the sections of part 1 and part 2 of the [ASR membership application form](#) identified below.

Part 1

Section A – Purpose of this Application

1. Select "request cancellation of a membership" from the drop-down list.
2. Additional information: use this space to provide any explanatory notes, if required.

Section B – Organization and Organization Representative

Fill in the legal name of the organization.

Section C – Execution on behalf of the Organization

Fill in the name and title of the organization representative. The representative will sign and date the form after it has been completed.

Part 2

Add Candidate

Click on the "Add Candidate" button at the end of part 1 to open part 2 of the application form.

Section A – Candidate

1. Fill in the legal name of the member to be cancelled in the blank for “legal name of candidate”.
2. Fill in the member’s ASR membership number.

See 6.3 [Submitting a Request to Cancel Membership](#) for instructions on completing the request.

6.2.2. Preparing a Request to Cancel a Membership Made by the Member

Where a member is requesting the cancellation of their ASR membership, you must complete the sections of part 1 and part 2 of the ASR membership application form as identified below.

Section A – Purpose of this Application

1. Select “request cancellation of a membership” from the drop-down list.
2. Additional information: use this space to provide any explanatory notes, if required.

Section B – Organization and Organization Representative

Fill in the legal name of the organization.

Part 2



Click on the “Add Candidate” button at the end of part 1 to open part 2 of the application form.

Section A – Candidate

1. Fill in the legal name of the member to be cancelled in the blank for “legal name of candidate”.
2. Fill in the member’s ASR membership number.

Section D – Execution by the Candidate

Fill in the name and title of the member to be cancelled. The member will sign and date the form after it has been completed.

6.3. Submitting a Request to Cancel Membership

6.3.1. Printing



To print a request to cancel membership, click on the print form button at the top of the first page of the form. This will prepare the form for printing by removing the first page of instructions.

6.3.2. Signing

After printing part 1 and part 2 of the form, it must be signed by the organization representative (where requested by the organization) **or** by the member to be cancelled (where requested by the member).

6.3.3. Submitting the request to the LTSA

The completed request must be submitted to the LTSA

- by scanning it as a PDF document and sending it by email to asr@ltsa.ca, or
- by mail or hand-delivery to

ASR Membership Cancellation Request

Land Title and Survey Authority of BC

Suite 500 – 11 Eighth Street

New Westminster, BC

V3M 3N7.

7. FREQUENTLY ASKED QUESTIONS (FAQS)

See the Authorized Subscriber Register [FAQs](#) on the organization's help site.

8. APPENDIX A

The attached power point slides were created to provide new members of the Authorized Subscriber Register with a better understanding of electronic filing and the legal responsibility of the designate when applying an electronic signature to a document.

The slides provide an overview of the various roles involved in completing, executing and electronically signing documents and describes the legal requirements when witnessing and electronically signing documents.



Electronic Filing Roles and Responsibilities Overview

Version 1.0

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innovation | integrity | trust.

| Objectives

Our objectives include the following:

- Provide a clear understanding of British Columbia's legal requirements
- Provide a clear understanding of an original electronic form, execution copy, and digitally certified electronic form
- Provide a clear understanding for the roles of drafter, authorized signatory, witnessing officer, and designate

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2

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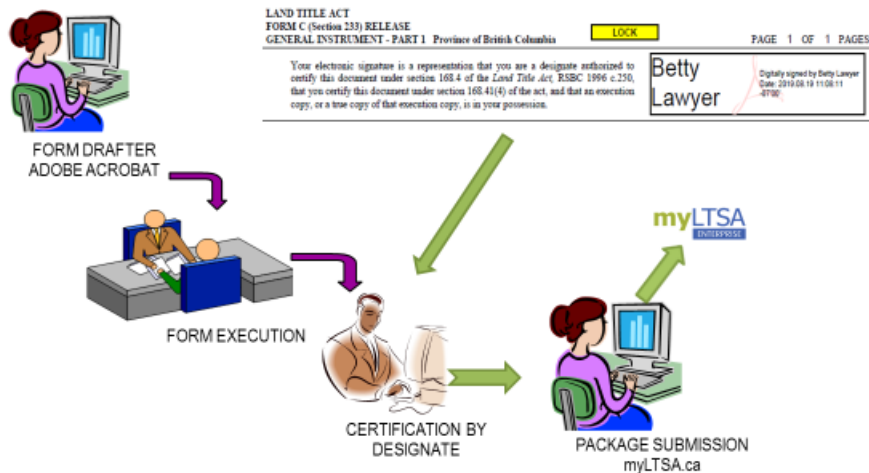
Definitions

Paper Copy- printed version of the original electronic form that has been filled in by the drafter and is ready for execution by the authorized signatory and witnessing officer

Execution Copy- a printed copy of the original electronic form that has been executed by the authorized signatory and witnessed by the officer

Designate – means a subscriber who is authorized to certify a document under part 3.3 of the E-filing Directions

Electronic Filing System (EFS) Overview



| Form Drafter

- This role fills in the details of the particular application (discharge, assignment, etc.) onto the fielded pdf form.
- This role follows essentially the same process as in hardcopy form completion.



| Three Categories of Form Types

Transfer forms are printed and executed

- Form C Charge – Statutory Right of Way, Covenant
- Form C Release – Mortgage

Forms with supporting documents attached

- Form 17 Charge – Notice of Tax Sale
- Form 17 Release – Crown Debt

Survey Plans and certification

- Subdivision or Road closing

Original Electronic Form with Supporting Document

The image shows a screenshot of an electronic form for the Agricultural Land Commission (ALC). The form is titled "AGRICULTURAL LAND RESERVE - EXCLUSION" and includes sections for "PART 10.1 OF THE LAND TITLE ACT", "AGRICULTURAL LAND COMMISSION", and "AGRICULTURAL LAND RESERVE - EXCLUSION". The form is filled out with various details, including a "Registered Owner" field. To the right of the form is a supporting document, which is a letter from the ALC dated July 28, 2017, addressed to the BC Land Title and Survey Registrar. The letter contains information about the property and the exclusion process.



Supporting Documents

- Under Part 10.1 of the *Land Title Act* a supporting document means a document that is required or permitted by this act, another enactment or an e-filing direction to be registered, filed, lodged or deposited in the land title office with an application.
- The Director of Land Titles has established requirements for electronic land title forms and supporting documents in E-filing Directions and Supporting Documents for Electronic Applications.
- The publications are available under Practice Info on ltsa.ca.

Original Electronic Form

LAND TITLE ACT
FORM 1 (Change 01) RELEASE
GENERAL INSTRUMENT - PART 1 Province of British Columbia PAGE 1 OF 3 PAGES

Your electronic signature is a representation that you are a signatory authorized to execute this document under section 34(1) of the Land Title Act, R.S.B.C. 1996, c.124. You can verify this document under section 34(2)(c) of the act, and that an electronic copy is a true copy of the instrument, only, in the event of a dispute.

1. APPLICATION: Please address, please number of applicant, applicant's address or agent
 City of Testville
 Unit 501, 8881 Ave. File: 7485
 Building #4
 Testville BC V3E 5T5

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND (LEGAL DESCRIPTION)
 000-000-000 LOT 1 DISTRICT LOT 2 GROUP 1 NEW WESTMINSTER DISTRICT PLAN
 0PPI00

3. NATURE OF INSTRUMENT RELEASED (CLASSIFICATION) ADDITIONAL INFORMATION (See Schedule)
 Covenant CA123456

4. TERMS: The charge described in item 3 is released or discharged as a charge on the land described in item 2.

5. TRANSFERREES (See below general addresses and parcel numbers) (See Schedule)
 CITY OF TESTVILLE

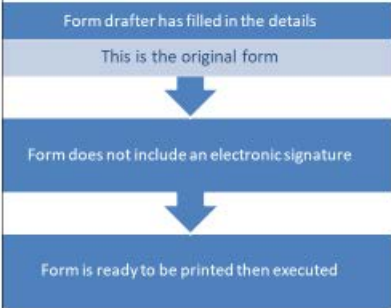
6. TRANSFERREES (including general addresses and parcel numbers) (See Schedule)
 Registered owner

7. ADDITIONAL OR MODIFIED TERMS

8. EXECUTION: This instrument creates, amends, modifies, releases, discharges or governs the priority of the interests described in item 3 and the Transferrees and every other signatory agree to be bound by this instrument, and acknowledge receipt of a true copy of the final instrument.
 Other Signatories:
 Jereny Jones
 Barrister & Solicitor
 Unit 3, Software Road
 Surrey BC V3E 0V0

Execution Date: 19 12 19
 Transferree's Signature:
 City of Testville by its authorized signatory
 Barbara Sanders

9. OFFICER'S CERTIFICATION: This officer certifies a representation that you are a signatory, under section 34(1) of the Land Title Act, R.S.B.C. 1996, c.124. In the event of a dispute, you can verify this document under section 34(2)(c) of the act, and that an electronic copy is a true copy of the instrument, only, in the event of a dispute.



Execution Copy of Original Electronic Form

LAND TITLE ACT
FORM 1 (Change 01) RELEASE
GENERAL INSTRUMENT - PART 1 Province of British Columbia PAGE 1 OF 3 PAGES

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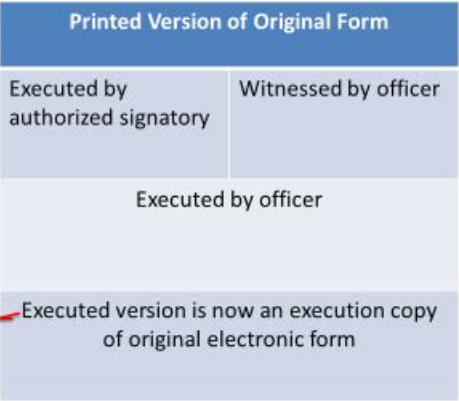
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 Registered owner

7. ADDITIONAL OR MODIFIED TERMS

8. EXECUTION: This instrument creates, amends, modifies, releases, discharges or governs the priority of the interests described in item 3 and the Transferrees and every other signatory agree to be bound by this instrument, and acknowledge receipt of a true copy of the final instrument.
 Other Signatories:
 Jereny Jones
 Barrister & Solicitor
 Unit 3, Software Road
 Surrey BC V3E 0V0

Execution Date: 19 12 19
 Transferree's Signature:
 City of Testville by its authorized signatory
 Barbara Sanders

9. OFFICER'S CERTIFICATION: This officer certifies a representation that you are a signatory, under section 34(1) of the Land Title Act, R.S.B.C. 1996, c.124. In the event of a dispute, you can verify this document under section 34(2)(c) of the act, and that an electronic copy is a true copy of the instrument, only, in the event of a dispute.



| Authorized Signatory

- A person authorized on behalf of the organization must execute the form.
- This is the identical role performed when executing hardcopy forms.
- The authorized signatory and the officer must be different individuals.



| Officer

- Witnesses the authorized signatory's execution
- Must be a lawyer, notary public or BC commissioner for taking affidavits
- This is the identical role performed when witnessing the execution of hardcopy forms
- Most forms are executed by an authorized signatory and witnessed by an officer



Officer Responsibilities

Land Title Act, s. 44:

The signature of the officer witnessing the execution of an instrument by a corporation is a certification by the officer that

- a) the individual who executed the instrument for the corporation appeared before and acknowledged to the officer that
 - i. The individual is an authorized signatory of the corporation
 - ii. The individual and any other individual who executed the instrument for the corporation were authorized by the corporation to execute the instrument, and
 - iii. The corporation existed at the time the instrument was executed and is legally entitled to hold and dispose of land in British Columbia, and
- b) the signature witnessed by the officer is the signature of the individual who made the acknowledgment.

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act, R.S.B.C. 1996, c 124*, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Designate

- Electronically certifies the completed pdf form with a digital certificate obtained from Juricert Services Inc.
- Certifies that the electronic PDF form is identical in all material aspects to the execution copy.



Designate

- Certifies that the execution copy is in their possession

LAND TITLE ACT
FORM C (Section 233) RELEASE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

LOCK PAGE 1 OF 1 PAGES

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.4(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

Betty Lawyer
Digitally signed by Betty Lawyer
Date: 2019.08.19 14:18:11 -0700

- Certifies that the original of the supporting document is in their possession

LAND TITLE ACT BRITISH COLUMBIA
FORM I7 CANCELLATION OF CHARGE, NOTATION OR FILING
LAND TITLE AND SURVEY AUTHORITY

HELP/ABOUT LOCK PAGE 1 OF 1 PAGES

Your electronic signature is a representation that
(a) you are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this application by an e-filing direction made under section 168.22(2) of the act, and
(b) if this application requires a supporting document, that you are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.4(3) of the act, and that the supporting document or a true copy of the supporting document, if a true copy is allowed under an e-filing direction, is in your possession.

Betty Lawyer
Digitally signed by Betty Lawyer
Date: 2019.08.19 14:18:11 -0700

Designate Continued

Documents executed or witnessed

Land Title Act section 168.41

- (3) A document is certified under this section by a designate if the document
- (a) includes a statement that the document is certified under this section by the designate, and
 - (b) is signed electronically by the designate.
- (4) The electronic signature of a designate on a document described in subsection (3) is a certification by the designate that
- (a) an execution copy of the document has been executed and witnessed in writing if and as required, and
 - (b) the execution copy referred to in paragraph (a), or a true copy of that execution copy, is in the possession of the designate.



Designate Continued

Supporting Documents

Land Title Act s. 168.43

(2) An application is certified under this section by a designate if the application

(a) includes a statement that the application is certified under this section by the designate, and

(b) is signed electronically by the designate.

(3) The electronic signature of a designate on an application referred to in subsection (2) is a certification by the designate that the supporting document described in the application, or a true copy of that supporting document if the applicable e-filing direction allows, is in the possession of the designate.

Designate Certification

The image shows a screenshot of a Land Title Act application form. A red arrow points to the 'NancyASR' digital signature field, which is located in the top right corner of the form. The form contains various fields for applicant information, property details, and a section for the designate's certification. The designate's certification section includes fields for the designate's name, professional capacity, address, and a digital signature field.

Designate applies electronic signature

Designate has in their possession an execution copy

Digitally certified form is ready for submission

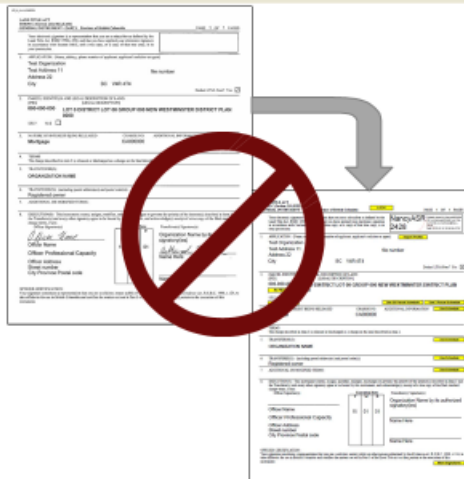
Submitter

- Once electronically certified by the designate, the submitter electronically submits the form using myLTSA Enterprise
- This function replaces the need to physically deliver documents to the land title office.
- The submitter and the designate do not need to be different individuals



Improper Methods of Completing Electronic Forms

1. Transcribing details from a hardcopy form onto an electronic form
2. Transcribing details from certified electronic form to another electronic form
3. Electronically certifying a form without having the execution copy or a true copy of that execution copy in the designate's possession



| Resources Available

- LTSA Customer Service Centre: email customerservice@ltsa.ca or call Greater Vancouver area 604-630-9630 or elsewhere in BC, Canada and the US: 1 (877) 577-5872
- Online Help: <http://www.ltsa.ca>
- Customer Portal: myLTSA.ca
- Authorized Subscriber: <https://ltsa.ca/government/asr-register/become-an-asr-member/>
- Local Government: <https://ltsa.ca/government/local-government/>