

# Director's Requirements DR 01-11

**DOCUMENT TITLE:** Director's Requirements for Electronic Filing

**ISSUER:** Director of Land Titles

**APPLICATION:** All Land Title Offices

**RELATIONSHIP TO PREVIOUS POLICY:** Version 4.3

**APPROVAL:**



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Craig D. Johnston, Director of Land Titles

**EFFECTIVE DATE:** February 23, 2016

**FILE NUMBER:** Land Title Act

<b>Change Record</b>			
<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Description</b>
1.0	March 8, 2005	All	Initial release
1.1	May 3, 2004	4	Added Version 5 of Forms A, B, C – Charge, C – Release and Declaration
1.2	June 28, 2004	4 and 6	Added Version 6 of Forms A, B, C – Charge, C – Release, Declaration, Claim of Builder’s Lien
1.3	Nov 2004	4	Added Version 7 of Forms A, B, C – Charge, C – Release, Declaration and Claim of Builder’s Lien, renumbered pages
1.4	April 11, 2005	1, 4, 5, 6, 7	Header – delete Ministry logo, replace with LTSA logo, delete MSRM, replace with Land Title and Survey Authority, update to Bulletin No. 0104, Version 1.4, update footer, title, location and mailing address, added Version 8 of Forms A, B, Claim of Builders Lien, C – Charge, C – Release, Declaration, Update LTTT Guidebook to Third Edition –2005, add CBL Form to Director’s Requirements 168.21
1.5	June 3, 2005	4, 5, 6	Added Version 9 of Forms A, B, Claim of Builders Lien, C – Charge, C – Release, Declaration, updated Version control numbers for Reference guide, added Reference for Adobe Acrobat Version 7
1.6	Oct 24, 2005	4, 5, 6, 8	Added Version 10 of Forms A, B, C – Charge, C – Release, Claim of Builders Lien, Declaration, Addition to item 10 – Corporate Certificates
1.6	April 2006		Added Pilot Version 4 Form 17
1.7	July 2006	7 – 10	Added Version 1 Form 17 – Fee Simple, Form 17 – Charge or Notation and Form 17 – Cancellation of Charge or Notation. Added Version 11 Forms, A, B,C – Charge, C – Release, Claim of Builders Lien, Declaration, Consolidated Land Title Reference Manual Adobe 6 and 7 to Land Title Electronic Filing System (EFS) User’s Guide
1.8	October 15, 2006	7 – 10	Added Version 12 Form A, B, C – Charge, C – Release, Claim of Builders Lien, Declaration, Form 17 Version 2 Cancellation of Charge Notation
1.8	November 23, 2006		Version 13 Declaration
1.9	January 24, 2007	6, 10	Addition of new class of supporting Documents, Declaration Version 14

### Change Record

2.0	March 2007	6, 7, 8, 10, 11 to 15	Deposit Plan at Title Office v1, Survey Plan Certification and Strata Property Act Filing, Version 13 Form A, B, C – Charge, C – Release, Claim of Builders Lien, Form 17 – Fee Simple Version 2, Form 17 – Charge or Legal Notation Version 2 and Form 17 – Cancellation of Charge or Notation Version 3
2.1	May 2007	7, 10	Added DSPL – Application to Deposit Plan at Land Title Office Version 2, supporting document Ministerial order pursuant to Section 108
2.2	July 2007	5 to 9	Added Land Title sections supporting submission of electronic plans, Version 14 Forms A, B, C – Charge, C – Release, Claim of Builders Lien, Form 17 – Fee Simple v3, Form 17 – Charge or Notation v3, Form 17 – Cancellation of Charge or Notation v4, Application to Deposit Plan at Land Title Office v3, <i>Strata Property Act</i> Filing v2, Survey Plan Certification v2, Surveyor Registration v4
2.3	June, 2008	4, 9, 11, 12, 13, 18 to 61	Reformatted, added Schedule B Director’s Requirements for Electronic Plans, added s.168.41(3) to scope, minor amendments, trust agreements, Court Order Appointing Committee
2.4	September 21, 2008	8,9,10,12,14,19, 20	Add Forms A, B, C – Charge, C – Release, Claim of Builders Lien, Declaration v15, DSPL LTO Plan Application v5, Surveyor Registration Form v4, SPC Surveyor Plan Certification v5, <i>Strata Property Act</i> Filing SPF v3, EFS User Guide v1.2
2.5	December 7, 2008	6,7,12,13-26	Add forms Form A v16, Form 17 - Fee Simple v4, Form 17 – Charge, Notation or Filing v4 (amended name), Form 17 – Cancellation of Charge or Notation v5, additional supporting documents
2.6	January 18, 2009	8, 12, 14, 15, 18, 19 – 21, 23 – 26	Add Form 17 – Fee Simple v5, , Form 17 – Charge, Notation or Filing v5, Form 17 – Cancellation of Charge, Notation or Filing v6 (amended name), additional supporting documents
2.7	March 29, 2009	1, 7 – 10, 14, 15, 21, 22	Add Form A v17, Form B v16, Form C - Charge v16, Form C –Cancellation v16, Claim of Builders Lien v16, Form 17 – Fee Simple v6, Form 17 – Charge, Notation or Filing v6, Form 17 – Cancellation of Charge, Notation or Filing v7. Additional supporting documents
2.8	April 2010	8, 13, 29, 30, 40, 55, 65	Updates to Schedule B, added SR4-08 s.3-4 (2) (i) Regional District, SR9-07 s.3-4 (1)(a) change to text for Scale, SR8-07 change to text for s.3-3 (2) Draughting, Change from Minister of Transportation to Minister of Transportation and Infrastructure, Added Declaration v17, Added Amalgamation Agreement and Authority to Hold Statutory Rights of Way and Covenants s.218 (d) and 219 (3) <i>Land Title Act</i> to Supporting Documents. Add Form A v18, Form B v17, Form C - Charge v17, Form C - Cancellation v17, Claim of Builders Lien v17, Form 17 - Fee Simple v7, Form 17 - Charge, Notation or Filing v7, Form 17– Cancellation v8, updated and additional supporting documents

### Change Record

2.9	September 23, 2010	7, 9, 13 33, 34	Added Form B V18, clarified consent under the <i>Cremation, Interment and Funeral Services Act</i> , added Survey Plan Certification V7, added certification by land surveyor for Arterial Highway
2.10	January 1, 2011	10, 11, 12, 13, 15, 16, 17, 20, 21, 24 and 25	Reference to move of electronic forms completion instructions to Director's Requirements from former BC Regulation 53/90, added additional supporting documents in item 11, added reference to <i>Land Title Act</i> , (Board of Directors) Regulation, <i>Land Title Act</i> B.C. Regulation 334/79
3.0	January 21, 2011	All	Renamed as Director's Requirements 01-11
3.1	June 5, 2011		Updated versions of existing electronic forms, addition of Form 17 Surveyor General, reference to Director's Requirements for Electronic Filing DR 06-11, Land Title Electronic Forms Guidebook, Fifth Edition – 2011, added supporting documents for <i>Strata Property Act</i> Filing Designated Limited Common Property – Special Resolution, Remove Designated Limited Common Property – Special Resolution, Change to Calculations Contributions s.100 – Special Resolution Election Not to Proceed – Original letter and Statement of Notice to Strata Corporation and Approving Officer, updates to Schedules A and B
3.2	September 18, 2011	10, 14, 27, 29, 34	Added Electronic Application to Deposit Plan at Land Title Office V9, Added Exception to required Pre-assigned plan numbers, added the certificate signed by the municipal corporate officer, setting out the information required under s.996(1)(b and a copy of the security agreement setting out the powers of the receiver or receiver manager; and evidence satisfactory to the registrar as to the appointment, including the name of the appointee as supporting documents
3.3	October 17, 2011	15	Added an affidavit in accordance with s. 49 of the Act to supporting documents which may be a true copy s. 168.41(3) (b)
3.4	June 2012	7 – 11, 20, 35	Removed all old versions of electronic forms as retired, updated <u>Certified</u> copy of the Court Order where submitted by the Director Family Maintenance Enforcement, updated link to DR 05-11, added Claim of Builders Lien Version 19

<b>Change Record</b>			
3.5	March 10, 2013	7-12, 14, 16, 21-24, 28, 30-72	<p>Added new versions of electronic forms Form A v20, Form B v20, Form C - Charge v19, Form C - Cancellation v19, Claim of Builders Lien v19, Form 17 – Fee Simple v9, Form 17 – Charge, Notation or Filing v9, Form 17 – Cancellation v10, Form 17 – Surveyor General v2, Declaration v19, Plan Application v10, Survey Plan Certification v9, Strata Property Act Filing v7</p> <p>Added new Local Government Filing Form v2</p> <p>As of May 10, 2013 cancelled previous versions of electronic forms Form A v19, Form B v19, Form C - Charge v18, Form C - Cancellation v18, Claim of Builders Lien v17 and v18, Form 17 – Fee Simple v8, Form 17 – Charge, Notation or Filing v8, Form 17 – Cancellation v9, Form 17 – Surveyor General v1, Declaration v18, Plan Application v9, Survey Plan Certification v8, Strata Property Act Filing v6</p> <p>Added additional supporting documents</p> <p>Schedule A added new natures of interests and supporting documents</p> <p>Schedule B updated s.219 covenant practice, brought all survey rules and Director’s Requirements up to date for 2013, added 3 additional approvals to support section 25 of Schedule 1 <i>Land Title Act</i></p>
3.6	June 10, 2013	4, 8, 9, 16, 38, 43, 52, 53, 76-79	<p>Added missing page 4 Versions 2.9-3.4 of the Change page table, para 4 deleted Versions cancelled column and added reference to new Schedule C, added supporting document Schedule 1 to the <i>Land Title Act</i>, Certificates, updated the current versions of electronic forms table, extended the retired date of previous versions of the forms in DR 01-11 v3.5 from May 10 to June 10, 2013, Corrected surveyor’s signature and added Treaty Lands notations on plans requirements in Schedule B, Added Schedule C - Table of Retired Electronic Forms</p>
3.7	November 17, 2013	8-10, 13, 16-19, 21-27, 30, 31, 37	<p>Added SR 10.15 (2) survey rule to Schedule B and moved Director’s Requirement for Continuing Lot Series</p> <p>Added supporting documents Certificates made pursuant to s.373.92 <i>Land Title Act</i>, Model Strata Lot Lease, Federal Order in Council or Ministerial Order) under section 11 of the FRPFIA, added Form 17 – Fee Simple v10, Form 17 – Charge, Notation or Filing 10, Form 17 – Cancellation Charge, Notation or Filing v11, <i>Strata Property Act</i> Filing v8, Form C - Cancellation v19</p>
3.8	Sept 21, 2014	8-10, 16-18, 20-23, 26, 28, 29, 31, 83	<p>Added Electronic Surveyor Registration Form v7 to be used for myLTSA account customers, updated Electronic Surveyor Registration Form v6 to be used by BC Online account customers, Added Local Government Act Filing Form v3, removed Electronic Surveyor Registration Form v6 to be used by BC Online account customers as no longer available for EFS, added Local Government Act Filing Form v3 and v4, Form 17 – Charge, Notation or Filing v11, Form 17 – Fee Simple v11, Form 17 – Cancellation of Charge, Notation or Filing v12, Application to Deposit Plan to Land Title Office v11, and <i>Strata Property Act</i> Filing Form v9.</p> <p>Corrections to supporting documents listed</p> <p>Updated Schedule C Retired Forms Versions</p>

<b>Change Record</b>			
3.9	June 8, 2015	9-11, 22, 28, 34	<p>Added new versions of electronic forms Form A V21, Form B V21, Form C Charge V20, Form C Release V21, Form 17 – Charge Notation or Filing, Form 17 – Cancellation, LTO Application to Deposit Plan V12, LTO Survey Plan Certification V10, Local Government Filing Form V5</p> <p>Added new natures of interest to schedule A - Companies Creditors Arrangement Act Charge, Removal of Unrequired Personal Information, Stone and Timber Reservation</p>
4.0	July 30, 2015	9-11, 33, 82-86	<p>Added as valid electronic forms Form A v22, Form B v22, Form C – Charge v21, Form C – Release v22; Added retirement dates</p> <p>Schedule A-Electronic Form 17 – Cancellation of Charge, Notation, or Filing- made amended to supporting document list            “Acknowledgment of Payment in Form 50” changed to            “Acknowledgment of Payment in Form 55”</p> <p>Schedule C- Added To be Retired - Form 17 – Fee Simple v9, v10; Form 17 – Charge, Notation, or Filing v9, v10, v11; Form 17 – Cancellation of Charge, Notation, or Filing v10, v11, v12; Form A v20, Form B v20, Form C – Charge v19, v20; Form C – Release v19, v20, v21; LTO Application to Deposit Plan v10, v11; Strata Property Act Filing v7, v8; Local Government Filing Form v2, v3, v4</p>
4.1	August 6, 2015	9, 10, 82	Changed retirement date of Form C – Charge v20 and Form C – Release v21 from August 10, 2015 to December 31, 2015
4.2	December 16, 2015	11	Added as valid electronic forms LTO Survey Plan Certification v11 and LTO Application to Deposit Plan v13
4.3	February 19, 2016	11  22, 24, 28	<p>Added Local Government Filing Form v6</p> <p>Updated statutory references for the <i>Local Government Act</i> in Schedule A, Form 17 – Charge Notation or Filing</p>

## 1. BACKGROUND:

These Requirements arise in consequence of the authority provided to the Director of Land Titles (the "Director") under Part 10.1 of the *Land Title Act* R.S.B.C. 1996, C250 as amended (the "Act"). The Act provides the Director with authority to establish requirements in respect of which documents may be submitted electronically, the form and content of such documents, the technology to be used, and the processes to be followed. These Requirements sets out the manner in which the Director will exercise this authority.

## 2. SCOPE:

This practice directive addresses the Director's Requirements in respect of the following sections of the Act:

<b>Section</b>	<b>Provision</b>
168.11	This Part applies only to the land title districts designated by the director and to those applications, instruments and other documents the electronic form of which is designated by the Director for the purposes this Part.
168.21	Electronic applications and electronic instruments submitted under section 168.4 must be in the form designated by the director, contain the information required by the director and be completed in the manner required by the director.
168.3(2)	An electronic instrument is signed for the purposes of this section when a subscriber incorporates his or her electronic signature into the instrument in accordance with the requirements established by the director.
168.4(1)	An electronic application or electronic instrument is submitted for the purposes of this section when the application or instrument is transmitted electronically to the land title office in the manner established by the director using the technology established by the director.
168.41(2)	If a supporting document is a requirement of an electronic application, the submitter must include with the electronic application an electronic declaration in the form established by the director.
168.41(3)	(3) An electronic declaration must contain (a) a description of each supporting document adequate to identify the document, (b) a statement that the subscriber (i) has possession of each supporting document referred to in paragraph (a), or (ii) in relation to a class of supporting documents designated by the director, has possession of a true copy of the supporting document referred to in paragraph (a), and (c) a summary, satisfactory to the registrar, of the material facts set out in each supporting document.
168.41(4)	The electronic signature of a subscriber must be incorporated into the electronic declaration in accordance with the requirements established by the director.

168.111	<p>(1) The director may</p> <p>(a) designate the electronic form of one or more applications, instruments, plans, plan applications, returns or other documents or things,</p> <p>(b) direct that one or more or a class of applications, instruments, plans, plan applications, returns or other documents or things, for which an electronic form is designated under paragraph (a), only be submitted electronically to the land title office in accordance with this Part, and</p> <p>(c) designate the land title districts to which a designation under paragraph (a) or a direction under paragraph (b) applies.</p> <p>(2) The director may make a direction under subsection (1) (b) that applies only to a class of persons or in specified circumstances.</p> <p>(3) A direction under subsection (1) (b) does not apply if a registrar decides that it is appropriate in the circumstances to accept an application, instrument, plan, plan application, return or other document or thing that is not submitted electronically.</p> <p>(4) A person must comply with a direction of the director under subsection (1) (b) unless, under subsection (3), the direction does not apply to the person.</p>
168.712(1)	Provisions in this Act and any other enactment that apply in relation to plans apply to electronic plans except as provided in this Division.
168.721 (1)	Electronic plan applications and electronic plans submitted under section 168.74 must be in the form designated by the director, contain the information required by the director and be completed in the manner established by the director.
168.732 (2)	An electronic plan application is signed for the purposes of this section when a subscriber incorporates his or her electronic signature into the electronic plan application in accordance with the requirements established by the director.
168.74 (1)	An electronic plan application or electronic plan is submitted when the application or plan is transmitted electronically to the land title office in the manner established by the director using the technology established by the director.
168.741 (2)	If a supporting document is a requirement of an electronic plan application, the submitter must include with the electronic plan application an electronic declaration in the form established by the director.
168.741 (5)	The electronic signature of a subscriber must be incorporated into the electronic declaration in accordance with the requirements established by the director.

Note: the Director's Requirements in respect of certification authorities arising in consequence of sections 168.8 and 168.81 of the Act are addressed by Bulletin 0204.

### 3. DEFINITIONS:

For the purposes of this Bulletin:

"Director's Requirements for Electronic Land Title Forms" means that document



identified in section 4 of this Bulletin;

“Land Title Electronic Filing System (EFS) User’s Guide” means those documents identified in section 5 of this Bulletin;

“digital signature” as used in this Bulletin, the Director’s Requirements for Electronic Land Title Forms and the Land Titles Electronic Filing System (EFS) User’s Guide” including any amendments or addenda to these documents means “electronic signature” as defined in Part 10.1 of the *Land Title Act*. R.S.B.C. 1996, C250 as amended; and

“electronic form” as used in this Bulletin, the Director’s Requirements for Electronic Land Title Forms DR 03-11 and the Land Title Electronic Filing System (EFS) User’s Guide” including any amendments or addenda to these documents means an “electronic application”, “electronic instrument”, or “supporting document” as defined in Part 10.1 of the *Land Title Act* R.S.B.C. 1996, C250 as amended.

**4. ELECTRONIC FORMS:**

This Bulletin sets out the Director’s Requirements in respect of the following electronic forms:

<b>Electronic Form</b>	<b>Valid Version(s)</b>	<b>Date Approved</b>	<b>Retirement Date</b>
Electronic Form A – Freehold Transfer Form	FORM _A_V20 <sup>1</sup>	March 10, 2013	August 10, 2015
Electronic Form A – Freehold Transfer Form	FORM _A_V21 <sup>1</sup>	June 8, 2015	
Electronic Form A – Freehold Transfer Form	FORM _A_V22 <sup>1</sup>	July 30, 2015	
Electronic Form B – Mortgage Form	Form _B_V20 <sup>1</sup>	March 10, 2013	August 10, 2015
Electronic Form B – Mortgage Form	Form _B_V21 <sup>1</sup>	June 8, 2015	
Electronic Form B – Mortgage Form	Form _B_V22 <sup>1</sup>	July 30, 2015	
Electronic Form C – Charge	FORM_C_V19 Charge <sup>1</sup>	March 10, 2013	August 10, 2015
Electronic Form C – Charge	FORM_C_V20 Charge <sup>1</sup>	June 8, 2015	
Electronic Form C – Charge	FORM_C_V21 Charge <sup>1</sup>	July 30, 2015	
Electronic Form C – Release	FORM_C_V19 Release	March 10, 2013	August 10, 2015

<b>Electronic Form</b>	<b>Valid Version(s)</b>	<b>Date Approved</b>	<b>Retirement Date</b>
Electronic Form C – Release	FORM_C_V20 Release <sup>1</sup>	November 17, 2013	August 10, 2015
Electronic Form C – Release	FORM_C_V21 Release <sup>1</sup>	June 8, 2015	
Electronic Form C – Release	FORM_C_V22 Release <sup>1</sup>	July 30, 2015	
Electronic Declaration Form	FORM_DECGEN_V19 <sup>1</sup>	March 10, 2013	
Electronic Claim of Lien Form	CLAIM OF LIEN_V19 <sup>1</sup>	March 10, 2013	
Electronic Form 17 – Charge, Notation or Filing	FORM 17_CHARGE_V9	March 10, 2013	August 10, 2015
Electronic Form 17 – Charge, Notation or Filing	FORM 17_CHARGE_V10	November 17, 2013	August 10, 2015
Electronic Form 17 – Charge, Notation or Filing	FORM 17_CHARGE_V11 <sup>1</sup>	September 21, 2014	August 10, 2015
Electronic Form 17 – Charge, Notation or Filing	FORM 17_CHARGE_V12 <sup>1</sup>	June 8, 2015	
Electronic Form 17 – Fee Simple	FORM_17_FEE SIMPLE_V9	March 10, 2013	August 10, 2015
Electronic Form 17 – Fee Simple	FORM_17_FEE SIMPLE_V10	November 17, 2013	August 10, 2015
Electronic Form 17 – Fee Simple	FORM_17_FEE SIMPLE_V11 <sup>1</sup>	September 21, 2014	
Electronic Form 17 – Cancellation of Charge, Notation or Notation	FORM_17_RELEASE_V10	March 10, 2013	August 10, 2015
Electronic Form 17 – Cancellation of Charge, Notation or Notation	FORM_17_RELEASE_V11	November 17, 2013	August 10, 2015
Electronic Form 17 – Cancellation of Charge, Notation or Notation	FORM_17_RELEASE_V12 <sup>1</sup>	September 21, 2014	August 10, 2015
Electronic Form 17 – Cancellation of Charge, Notation or Notation	FORM_17_RELEASE_V13 <sup>1</sup>	June 8, 2015	
Electronic Surveyor Registration	SURVEYOR REGISTRATION V7 <sup>1</sup>	January 5, 2014	

<b>Electronic Form</b>	<b>Valid Version(s)</b>	<b>Date Approved</b>	<b>Retirement Date</b>
Electronic Application to Deposit Plan at Land Title Office	DSPL_V10	March 10, 2013	August 10, 2015
Electronic Application to Deposit Plan at Land Title Office	DSPL_V11 <sup>1</sup>	Sept 21, 2014	August 10, 2015
Electronic Application to Deposit Plan at Land Title Office	DSPL_V12 <sup>1</sup>	June 8, 2015	
Electronic Application to Deposit Plan at Land Title Office	DSPL_V13	December 16, 2015	
Electronic Survey Plan Certification	SPC_V9 <sup>1</sup>	March 10, 2013	
Electronic Survey Plan Certification	SPC_V10 <sup>1</sup>	June 8, 2015	
Electronic Survey Plan Certification	SPC_V11	December 16, 2015	
Strata Property Act Filing	SPF_V7	March 10, 2013	August 10, 2015
Strata Property Act Filing	SPF_V8	November 17, 2013	August 10, 2015
Strata Property Act Filing	SPF_V9 <sup>1</sup>	September 21, 2014	
Form 17 Surveyor General	F17_SG_ Version 2	March 10, 2013	
Local Government Filing Form	Form_LGF_V2	March 10, 2013	August 10, 2015
Local Government Filing Form	Form_LGF_V3	March 16, 2014	August 10, 2015
Local Government Filing Form	Form_LGF_V4	September 21, 2014	August 10, 2015
Local Government Filing Form	Form_LGF_V5	June 8, 2015	
Local Government Filing Form	Form_LGF_V6	February 23, 2016	

Available at the Land Title and Survey Authority of British Columbia website, [www.ltsa.ca](http://www.ltsa.ca)

All previous versions of the forms listed in the table above are retired as of the dates listed in the table of electronic forms versions statuses, Schedule C. New versions of these electronic forms may be issued from time to time. In addition, previous versions of these electronic forms may be removed from this list. Persons making use of the

electronic filing system are responsible for ensuring they only use the most current versions of the electronic forms.

## 5. DOCUMENTS

In addition to the Act and any associated Regulations under the Act, the following documents are relevant to the Director’s Requirements within the scope of this Bulletin:

Document	Valid Version(s)	Date
Director’s Requirements for Electronic Land Title Forms, DR 03-11	Version 2.0	June 8, 2015
<u>Director’s Requirements to Submit Land Title Forms Electronically, DR 06-11</u>	Version 2.0	March 21, 2014
Land Title Act, (Board of Directors) Regulation	B.C. Reg 332/2010	January 1, 2011
Enhanced Electronic Filing System EFS Users Guide <a href="http://help.ltsa.ca/cms/efs-users-guide">http://help.ltsa.ca/cms/efs-users-guide</a>	Initial Version	September 21, 2014
<i>Land Title Act</i> Regulation 334/79		January 1, 2011

Under the Act, the electronic forms and practices are not set out in regulation but are approved by the Director of Land Titles (the “Director”). This document sets out the requirements for electronic transfer forms as approved by the Director.

The document may be amended from time to time and/or addenda issued. Persons making use of the LTSA’s Electronic Filing System are responsible for ensuring that they have and refer to the current and valid versions of these documents.

The Continuing Legal Education Society of British Columbia has published the *Land Title Electronic Forms Guidebook* that offers information and instruction for completing land title forms. The guidebook is available for purchase online or in print at [cle.bc.ca](http://cle.bc.ca).

## 6. INTERPRETATION:

The Director’s Requirements within the scope of this Bulletin are set out in this document, the *Land Title Act*, (Board of Directors) Regulation 332/2010, the Director’s Requirements for Electronic Land Title Forms DR 03-11 (and any associated addenda), and the Land Title Electronic Filing System (EFS) User’s Guide (and any associated addenda). The precedence (from highest to lowest) of these documents is as follows:

1. *Land Title Act* (Board of Directors) Regulation 332/2010;
2. This Practice Bulletin;
3. The valid version of the Director’s Requirements for Electronic Land Title Forms DR 03-11;
4. The valid version of the Director’s Requirements for Electronic Filing DR 06-11;
5. Any addenda to the Director’s Requirements for Electronic Land Title Forms listed in the “Documents” section above. If more than one addenda exists, more recent addenda take precedence over older ones;
6. Any addenda to the Land Title Electronic Filing System (EFS) User’s Guide listed above. If more than one addenda

- exists, more recent addenda take precedence over older ones; and
7. The valid version of the Land Title and Survey Authority Electronic Filing System (EFS) User's Guide, as listed above.

In the event of any conflict between these documents and the Act or any Regulations under the Act, the Act and Regulations govern.

The Electronic Filing System has been modelled on the paper system, with only those differences required as a result of use of information technology. The Director's Requirements for Electronic Land Title forms and Director's Requirements for Hardcopy Land Title Transfer Forms replace those contained within the former B.C Regulation 53/90.

Certain details of the use of the Electronic Filing System are set out in the Land Title Electronic Filing System (EFS) User's Guide (the "User's Guide"). The Director's Requirements for Electronic Land Title Forms refers to the User's Guide in several places.

Subsequent uses of the terms "Director's Requirements for Electronic Land Title Forms" and "User's Guide" are to be understood as referring to the valid version of those documents as amended by any addenda listed in section 5.

## **7. DIRECTOR'S REQUIREMENTS – SECTION 168.11 and SECTION 168.712(1)**

Electronic filing of land titles documents under the Act applies to all land title districts and to those applications, instruments, plans and other documents as listed in section 4 of this Bulletin.

## **8. DIRECTOR'S REQUIREMENTS – SECTION 168.21 and SECTION 168.721 (1)**

The Director's Requirements under sections 168.21 and 168.721 are as follows:

1. Valid versions of the electronic forms A, B, C – Charge, C – Release, CBL (Claim of Builders Lien), Form 17 – Fee Simple, Form 17 – Charge, Notation or Filing and Form 17 – Cancellation of Charge or Notation, Form 17 – Surveyor General, Application to Deposit Plan in Land Title, Surveyor Certification Form, *Strata Property Act* Filing form and Local Government Filing Form as listed in section 4 above may be submitted under section 168.4 and 168.74;
2. The information required by the Director for each of these forms is described in the Director's Requirements for Electronic Land Title Forms DR 03-11;
3. The manner of completion of the electronic applications and electronic instruments is described in the Director's Requirements for Electronic Land Title Forms DR 03-11. In several instances, the Director's Requirements for Electronic Land Title Forms refer to the User's Guide for additional explanatory information. In particular, the Directors requirements and instructions provide additional information about:
  - Detailed procedures for using digital certificates to electronically sign electronic forms;
  - Importing "profiles" of commonly used data into electronic forms;
  - Appending an electronic express terms page to an electronic Form B;

- Appending an electronic express terms page to an electronic Form C; and,
- Details for completing and submitting a Surveyor Registration form, Requesting electronic plan numbers, completing the Surveyor Plan Certification and submitting with the Application to Deposit Plan at the land title office

## **9. DIRECTOR'S REQUIREMENTS – SECTION 168.3(2) and SECTION 168.732 (2)**

The Director's Requirements for Electronic Land Title Forms DR 03-11 describes the requirements for incorporating an electronic signature into an instrument for each of the electronic applications, electronic instruments, electronic plan application or electronic plan listed in section 4 above. The User's Guide provides additional explanatory information about affixing a digital signature.

## **10. DIRECTOR'S REQUIREMENTS-SECTION 168.111**

The Director's Requirements for Electronic Filing DR 06-11 describes the requirements for Land Title forms which must be submitted electronically.

## **11. DIRECTOR'S REQUIREMENTS – SECTION 168.4(1) and SECTION 168.741 (1)**

The section of the User's Guide entitled, "Using EFS Online" describes the manner with which an electronic instrument, electronic application, electronic plan application or electronic plan is to be transmitted electronically to the land title office.

The section of the User's Guide entitled, "Getting Started" establishes the technology that must be used to transmit an electronic application or instrument to the land title office.

## **12. DIRECTOR'S REQUIREMENTS – SECTION 168.41(2) and SECTION 168.741 (2)**

For each electronic form, the relevant section of the Requirements for Electronic Transfer Forms identifies if and under what circumstances supporting documentation is a requirement of an electronic application or electronic plan application. Examples of the required supporting documents are as follows:

1. An election and authorization to proceed under s.216(2)(b) of the Act;
2. A Form F or Form E under the *Strata Property Act*;
3. An affidavit in accordance with s.49 of the Act;
4. Issues identified by examiners in official defect notices;
5. Statutory declarations; and
6. A corporate certificate. A corporate certificate should be attached to a declaration.
7. The supporting documents listed in the above Items 1, 2, 3 and, 5 may either be described or be attached as an image to a declaration and may include the following:
  - Court certified Order appointing Committee;
  - Certified copies of Municipal bylaws and City of Vancouver resolutions;
  - The certificate signed by the municipal corporate officer, setting out the

- information required under s.996(1)(b);
  - A resolution made by a Strata Corporation;
  - A certificate made by the Agricultural Land Commission;
  - Consent under the Cremation, *Interment and Funeral Services Act*;
  - Schedule of Consents Strata Property Act – Subdivision of Common Property
  - Conversion from strata plan s.272 *Strata Property Act* - schedule of consents
  - Surveyor General Order approving Block Outline Posting;
  - Ministerial Order or certified copy;
  - Trust Agreements;
  - Affordable Housing Agreement - Minister's consent to a transaction;
  - Minister's Order Surveyor Generals order for Cancellation of plan comprising Crown land s.136 *Land Title Act*;
  - Authority to Hold Statutory Rights of Way and Covenants s.218 (d) and 219 (3) *Land Title Act*;
  - Consent to cancellation signed by the party who filed the certificate of pending litigation pursuant to s.25 B.C. Regulation 334/79;
  - Letter claiming priority over a Judgment pursuant to s.212 *Land Title Act*;
  - Letter requesting registration free of mortgage pursuant to s.242 *Land Title Act*;
  - *Strata Property Act* letter stating intention not to proceed or an extension of time for a phase, from Developer, statement of notice to Strata Corporation and Approving Officer;
  - A surveyor recertification letter *Strata Property Act* s.241(1);
  - Consent from a beneficiary witnessed by a neutral party s.12 of the *Wills Variation Act*;
  - Certificate of Consent of Presbytery or Conference;
  - Certified copy of the corporation's special resolution(s), or a certified copy of the court order as evidence of a winding up, appointment of a liquidator and certified copy of corporations' special resolutions;
  - A copy of the security agreement setting out the powers of the receiver or receiver manager; and evidence satisfactory to the registrar as to the appointment, including the name of the appointee; and
  - Certificates made pursuant to s.373.92 *Land Title Act*.
8. Any of the supporting documents listed in items 1, 2, 3, 5 and those identified in the attached Schedule A may be attached as an image to a Declaration.
  9. Images of Original Supporting documents attached to the Form 17 – Fee Simple, Form 17 – Charge, Notation or Filing or the Form 17 – Cancellation of Charge, Notation or Filing as identified in the attached Schedule A.
  10. Images of survey plans attached to the Surveyor Plan Certification
  11. Images of Original Supporting documents required under the *Strata Property Act* and Regulations attached to the *Strata Property Act* filing as follows:
    - Designated Limited Common Property – Special Resolution;
    - Remove Designated Limited Common Property – Special Resolution
    - Change to Calculations Contributions s.100 – Special Resolution;
    - Election Not to Proceed - Original letter and Statement of Notice to Strata Corporation and Approving Officer;
    - Form D – Strata Corporation Change of Mailing Address;
    - Form E - Certificate of Strata Corporation;
    - Form I – Amendment to Bylaws or Form E under s.8 *Strata Property Act*;
    - Form O – Leasehold Strata Plan Schedule;
    - Form P – Phased Strata Plan Declaration or Amended Declaration and where applicable, a court certified copy of the court order extending the time;

- Form V – Schedule of Unit Entitlement;
- Form W – Schedule of Voting Rights;
- Form X – Strata Corporation Mailing Address;
- Form Y– Owner Developers’ Notice of Different Bylaws;
- Form Z.1 – Amended Schedule of Interest Upon Destruction ;
- Amalgamation Agreement;
- Court Order Appointing Administrator; and
- Model Strata Lot Lease.

The Requirements for Electronic Transfer Forms is the authoritative source for information as to the circumstances where supporting material is to be provided.

Where such supporting documentation is required, it is to be provided in the form of the valid electronic Declaration Form as listed in section 4. The Director’s Requirements for Electronic Land Title Forms provides completion instructions in respect of these electronic Declarations. Additional explanatory information is provided in the User’s Guide.

### **13. DIRECTOR’S REQUIREMENTS – SECTION 168.41(3) (b)**

For each electronic form, the relevant section of the Director’s Requirements for Electronic Filing DR 01-11 identifies if and under what circumstances supporting documentation may be a true copy of the supporting document. An example of a designated true copy of supporting documents is as follows:

1. Form F under the *Strata Property Act*
2. An affidavit in accordance with s. 49 of the Act

Where such supporting documentation is required, it is to be provided in the form of the valid electronic Declaration Form as listed in section 4. The Director’s Requirements for Electronic Land Title Forms DR 03-11 provides completion instructions in respect of these electronic Declarations. Additional explanatory information is provided in the User’s Guide.

### **14. DIRECTOR’S REQUIREMENTS – SECTION 168.41(4) and SECTION 168.741 (5)**

The Director’s Requirements for Electronic Land Title Forms DR 03-11 describes the requirements for incorporating an electronic signature into an electronic declaration. The User’s Guide provides additional explanatory information about affixing an electronic signature.

### **15. DIRECTOR’S REQUIREMENTS – SECTION 168.721 (1)**

The designated requirements for Electronic plan applications and electronic plans submitted under section 168.74 are contained in the following Schedule B.



## SCHEDULE A

ELECTRONIC FORM 17 FEE SIMPLE	Attach an image of the following approved supporting documents
Amendment to Title Owner Name	<input type="checkbox"/> Statutory declaration and consents of registered owners which may be required by the Registrar
Application by Owner of Absolute Fee for Indefeasible Title	<input type="checkbox"/> <i>Land Title Act</i> Form 20
Application for Cancellation of Interior Lot Lines	<input type="checkbox"/> <i>Land Title Act</i> Form 14
Application to Amend Title Owner s.180(9) LTA	<input type="checkbox"/> Original trust instrument that pre-dates the current owner's acquisition of title
Application to Amend Trust s.180(10) LTA	<input type="checkbox"/> Original trust instrument that amends the terms of the existing trust
Application to Change Trustee	<input type="checkbox"/> Original deed appointing new trustee with applicable vesting language
Application to Consolidate Title s.192 LTA	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for owner(s) requiring consolidated title
Application for Separate Title s.192 LTA	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each separate title
Application for Title s.192(1)	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each new title
Application for Title to Road	<input type="checkbox"/> Attachment may not be required
Application to Register Title to Common Mass	<input type="checkbox"/> Section 995 <i>Local Government Act</i> Certified copy of resolution of Council
Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Cancel Plan s.136 LTA	<input type="checkbox"/> Certified copy Minister's Order or <input type="checkbox"/> Surveyor General's Order
Cancellation of Strata Plan	<input type="checkbox"/> <i>Strata Property Act</i> Form E, Conversion Schedule, written consents of applicable charge holders and Registrars order
Cancelling Registration of Reserve Lands (Federal)	<input type="checkbox"/> <i>Court Certified copy of Court Order</i>
Certificate as to Highway	<input type="checkbox"/> <i>Land Title Act</i> Form 12
Change of Address	<input type="checkbox"/> Originally signed paper Land Title Form 15 or letter from the registered owner
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or
Change of Name - Amalgamation of Companies	<input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may

	not be required
Declaration of Title	<input type="checkbox"/> The original order containing the declaration of title issued under s.23 of the <i>Land Title Inquiry Act</i> , or a certified copy of it
Escheat	<input type="checkbox"/> Copy of the ministerial order for assignment or restoration of title s.5 <i>Escheat Act</i> <input type="checkbox"/> Court Certified copy of Court Order s. 4(5) <i>Escheat Act</i> and where applicable a copy of the letter of acknowledgment of service from the Escheat Officer and/or letter of acknowledgment of payment/receipt from the Escheat Office <input type="checkbox"/> Grant of property signed by the Governor in Council under the <i>Escheats Act</i> , Canada
<i>Expropriation Act</i> – Fee Simple (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Expropriation Act</i> – Notice of Confirmation (Federal)	<input type="checkbox"/> Notice in the form approved by the <i>Minister Expropriation Act</i> Canada This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Expropriation Act</i> – Road Dedication (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Federal Grant of Land	<input type="checkbox"/> Letters Patent under the Great Seal or <input type="checkbox"/> Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent section 9 of the FRPFIA
First Nations Lands Title	<input type="checkbox"/> Certificate s.367 <i>Land Title Act</i> and patent or copy certified by the Clerk of the Privy Council for Canada or s.373.64 certificate of vesting signed by the chief administrative officer <input type="checkbox"/> Schedule 1 to the <i>Land Title Act</i> , Certificates
Foreclosure	<input type="checkbox"/> Court certified copy of the Court Order; make application for mergers in the additional information textbox
<i>Land Title Enquiry Act</i> Certificate	<input type="checkbox"/> Certificate of the Registrar of the court
Registrar’s Order to Cancel Plan Part 8 LTA	<input type="checkbox"/> Originally signed Registrar’s Order s.135 <i>Land Title Act</i> (This transaction will receive preliminary examination prior to receiving immediate

	application number, date and time)
Replotting Scheme - Transfer from Trustee	<input type="checkbox"/> It is recommended that the user reference the first application with the certificate and schedule rather than attaching the image to each application, as scanned file size of multiple pages can become very large affecting the ability to upload in EFS
Remove Title Pursuant to S.31 Schedule 1 LTA	<input type="checkbox"/> Letter signed by the Treaty First Nation <input type="checkbox"/> Any evidence satisfactory to the registrar of the consent of the registered owner of the parcel
Road Resumption	<input type="checkbox"/> An original order of the Lieutenant Governor in Council
Tax Sale - Certificate of Non-Redemption	<input type="checkbox"/> <i>Local Government Act</i> - Certificate template reproduced in the Land Title Practice Manual from the local government for Certificate of Non-Redemption and where applicable <input type="checkbox"/> Letter from the Crown waiving the interest of the Crown under the <i>Escheat Act</i>
<i>Taxation (Rural Area) Act</i> – Certificate of Forfeiture	<input type="checkbox"/> Certificate signed by the Surveyor of Taxes <input type="checkbox"/> Revesting Order
<i>Taxation (Rural Area) Act</i> – Redemption or Revesting	
Title to Closed Road	<input type="checkbox"/> No attachment, application made pursuant to Section 40 <i>Community Charter</i> and <i>Land Title Act</i> Section 120
Title to Crown Land – SRW s.24 BC Regs 334/79	<input type="checkbox"/> No attachment
Transfer of Administration and Control	<input type="checkbox"/> Provincial or Federal Transfer of Administration and Control
Transfer of Asset by Order in Council (Municipal)	<input type="checkbox"/> Order of the Lieutenant Governor in Council, Letters Patent
Transmission to Executor or Administrator	<input type="checkbox"/> Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure or where applicable <input type="checkbox"/> A certified copy of the court order presuming death
Transmission to Surviving Joint Tenant	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or <input type="checkbox"/> Certified copy of letters probate or administration
Vesting by Court Order	<input type="checkbox"/> Court certified copy of the Court order Or where applicable <input type="checkbox"/> Form C Form of Conveyance under the <i>Court Order Enforcement Act</i>

<b>ELECTRONIC FORM 17 NATURE OF CHARGE, NOTATION OR FILING</b>	<b>Attach an image of the following approved supporting documents</b>
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by the minister responsible for the Ministry of Lands, Parks and Housing or an authorized signatory BC Housing Management Commission
Agricultural Land Reserve Inclusion	<input type="checkbox"/> Letter form signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>
Airport Zoning Regulations	<input type="checkbox"/> Airport Zoning Regulations enacted pursuant to section 5.4 (2) of the Aeronautics Act, R.S.C. 1985, C. A-2, may include a copy of a plan
Amendment to Charge Owner Name	<input type="checkbox"/> Statutory declaration and any consents of registered owners which may be required by the Registrar
Amendment of Federal Notice of Intention to Expropriate	<input type="checkbox"/> Notice in the form approved by the Minister <i>Expropriation Act, Canada</i> setting out (a) a description of the land; (b) the nature of the interest or right intended to be expropriated and whether the interest or right is intended to be subject to any existing interest in land or immovable real right; (c) an indication of the public work or other public purpose for which the interest or right is required; and (d) a statement that it is intended that the interest or right be expropriated by the Crown
Amendment to Filed Plan	<input type="checkbox"/> Statutory declaration and <input type="checkbox"/> Consents of owners, if required
Application for Duplicate Indefeasible title	<input type="checkbox"/> <i>Land Title Act</i> Form 22
Application to Amend Charge Owner s.180(9) LTA (No PTT)	<input type="checkbox"/> Original trust instrument that pre-dates the current charge owner's acquisition of the charge
Application to Amend Charge Owner s.180(9) LTA (PTT)	<input type="checkbox"/> Original trust instrument that pre-dates the current charge owner's acquisition of the charge
Application to Amend Trust s.180(10) LTA (No PTT)	<input type="checkbox"/> Original trust instrument that amends the terms of the existing trust
Application to Amend Trust s.180(10) LTA (PTT)	<input type="checkbox"/> Original trust instrument that amends the terms of the existing trust
Application to Change Trustee (No PTT)	<input type="checkbox"/> Original deed appointing new trustee with applicable vesting language
Application to Change Trustee(PTT)	<input type="checkbox"/> Original deed appointing new trustee with applicable vesting language

Assignment of Judgment	<input type="checkbox"/> <i>Land Title Act</i> Form 28
Builders Lien (By Court Order)	<input type="checkbox"/> Court certified copy of the Court Order
Canada Land Survey Plan	<input type="checkbox"/> Copy of plan from Canada Land Surveys
Caveat	<input type="checkbox"/> <i>Land Title Act</i> Form 38 or <input type="checkbox"/> Other form acceptable to the Registrar (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
Certificate of Charge	<input type="checkbox"/> Signed letter of application
Certificate of Forfeiture Mineral Lands	<input type="checkbox"/> Certificate of Forfeiture Mineral Lands
Certificate of Levy	<input type="checkbox"/> The certificate of levy signed by a person designated on the certificate as an authorized signatory of the resort association
Certificate of Pending Litigation	<input type="checkbox"/> <i>Land Title Act</i> Form 31 or <input type="checkbox"/> <i>Land Title Act</i> Form 32 or <input type="checkbox"/> <i>Land Title Act</i> Form 33 or <input type="checkbox"/> <i>Land Title Act</i> Form 34 and <input type="checkbox"/> The originating process or, if applicable, the notice of motion or other document by which the claim is made or where applicable <input type="checkbox"/> Form 1 (section 23 (1) of the <i>Civil Forfeiture Act</i> ) (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> <i>Land Title Act</i> Form 31 And the originating process or, if applicable, the notice of motion or other document by which the claim is made (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
Certificate of Title to Minerals	<input type="checkbox"/> Application in letter form
Change of Address	<input type="checkbox"/> Originally signed <i>Land Title Act</i> paper Form 15 or letter from registered owner
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority <input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Change of Name – Amalgamation of Companies	
Change of Name – Amalgamation of Companies – Lease	
Change of Name – Amalgamation of Companies –Right to Purchase	

Companies Creditors Arrangement Act Charge	<input type="checkbox"/> Court certified copy of the Court Order
Conditional Right of Entry	<input type="checkbox"/> Original or a certified copy of the Schedule I or II, as applicable under Bank Special Security Regulations
<i>Corporation Capital Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Corporation Capital Tax Act</i> Lien form issued by the Ministry of Finance
Court Order – <i>Family Maintenance Enforcement Act</i>	<input type="checkbox"/> If registration is by the Director of Family Maintenance Enforcement, a copy of the maintenance order ( <i>which for registration purposes is considered to be the original</i> ) or <input type="checkbox"/> In any other case, a copy of the maintenance order certified by a proper officer of the court
<i>Cremation, Interment and Funeral Services Act</i>	<input type="checkbox"/> Letter signed by the Director under <i>Business Practices and Consumer Protection Act</i> <input type="checkbox"/> Copy of the certificate of public interest
<i>Cremation, Interment and Funeral Services Act</i> Amendment	<input type="checkbox"/> Amendment letter signed by the Director under <i>Business Practices and Consumer Protection Act</i>
Crown Debt	<input type="checkbox"/> Statutory Declaration from a signatory of the provincial government
Crown Lien	<input type="checkbox"/> A Crown lien authorized by specific legislation
Crystallized Floating Charge	<input type="checkbox"/> Instrument creating the floating charge or <input type="checkbox"/> Reference the previously filed mortgage number in additional information and sworn declaration as to proof of crystallization
Establishment of Municipal Boundaries	<input type="checkbox"/> Letters Patent amending the boundaries of a taxation district under <i>the Local Government Act</i> s. 39 Must include a schedule of all affected PID numbers and legal descriptions
<i>Expropriation Act</i> – Amended Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 4 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
<i>Expropriation Act</i> – Covenant (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)

<i>Expropriation Act</i> – Statutory Right of Way (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
<i>Expropriation Act</i> Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 1 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed paper forms
Federal Grant Amendment	<input type="checkbox"/> Amended Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
First Nations Filing	Documents pertaining to the effective date of a Treaty First Nation, for example: <ul style="list-style-type: none"> <li><input type="checkbox"/> An Order in Council</li> <li><input type="checkbox"/> Notification of Approving Officer appointment</li> <li><input type="checkbox"/> Notification of taxation authority</li> </ul>
Foreclosure of Lease	<input type="checkbox"/> Court certified copy of the court order
Foreclosure of Mortgage	
Foreclosure of Right to Purchase	
<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed by the Minister of Forests, Lands and Natural Resource Operations
GVRD Sewerage and Drainage Area Plan	<input type="checkbox"/> Image of the plan pursuant to s.32 of the <i>Greater Vancouver Sewerage and Drainage Act</i> (may be larger size than the usual 8 <sup>1/2</sup> x 11)
Heritage Status Notice	<input type="checkbox"/> Letter form signed under the authority of the Minister
<i>Hospital Act</i> Notice	<input type="checkbox"/> Where applicable, a letter signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or <input type="checkbox"/> Where applicable, letter signed under the direction or authority of the minister responsible for the <i>Hospital Act</i>
<i>Hotel Room Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Hotel Room Tax Act</i> Lien form issued by the Ministry of Finance
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister
<i>Industrial Operation Compensation Act</i> Agreement	<input type="checkbox"/> An original of the agreement pursuant to the <i>Industrial Operation Compensation Act</i>

	from the Minister of Environment Lands and Parks or the minister responsible for the administration of the Minister of Forests, Lands and Natural Resource Operations
Injunction	<input type="checkbox"/> Court certified copy of the court order (This transaction will receive preliminary examination prior to receiving immediate application number, date and time).
<i>Insurance Premium Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Insurance Premium Tax Act</i> Lien form issued by the Ministry of Finance
Judgment	<input type="checkbox"/> Certificate or where applicable <input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> For a renewal of judgment, attach an image of the original registered judgment; apply for a renewal in the additional information field;
<i>Land (Spouse Protection) Act</i> Charge	<input type="checkbox"/> Originally signed paper <i>Land (Spouse Protection) Act</i> prescribed forms A and B
<i>Land Tax Deferment Act</i> Agreement	<input type="checkbox"/> <i>Land Tax Deferment Act</i> Regulation BC Reg. 57/98 prescribed Forms or where applicable <input type="checkbox"/> <i>Land Tax Deferment Act</i> Regulation BC Reg. 57/98 special agreement
<i>Land Tax Deferment Act</i> , Modification	<input type="checkbox"/> Form 4 <i>Land Tax Deferment Act</i>
Land Use Contract (Amended by Bylaw)	<input type="checkbox"/> Certificate template reproduced in the Land Title Practice Manual from the local government
<i>Legal Profession Act</i>	<input type="checkbox"/> Judicial evidence such as a declaration of the court as to the existence of the charge
<i>Logging Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Logging Tax Act</i> Lien form issued by the Ministry of Finance
<i>Mineral Tax Act</i> Lien	<input type="checkbox"/> The originally signed <i>Mineral Tax Act</i> Lien form issued by the Ministry of Finance
<i>Mines Act</i> Charge	<input type="checkbox"/> Notice of debt, in prescribed form
Modification of Charge – Court Order	<input type="checkbox"/> Court Certified Copy of Court Order
<i>Motor Fuel Tax Act</i> Charge	<input type="checkbox"/> Originally signed <i>Motor Fuel Tax Act</i> form issued by the Ministry of Finance
Mountain Resort Improvement District – Establishment	<input type="checkbox"/> Copy of letters patent certified by the Ministry of Municipal Affairs or other appropriate government official s. 676 <i>Local Government Act</i>
Municipal Government Notice	<input type="checkbox"/> Originally signed notice in Municipal letterhead or <input type="checkbox"/> Certificate templates reproduced in the Land Title Practice Manual for the following:



	<ul style="list-style-type: none"> <li>-Contravention of Building Requirements</li> <li>-Development Variance Permit</li> <li>-Heritage Designation</li> <li>-Heritage Status Notice</li> <li>-Housing Agreement Notice</li> <li>-Local Government Act, Restrictions on Dealings</li> <li>-Notice of Contaminated Land</li> <li>-Notice of Housing Agreement</li> <li>-Notice of Permit</li> <li>-Notice of Tax Exemption</li> <li>-Resort Municipality of Whistler Act</li> <li>-Notice of Excess or Extended Services Agreement</li> <li>-Notice of Park Land Agreement</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Heritage Designation Bylaw</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notice of Appropriation Bylaw</li> </ul>
National Energy Board Act s.43	<input type="checkbox"/> Plan, Profile and Book of Reference or certified copies
Navigable Waters Protection Act	<input type="checkbox"/> Plan in the form and manner specified by the Minister responsible for the Navigable Waters Protection Act s.9
Notice of Contaminated Land, LTA s.392 - Provincial	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the <i>Environmental Management Act</i>
Notice of Intention to Expropriate (Federal)	<input type="checkbox"/> Notice in the form approved by the Minister Expropriation Act, Canada setting out <ul style="list-style-type: none"> <li>(a) a description of the land;</li> <li>(b) the nature of the interest or right intended to be expropriated and whether the interest or right is intended to be subject to any existing interest in land or immovable real right;</li> <li>(c) an indication of the public work or other public purpose for which the interest or right is required; and</li> <li>(d) a statement that it is intended that the interest or right be expropriated by the Crown</li> </ul>
Notice of Interest <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper <i>Builders Lien Act</i> Form 1
Notice of Property Agreement ( <i>Family Law Act</i> )	<input type="checkbox"/> Director of Land Titles Form 41 Notice of Property Agreement
Notice of Tax Sale	<input type="checkbox"/> <i>Local Government Act</i> - originally signed notice in Municipal letterhead or Certificate template reproduced in the Land Title

	Practice Manual
<i>Personal Property Security Act, Court Order</i>	<input type="checkbox"/> Court certified copy of the Court Order
<i>Personal Property Security Act, Notice of Extension</i>	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> form
<i>Personal Property Security Act, Notice</i>	
<i>Personal Property Security Act, Notice Expires</i>	
<i>Personal Property Security Act, Notice of Assignment</i>	<input type="checkbox"/> <i>Personal Property Security Act</i> Form 2
Petition to Cancel Plan Part 8 LTA	<input type="checkbox"/> Initial Petition to Registrar s.123 <i>Land Title Act</i> and where applicable <input type="checkbox"/> Subsequent documents related to the service and hearing s.125 and s.126 <i>Land Title Act</i> attached to a declaration and submitted with any additional fees required (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> A copy of the order of the Mediation and Arbitration Board, certified by the Board, authorizing the entry, occupancy or use or <input type="checkbox"/> A copy of the order of the Mediation and Arbitration Board, certified by the Board, assigning the order
Possibility of Reverter	<input type="checkbox"/> Describe as one number less than the Form A in the additional information and attach a copy of the document creating the Possibility of Reverter or <input type="checkbox"/> Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Postponement Agreement (Form 24)	<input type="checkbox"/> <i>Land Title Act</i> Form 24
Postponement of Notice of Property Agreement (Court Order)	<input type="checkbox"/> Court Certified Copy of the Court Order
Power of Attorney	<input type="checkbox"/> Originally signed paper Power of Attorney <input type="checkbox"/> and where applicable, <input type="checkbox"/> Proof of the attorney's age or <input type="checkbox"/> Certified copy, accompanied by applicable evidence, pursuant to s.51 <i>Land Title Act</i>
PPSA - Demand for Notice of Amendment, Extension or Cancellation	<input type="checkbox"/> True copy of the demand and <input type="checkbox"/> Affidavit from the person who gave the demand
<i>Property Transfer Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Property Transfer Tax Act</i>

	Lien issued by the Ministry of Finance
<i>Provincial Sales Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Provincial Sales Tax Act</i> Lien
Provisional Indefeasible Title	<input type="checkbox"/> Proof of loss or destruction by statutory declaration from the registered owner(s) and, where applicable, <input type="checkbox"/> From the party(ies) whose hands the duplicate indefeasible title has passed through and, where applicable <input type="checkbox"/> Subsequent proof of advertising may be attached to a corrective declaration and submitted following the initial application (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter pursuant to the <i>Public Health Act</i> by a Public Health Officer on Ministry letterhead
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister or regional or district manager appointed under the Minister of Forests, Lands and Natural Resource Operations
Representation Agreement	<input type="checkbox"/> Originally signed paper Representation Agreement or when applicable <input type="checkbox"/> Certified copy of a Representation Agreement and <input type="checkbox"/> Form 1, Certificate of Representative or Alternate Representative <input type="checkbox"/> Form 2, Consultation Certificate and where applicable <input type="checkbox"/> Form 3, Certificate of Monitor <input type="checkbox"/> Form 4, Certificate of Person signing for the adult <input type="checkbox"/> Form 5, Certificate of Witness
Removal of Unrequired Personal Information	<input type="checkbox"/> Statutory declaration
Reservation – Life Estate	<input type="checkbox"/> No attachment is necessary, describe the reservation contained in Form A or other preceding document in the package as e.g. 1 number less than this application or <input type="checkbox"/> Attach an image of the Form A or other Instrument of Grant
Reservation – Statutory Right of Way	
Reservation – Covenant	
Reservation – Easement	
Reservation s.367(2) (e) LTA	<input type="checkbox"/> The patent as defined in s.366 <i>Land Title Act</i> or a copy certified by the Clerk of the Privy Council of Canada
Resort Associations Act Area – Establishment	<input type="checkbox"/> Certificate issued by the Registrar of Companies (s.9 <i>Resort Associations Act</i> )
Resort Municipality of Whistler-Certificate of Levy	<input type="checkbox"/> Certificate of Levy

Resumption Statutory Right of Way	<input type="checkbox"/> An original order of the Lieutenant Governor in Council
Right of Entry	<input type="checkbox"/> Describe as one number less than Crown Grant or Form A in additional information or <input type="checkbox"/> Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Scheme of Replotting	<input type="checkbox"/> Certified copy of resolution of Council and copies of plans referred to in <i>Municipal Replotting Act</i> s.993(1)
<i>Securities Act</i> Charge	<input type="checkbox"/> Notice in letter form signed by British Columbia Securities Commission (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
<i>Securities Act</i> Charge, Modification	<input type="checkbox"/> Copy of the modification in letter form signed by British Columbia Securities Commission (This transaction will receive preliminary examination prior to receiving immediate application number, date and time)
<i>Social Service Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Social Service Tax Act</i> Lien issued by the Ministry of Finance
Special Survey, <i>Land Title Act</i> Order	<input type="checkbox"/> Order under Part 23 <i>Land Title Act</i>
Special Survey, <i>Land Title Act</i> Supplemental Order	<input type="checkbox"/> Supplemental Order under Part 23 <i>Land Title Act</i>
Standard Charge Terms	<input type="checkbox"/> Standard Charge terms
Standard Mortgage Terms	<input type="checkbox"/> Standard Mortgage terms
Statutory Building Scheme	<input type="checkbox"/> Originally signed paper Declaration of Building Scheme <i>Land Title Act</i> Form 35
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form G
Surveyor's Report - Special Survey	<input type="checkbox"/> Surveyor's report
<i>Taxation (Rural Area) Act</i> Lien	<input type="checkbox"/> Originally signed <i>Taxation (Rural Area) Act</i> Lien form issued by the Collector
Timber Reservation	<input type="checkbox"/> Copy of Crown Grant or Form A containing the reservation
<i>Tobacco Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Tobacco Tax Act</i> Lien form issued by the Ministry of Finance
Transfer of Asset by Order in Council (Municipal)	<input type="checkbox"/> Order of the Lieutenant Governor in Council and <input type="checkbox"/> Letters Patent
Transfer of Mortgage (Form 27)	<input type="checkbox"/> <i>Land Title Act</i> Form 27
Transmission to Executor/Administrator – Lease	<input type="checkbox"/> Court certified Grant of Probate or Letters

Transmission to Executor/Administrator – Charge (No PTT)	of Administration, court certified declaration and disclosure statement that correctly describes the charge affected and where applicable <input type="checkbox"/> A certified copy of the court order presuming death
Transmission to Executor/Administrator - Right to Purchase	
Transmission to Surviving Joint Tenant – Lease	<input type="checkbox"/> Original Certificate issued by Vital Statistics or <input type="checkbox"/> If the certificate is issued outside BC, the appropriate governmental authority or <input type="checkbox"/> Court certified copy of letters probate or administration
Transmission to Surviving Joint Tenant - Life Estate	
Transmission to Surviving Joint Tenant - (No PTT)	
Transmission to Surviving Joint Tenant - Right to Purchase	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Transmission to Trustee in Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Transmission to Trustee in Bankruptcy (No Property TT)	<input type="checkbox"/> Letter form executed under part 5 <i>Land Title Act</i>
Treaty First Nation Debt	<input type="checkbox"/> Original Crown Grant issued by the Surveyor General
Undersurface and Other Exc & Reservations	<input type="checkbox"/> No attachment, describe reservation contained in Form A as e.g. 1 number less than this application or <input type="checkbox"/> Copy of instrument containing the additional charge
Undersurface Rights – Reservation	
Vesting By Court Order of Lease	<input type="checkbox"/> Court certified copy of the Court Order Or where applicable <input type="checkbox"/> Form C - Form of Conveyance under the <i>Court Order Enforcement Act</i>
Vesting By Court Order of Mortgage	
Vesting BY Court Order of Right to Purchase	
<i>Wills, Estates and Succession Act</i> Charge	<input type="checkbox"/> Court certified copy of the court document that grants the registrable charge. Effective March 31, 2014

<b>ELECTRONIC FORM 17 CANCELLATION OF CHARGE OR NOTATION</b>	<b>Attach an image of the following approved supporting documents</b>
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by authorized signatory for BC Housing Management Commission
<i>Agricultural Credit Act</i> Charge	<input type="checkbox"/> Certificate from Minister of Agriculture and Lands
Agricultural Land Reserve - Exclusion	<input type="checkbox"/> Letter form, signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>
Assignment of Rents Paper Form Signed Prior to July 1, 2014	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C Discharge of Mortgage which includes an Assignment of Rents or <input type="checkbox"/> Alternatively a court order and certificate of payment from the courts
Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of court order
Caveat	<input type="checkbox"/> Originally signed Land Title Act Form 39 or <input type="checkbox"/> Letter signed by the caveator with officer certification
Certificate of Pending Litigation	<input type="checkbox"/> Originally signed letter from Solicitor or petitioner where the action is neither discontinued nor dismissed, copy of the Notice of Change of Solicitor where applicable or <input type="checkbox"/> Court certified copy of court order or <input type="checkbox"/> Certificate of the court or where applicable <input type="checkbox"/> Form 3 (section 23 (3) of the Civil Forfeiture Act)
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> Court certified copy of the court order and certificate
Charge (by Court Order) (No PTT)	<input type="checkbox"/> Court certified copy of the court order and, if applicable, certificate (do not select for cancellation of a Right to Purchase)
Charge by Court Order (With PTT)	<input type="checkbox"/> Court certified copy of the court order
Charge by Effluxion of Time	<input type="checkbox"/> Apply to cancel a charge which has expired, other than a Claim of Builders Lien. Complete the Charge No. field and state the nature of the charge to be cancelled in additional information e.g. Lease by Effluxion of time or <input type="checkbox"/> Where a supporting document is required attach the image of the originally signed supporting document e.g. a statutory declaration

Claim of Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of the certificate of the registrar of the court
Claim of Builders Lien by Effluxion of Time	<input type="checkbox"/> Attachment may not be required
Claim of Builders Lien Notice to Commence an Action	<input type="checkbox"/> Originally signed statutory declaration, Form 6 <i>Builders Lien Act</i>
Court Order - Family Relations Act	<input type="checkbox"/> Court certified copy of the court order
Court Order - <i>Family Maintenance Enforcement Act</i>	
<i>Cremation, Interment and Funeral Services Act</i>	<input type="checkbox"/> Letter signed by the Director under <i>Cremation, Interment and Funeral Services Act</i>
Crown Debt	<input type="checkbox"/> Attach an image of the appropriate supporting documentation from the Crown required under the specific legislation
<i>Escheat Act</i> – Cancellation of Mortgage	<input type="checkbox"/> Statutory declaration signed by the former director or officer of the dissolved company and if required <input type="checkbox"/> Letter of non-objection from the Attorney General
<i>Expropriation Act</i> – Abandoned (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 7 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Cancellation (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 6 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed <i>Family Relations Act</i> form Notice of Cancellation Form C or E or <input type="checkbox"/> Court certified copy of the court order
<i>Family Relations Act</i> Charge (Postponement)	
<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed by the Minister of Forests, Lands and Natural Resource Operations
Heritage Status Notice	<input type="checkbox"/> Letter form signed by or on behalf of the minister responsible for the <i>Heritage Conservation Act</i> .
<i>Hospital Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or by the minister responsible for the <i>Hospital Act</i>
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the minister responsible for the <i>Human Resource Facility Act</i> .
<i>Industrial Operation Compensation Act</i>	<input type="checkbox"/> Letter signed by the Minister of

Agreement	Environment Lands and Parks or the minister responsible for the administration of the Ministry of Forests, Lands and Natural Resource Operations on Ministry letter head
Injunction	<input type="checkbox"/> Court certified copy of the court order
Judgment (by Court Order or Certificate)	<input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> Acknowledgment of Payment in Form 55 or where applicable <input type="checkbox"/> The court certified copy of the assignment or bankruptcy order or order of discharge and statutory declaration
<i>Land (Spouse Protection Act) Charge</i>	<input type="checkbox"/> Original <i>Strata Property Act</i> Form C Abandonment or the original Court Certified copy of certificate of divorce or decree of nullity of the court and <i>Land Spouse Protection Act</i> Form D.
<i>Land Tax Deferment Act</i> Agreement	<input type="checkbox"/> Notice of Satisfaction
Lease (Breach of Terms)	<input type="checkbox"/> Supporting document Statutory Declaration, proof of service, (Note: Registrar's Order will be appended by Land Title Office)
Land Use Contract	<input type="checkbox"/> Municipal Certified bylaw
Life Estate (with Death Certificate)	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority
Modification	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document
Mortgage-Paper Form C Original Executed Prior to July 1, 2014	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C – Discharge of Mortgage <input type="checkbox"/> Court order and certificate of payment from the courts
Mountain Resort Improvement District - Dissolved	<input type="checkbox"/> Dissolution order of the Lieutenant Governor in Council (s.735 <i>Local Government Act</i> )
Municipal Government Notice	<input type="checkbox"/> Originally signed letter on municipal letterhead or <input type="checkbox"/> Modified Certificate templates reproduced in the Land Title Practice Manual for the following: -Contravention of Building Requirements -Development Variance Permit -Heritage Designation -Heritage Status Notice -Housing Agreement Notice - <i>Local Government Act</i> , Restrictions on Dealings -Notice of Appropriation -Notice of Contaminated Land -Notice of Housing Agreement



	<ul style="list-style-type: none"> <li>-Notice of Permit</li> <li>-Notice of Tax Exemption</li> <li>-<i>Resort Municipality of Whistler Act</i></li> <li>-Notice of Excess or Extended Services - Agreement</li> <li>-Notice of Park Land Agreement</li> </ul> or <ul style="list-style-type: none"> <li><input type="checkbox"/> Heritage Designation Bylaw</li> </ul> or <ul style="list-style-type: none"> <li><input type="checkbox"/> Court certified copy of the Court Order</li> </ul>
Notation by Effluxion of Time	<input type="checkbox"/> No attachment e.g. <i>Wills Variation Act</i>
Notice of Abandonment (Federal Expropriation)	<input type="checkbox"/> <i>Notice in the form approved by the Minister Expropriation Act, Canada</i>
Notice of Contaminated Land, <i>Land Title Act</i> s.392	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the Environmental Management Act
Notice of Interest, <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper letter
Notice of Property Agreement (Court Order)	<input type="checkbox"/> Court Certified Copy of the Court Order
Notice of Tax Sale Redemption	<input type="checkbox"/> <i>Local Government Act</i> - originally signed notice by the collector in Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
<i>Personal Properties Security Act</i> Notice	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> Form
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> A certified copy of the order of the Mediation and Arbitration Board certified by the Board
Possibility of Reverter	<input type="checkbox"/> Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Priority Agreement	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document
<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter by a Public Health Officer on Ministry letter head
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister for or regional or district manager appointed under the Ministry of Forests, Lands and Natural Resource Operations
<i>Resort Associations Act</i> Area – Dissolved	<input type="checkbox"/> Proof from the appropriate Minister or Public Officer
Revocation of Power of Attorney/Representation Agreement	For a Power of Attorney <ul style="list-style-type: none"> <li><input type="checkbox"/> Revocation Form 8</li> </ul> or <ul style="list-style-type: none"> <li><input type="checkbox"/> Sufficient evidence to effect the revocation</li> </ul> or <ul style="list-style-type: none"> <li><input type="checkbox"/> Expiration of time – no attachment – state</li> </ul>

	<p>by expiration of time in additional information</p> <p>For a Representation Agreement</p> <p><input type="checkbox"/> Sufficient evidence in accordance with the Representation Agreement Act to effect the revocation</p>
Right of Resumption Community Charter	<input type="checkbox"/> Letter from the corporate officer on municipal letterhead in accordance with the regulations.
Right to Purchase (by Court Order)	<input type="checkbox"/> Court certified copy of the court order
Scheme of Replotting	<input type="checkbox"/> Certified copy of resolution of Council
<i>Securities Act</i> Charge	<input type="checkbox"/> Revocation in letter form signed by British Columbia Securities Commission
Special Survey, <i>Land Title Act</i> Order	<input type="checkbox"/> Order in Council
Stone and Timber Reservation	<input type="checkbox"/> Letter from applicant requesting release
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form H
<i>Wills, Estates and Succession Act</i> Charge (Court Order)	<input type="checkbox"/> Court certified copy of the court order Effective March 31, 2014
<i>Wills, Estates and Succession Act</i> Notation	<input type="checkbox"/> Evidence satisfactory to the Registrar i.e. certified copy of court order. Effective March 31, 2014

## Schedule B

### Director's Requirements for Electronic Plans - General

All signatures of the owners and holders of registered charges and plan approvals are now located on the prescribed electronic Application to Deposit Plan at the Land Title office.

Minor changes have been made to existing required signatures and notations where they refer to "shown on plan hereon" or similar language and replaced to facilitate the electronic filing of plans to the land title office.

Director's requirements may have been made where there are no existing survey rules for electronic plans. It is anticipated that some of the following requirements may be moved or replicated to the General Survey Instruction Rules in future.

General Survey Instruction Rule ("GSIR") I-3 states *Unless prescribed otherwise, the General Survey Instruction Rules pertaining to plans apply to both hardcopy and electronic plans.*

The Director's requirements for electronic plans replicate the existing GSIR's where applicable. The following are the Director's requirements as of the date of issuance of these requirements.

General Plan Specifications	Land Title Act and Regulations	Survey Rule	Existing Survey Rules for Electronic Plans November 17, 2013	Director's Requirements for Electronic Plans and Applications November 17, 2013
Copies	Land Title Act s.67(s) s.168.712		Land Title Act Section 168.712(3) Section 245(e) [copies accompanying strata plan tendered for deposit] of the Strata Property Act and the following sections of this Act do not apply in relation to electronic plans: (b) section 67(s) [copies accompanying plan tendered for deposit]; (c) section 144(2)(b) [copies accompanying air space plan tendered for deposit];	<i>A Director's instruction is not required as specific legislation exists.</i>
Standards		S.3-3 (12)	Plans must be in compliance with any standards for electronic submission that have been approved by the Surveyor General.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

General Plan Specifications	Land Title Act and Regulations	Survey Rule	Existing Survey Rules for Electronic Plans November 17, 2013	Director's Requirements for Electronic Plans and Applications November 17, 2013
Margin		S.10-14 (1)	(1) Plans must have a rectangle that has an area of not less than 150 cm <sup>2</sup> relative to the <i>intended plot size</i> , preferably in the top right corner of the plan, which will contain the notation required under <i>GSI Rule 10-15 (1)(a)</i> with	<i>The Director's requirement replicates the existing survey rule of the date of issuance of these Director's Requirements.</i>

			<p>the remaining area left blank for the use of the registrar.</p> <p>The following notes, with modification as necessary, must be shown on plans if applicable:</p> <p>(a) in the top right corner of the plan, immediately below the top margin:</p> <p><i>Plan;</i></p>	
Material and Plan Sheet Sizes		S.3-1 (2)	<p>The plan image must be created as a PDF file compatible with Adobe Acrobat 8.0, or higher, with a resolution of not less than 600 dots per inch and having an intended plot size of</p> <p>A size – 216 mm by 280 mm          B size – 280 mm by 432 mm          C size – 432 mm by 560 mm          D size – 560 mm by 864 mm          E size – 864 mm by 1120 mm</p> <p>When a multi-sheet plan is permitted all sheets shall use the same sheet size and have the same sheet orientation (all landscape or all portrait).<sup>1</sup></p>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
SRW Sheet Sizes		S.3-1 (3)	<p>The <i>intended plot size</i> of right-of-way plans must be the standard sheet sizes required by <i>GSI Rule 3-1 (2)</i> if possible, but the intended plot size must not in any case exceed 4 metres in length and 0.75 metres in width.</p>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

<b>General Plan Specifications</b>	<b>Land Title Act and Regulations</b>	<b>Survey Rule</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Director's Requirements for Electronic Plans and Applications November 17, 2013</b>
Lettering and Boundaries	<i>Land Title Act</i> s.168.721 (3)	S.3-3	(5) The top of the plan must, if practical, be north and the lettering must be so arranged that it may be easily read when facing the top of the plan.	<i>Land Title Act</i> s.168.721(3) Unless the director otherwise permits, all information in an electronic plan must be depicted in black on a white background.
			(2) Except in the case of a posting plan, other than a block outline	<i>A Director's requirement is not required.</i> <i>The Director's requirement replicates the existing survey</i>

			posting plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot size.	<i>rule as of the date of issuance of these Director's Requirements.</i>
			(7) The plan image must contain no signatures. Any signatures that may be required for the plan must be obtained in a form and manner prescribed by the <i>Director</i> for plans filed in the Land Title Office or the Surveyor General for plans filed in the Surveyor General's vault.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
			(10) Lettering on plan images must be in a black font and must not be less than 2.0 mm in height when the plan image is reproduced at the intended plot size.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
			(11) Plan images must be capable of being produced so that the resulting copy shows a clear and legible image at the intended plot size. The word "original" as prescribed for hardcopy plans in this GSI Rule must not be shown on the plan image.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
<b>General Plan Specifications</b>	<b><i>Land Title Act and Regulations and Practice</i></b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
Plan Title and Type of Plan	<i>Land Title Act 67(c)</i>	S.10-12	A <i>Land Title Act</i> plan must have a clear and concise plan title that includes the purpose of the plan and, where applicable, reference to the pertinent section of <i>Land Title Act</i> , the legal description of the subject lands in accordance with the register, and indicating whether all or part of the subject lands are being dealt with.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Original		S.3-3 (12)	Plans must be in compliance with any standards for electronic submission that have been approved by the Surveyor General.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

Abbreviations - Legend		S.3-4 (1)(d)	a legend giving details of the various monuments shown on the plan, subject to the following: (i) the required monument standard abbreviations must be used; (ii) only monuments shown on the plan may be represented in the legend; <i>No current specific Survey Rule for electronic plans</i>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
<b>General Plan Specifications</b>	<b>Land Title Act and Regulations and Practice</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
Plan Number Block		3.4 (1) (a) S. 3-4 (2)(l)	The following notes, with modification as necessary, must be shown on the <i>plan image</i> if applicable: (a) see <i>GSI Rule 3-4 (2)(l)</i> ;  3.4 (2) (l) in the top right corner of the plan, immediately below the top margin: <i>Plan ..... ;</i>  The pre-assigned plan number as prescribed by the Surveyor General or the Director of Land Titles must be prominently displayed in the top right corner, immediately below the top margin as follows:  Plan [plan number]; This requirement does not apply to plans submitted under Section 25 of the Oil and Gas Activities Act General Regulation.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>  Added as a Director's Requirement "The requirement for an electronically pre-assigned plan number does not apply for the following 3 <i>Land Title Act</i> plan types.  <b>Posting Plan (Hardcopy Block Outline)</b> <b>Strata (Hardcopy Phased)</b> <b>Strata (Hardcopy Amendment)</b>  For these plan types the plan number must already exist with the prefix LMP, VAP, NWP, VIP, NEP, KAP, BCP, PRP, PGP, NWS, LMS, BCS, VAS, VIS, KAS, NES, PGS, PRS as may be applicable"
Regional District		S.3-4 (2) (i)	<i>(i) in a location near the certificate required by GSI Rule 3-4 (2)(f), the following:10</i> <i>This plan lies within the (Regional District);</i>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Scale		S.3-4 (1)(a)	the plan, and any enlargements, must contain the following information... bar scale and the following notation: The intended plot size of this plan is ___mm in width by ___mm in height (insert sheet size e.g. D size) when	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

			<p>plotted at a scale of 1:___.</p> <p>(i) enlargements shall contain a bar scale and the following notation: <i>Scale of enlargement is 1:___ at intended plot size of plan</i></p> <p>(ii) enlargements that are exaggerated for clarity and not plotted to scale shall not require a bar scale and shall include the following notation: <i>Not to scale</i></p>	
		S.3-2 (1) and (2)	<p>(1) The scale of the plan must be 1:100, 1:125, 1:150, 1:200, 1:250, 1:300, 1:400, 1:500, 1:600, 1:750 or 1:900, or multiples of such scales by an integral power of 10.</p> <p>(2) The smallest scale and sheet size that will permit all required detail and information to be shown on the plan without congestion at the <i>intended plot size</i> must be used.</p>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
<b>General Plan Specifications</b>	<b>Land Title Act and Regulations and Practice</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
Airspace Plan Number Block		S.10-17 (p)	(p) a note in the upper right hand corner "Air Space Plan....."	<i>The Director's Requirement replicates the existing survey rule.</i>
Registrar's Signature		S.10-15 (2) (b)	(b) the notation required under hardcopy submission is not required to be shown on the plan image;	<p><i>The Director's Requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Additional Director's requirement for an electronic plan</i></p> <p>an annotation line containing the date of application, application number and status of the plan appears on a print of the plan image following electronic submission</p>
North Point		S.3-4 (1)(b)	(b) a north point;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

Metric Statement		S.3-4 (1)(h)	(h) all linear measurements must be shown as horizontal ground-level distances in metres and decimals thereof, except for distances to bearing trees and ties to geodetic control monuments, active control points or as required under GSI Rule 11-9 (1)(a)(i), unless otherwise directed by the Association;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
<b>General Plan Specifications</b>	<b>Land Title Act and Regulations and Practice</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
Bearing Derivation		S.3-4 (1)(c)	(c) details of bearing derivation in accordance with GSI Rule 2-5 must be given on the plan;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Old Legal Parcel Ghosted In		S.3-4 (1)(s)	(s) the Lot, Block, Parcel and land title plan number, whichever applies, of the lands under survey, as well as of all lands adjacent to each boundary thereof in solid font	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Lot Numbering		S.10-14 (2)(g)	(g) unless the registrar is satisfied that convenience of reference will be served by adopting a particular method of marking, each parcel into which the land is divided must be marked with a distinct number or letter on the plan, and must continue an existing series or begin with "1" or "A" and must number or letter consecutively or alphabetically, but in any case the parcels must not be designated as sections or ranges;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Continuation of an Existing Numbering Series Notation		S. 10-15(2)	The following notes, with modification as necessary, must be shown on plan image if applicable:  10-15(2) Electronic Plans  (v) where the parcels into which land is divided are marked with the continuation of an existing series in accordance with GSI Rule 10-14(2)(g):	The following notation may be used if a continuation of an existing numbering series is being used  <i>Lots created on this plan are a continuation of an existing numbering series</i>



			<i>Lots created on this plan are a continuation of an existing numbering series.</i>	
Plot Statutory Right of Ways and Easements		S.3-4 (1)(k)	(k) the boundaries of existing rights-of-way or easements if there is a charge on title to the parcel under survey, or if, in the opinion of the Registrar of Land Titles, there is a reasonable expectation of a charge being placed on the title to the parcel under survey, or on the titles of newly created parcels, shown by broken lines;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Geographic Referencing		S.3-4 (1)(e)	(e) the British Columbia Geographic System designation or designations shown immediately below the title using the 6 minute latitude by 12 minute longitude breakdown;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Cadastral Surveys in Integrated		S.3-4 (3)	(3) Where grid bearings are used outside of an integrated survey area, the plan must contain the following information if applicable: (b) a notation, with modification as necessary: "Grid bearings are derived from [insert bearing derivation method] and are referred to the central meridian of UTM Zone [insert number]"; (c) surveys georeferenced in accordance with GSI Rule 2-6(1) must indicate on the plan the following: (ii) the following notations, with modifications as necessary: 4 "The UTM coordinates and estimated horizontal positional accuracy achieved are derived from [insert type of GPS survey georeferencing method] to [insert geodetic control monument(s) number(s), and/or insert active control point(s) number(s), or previously registered plan]."; "This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of [insert factor]." The average combined	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

			<p>factor has been determined based on an ellipsoidal elevation of [insert ellipsoidal elevation] metres."; Where a single average combined factor is not appropriate the combined factor and ellipsoidal elevations may be shown at specific points or in a tabular form and then the following statement may be used: "This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the appropriate combined factor as derived from the combined factors [noted hereon' or 'in the coordinate table' as applicable]."</p>	
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Surveyor Certification	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Surveyor's Certification	<i>Land Title Act</i> s.67 (t) s.168.721 s.168.73 BC Reg 334/79	S.3-4 (2)(i) S.10-15 (2) (p)	<p>The following notation must be shown on the <i>plan image</i>:</p> <p>(i) For plans based on field survey: The field survey represented by this plan was completed on the [dd] day of [month], [yyyy].</p> <hr/> <p>by [full name of BCLS], BCLS</p> <p>(ii) For plans based on existing records:</p> <p>This plan is based on the following Land Title and Survey Authority of BC records:</p> <p>(list plans and documents used to compile the plan) [full name of BCLS], BCLS [dd] day of [month], [yyyy]</p> <p>The following notes, with modification as necessary, must be shown on the plan image if applicable:</p> <p><u>For Arterial Highways</u></p> <p>(p) For plans dedicating an Arterial Highway pursuant to section 44.1 of the <i>Transportation Act</i>.</p> <p>This plan image dedicates arterial highway as authorized by the Minister of Transportation and Infrastructure.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements. Director's requirement - the the surveyor's certificate in the form approved in the <a href="#">DR-04-11 Directors Requirements and Approval for Hardcopy Land Title Transfer Forms</a> and Plans Form 9 Statement by Surveyor or the certification required by Survey Rule 3-4(2)(f) for an explanatory plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</i></p> <p>I am a British Columbia land surveyor and certify that I was present and personally superintended this survey and that the survey and plan are correct.</p> <p>This field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: _____</p> <p><i>or for a Form 9a</i></p> <p>I am a British Columbia land surveyor and certify that this plan was prepared in accordance with specific instructions from the Surveyor General of British Columbia and that the survey and plan are correct. I was present at and personally superintended those portions of the survey represented on this plan which are based on field measurements.</p>

				<p>This field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: _____</p> <p><i>or for an explanatory plan:</i></p> <p>I am a British Columbia land surveyor and certify that this plan was completed and checked on: [Year/Month/Day]</p> <p>that the checklist was filed under ECR#: _____ and that the plan is correct in accordance with Land Title Office records.</p> <p>Or for Arterial Highway</p> <p>I am a British Columbia land surveyor and certify that I am authorized by the Minister of Transportation and Infrastructure under section 44.1 of the Transportation Act to show certain lands identified on this plan dedicated as Arterial Highway.</p> <p><i>or</i></p> <p>For a Public Official plan where the Surveyor General Certification is selected no other certifications are required.</p>
<b>Form of Application</b>	<b><i>Land Title Act and Regulations and Practice</i></b>	<b>Survey Rules</b>		<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
General - Plan Application	<i>Land Title Act s.92(1) s.168.721 Land Title Act Regulation 334/79</i>	NA	<i>There are no Survey Rules for electronic plan applications</i>	<i>Director's requirement - The form designated by the Director to accompany electronic plans is the electronic Application to Deposit Plan in Land Title Office.</i>

Owners' Signatures	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Signatures Required on Land Title Plans	<i>Land Title Act</i> s.72(2) s.97(2) s.103(b) s.168.731(2)	S.3-3 (7)	The plan image must contain no signatures. Any signatures that may be required for the plan must be obtained in a form and manner prescribed by the <i>Director</i> for plans filed in the Land Title Office or the Surveyor General for plans filed in the Surveyor General's vault.	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>The signatures required under hardcopy submission are now located on the electronic Application to Deposit Plan form for electronic plan submissions.</p>
		S.10-13	Plan images must not contain the signatures of owners and witnesses. These signatures must be obtained in a form and manner prescribed by the <i>Director</i> .	
Consents s.100 (1) (b)	<i>Land Title Act</i> s.100(1) (b) s.168.731(2) BC Reg 334/79	S.10-13	Plan images must not contain the signatures of owners and witnesses. These signatures must be obtained in a form and manner prescribed by the <i>Director</i> .	<p><i>Director's requirement</i> for an electronic reference plan or an explanatory plan tendered for deposit under <i>Land Title Act</i> section 100(1)(b):</p> <p>The plan must be accompanied by an electronic Application to Deposit a Plan at Land Title office form signed by the owner in fee simple and consented to by each holder of a registered charge and the signature for any necessary approvals. <i>Add the following note and signatures to the electronic plan application</i></p> <p>(NOTE: Consent by a holder of a registered mortgage of the fee simple operates, on deposit of the plan, to extend the mortgage to the whole of the new parcel shown on the plan EPP_____.) I/We, _____ of _____, the holders of the following registered charges, consent to the deposit of Plan EPP_____. _____ [Fill in Registration No. of Charge]</p>

				<p>[fill in the name of charge holder]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in the name of signatory]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Witness Name [fill in witness name]</p> <p>_____</p> <p>Address [fill in witness address]</p> <p>_____</p> <p>Witness occupation [fill in witness occupation]</p>
<b>Signatures, Approvals and Notations</b>	<b>Land Title Act and Regulations and Practice</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
Covenant Required by Approving Officer as a Condition of Subdivision Approval	LTPM paragraph 14.207	S.10-15 (2) (e)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(e) if the Approving Officer requires a notation on the plan when a covenant in favour of the Crown, a Crown corporation or agency, a municipality or a regional district is a condition of approval:</p> <p><i>A Covenant [or: (insert number) Covenants] in the name of</i></p> <p>_____</p> <p><i>{name of covenantee} pursuant to Section 219 of the Land Title Act is a condition of approval for this subdivision.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Additional Director's requirement</i> The notation is only required to be noted on the plan at the specific request of the approving officer.</p> <p>Directors Requirement in an electronic plan application - the following notation is now located above the owners signature:</p> <p>The registered owner(s) designated hereon declares that he/she has entered into a (insert number of covenants) covenant(s) in favour of _____ [name of covenantee(s)] under Section 219 of the <i>Land Title Act</i>.</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Corresponding Approving Officer Statement in Accompanying Covenant Document	LTPM paragraph 7.315		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement</i> – for each Covenant in electronic Form C required as a condition of approval for a subdivision plan:</p> <p>The following notation and signature should be located in a Form D additional signatures in an electronic Form C Covenant.</p> <p>This is an instrument required by the Approving Officer for subdivision Plan EPP_____ creating the condition or covenant entered into under s.219 of the <i>Land Title Act</i>.</p> <p>_____ [Signature] Approving Officer</p> <p>_____ [Fill in name of Approving Officer]</p>
Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Certification by Crown for Subdivision, Reference and Explanatory Plans of Titled Crown Land		S.10-15 (2) (o)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(o) for subdivision, reference and explanatory plan of titled Crown land:</p> <p><i>The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan.</i></p>	<p><i>Directors requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA as represented by the Minister of Agriculture and Lands</p> <p>_____ [Signature]</p> <p>_____ [Fill in name of Authorized Signatory]</p> <p>_____ [Fill in Witness Name]</p> <p>_____ [Fill in Witness Occupation]</p> <p>_____ [Fill in Address line 1]</p> <p>_____ [Fill in Address line 2]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
<p>Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land</p>			<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Director's requirement for an electronic plan</i> - add the following notation to the plan image where Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land is required</p> <p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that EPP_____ is the Official Plan shown outlined thereon.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name] _____ [date]</p>
<p>Treaty Commission Act</p> <p>Section 25.1 of Schedule 1 - Approval Not Required</p>	<p>Section 25.1 of Schedule 1 <i>Land Title Act</i></p>		<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Directors requirement</i></p> <p>For an electronic plan that has the Section 25.1 certificate signed by the Minister he following notation must be shown on a plan image:</p> <p><i>Section 25.1 of Schedule 1 of the Land Title Act applies to this plan.</i></p> <p>The signature to be included in an electronic plan application must be:</p> <p>"Section 25.1 of Schedule 1 - Approval Not Required"</p> <p>I hereby certify that Plan EPP_____ is a plan to which Section 25.1 of Schedule 1 of the Land Title Act applies.</p> <p>_____ [Signature]</p> <p>_____ The Minister Charged with the Administration of the Treaty Commission Act</p> <p>_____ [Fill in name]</p>



Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Approving Officer Approval	<i>Land Title Act</i> s.88	S.10-15 (2) (c)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(c) in a blank space outside the plotted boundaries the jurisdiction of the Approving Officer(s) shall be noted with the following statement:</p> <p>This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature to be included in an electronic plan application must be:</i>  Plan EPP____ Approved under the <i>Land Title Act</i> on _____ [date].  _____  [signature]</p> <p>_____  [fill in name of Approving Officer's title]</p> <p>_____  <i>[name of municipality, or as the case may be]</i>  _____ [include file reference if desired]</p>
Surveyor Re-inspection	<i>Land Title Act</i> s.84		<i>No current specific Survey Rule for electronic plans</i>	<p>Where an approving officer has required a land surveyor to inspect a survey pursuant to Section 84 <i>Land Title Act</i>:  <i>Director's requirement for an electronic plan - add the following notation to an electronic plan image:</i>  Inspected under the <i>Land Title Act</i> on the ____ day of _____, _____.</p>
Approving Officer Re Approval	<i>Land Title Act</i> s.92(1) (c)		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement - the signature to be included in an electronic plan application must be:</i>  Plan EPP____ Re-Approved under the <i>Land Title Act</i> _____ [date]. _____ [signature]</p> <p>_____  [fill in name and Approving Officer's title]</p> <p>_____  <i>[name of municipality, or as the case may be]</i>  _____ [include file reference if desired]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Exemption from Integration within ISA		S.5-7 (3)	<p>If exemption from integration is granted under section 5-5, the following notation must be shown on the plan image:</p> <p>Pursuant to section 5-5 of the General Survey Instruction Rules, this survey need not be integrated with survey control.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Directors requirement</i> - the signature to be included on an electronic plan application must be:</p> <p>Pursuant to section 5-5 of the General Survey Instruction Rules, Plan EPP____ (or EPS____ as appropriate), need not be integrated with survey control</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [Fill in name] _____ [date]</p>
Agricultural Land Reserve Approval	BC Reg 171/2002	10-15 (2) (r)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>where all or part of a subdivision lies within the Agricultural Land Reserve:</p> <p><i>This subdivision lies within the Agricultural Land Reserve.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that subdivision Plan EPP____ is approved under Section ____ of the <i>Agricultural Land Reserve Use, Subdivision and, Procedure Regulation</i> on _____[date].</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Approving Authority [fill in name and position]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be] _____ [include file reference if desired]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Access over Registered and Unregistered Crown Land		S.10-15 (2) (l)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(l) for plans establishing a highway over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>This plan includes public highway through Crown land.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>For plans establishing a highway over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>:</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The public highway through Crown land shown on Plan EPP_____ is approved and established under section 9(1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>_____ [signature]</p> <p>_____ [Fill in name of Authorized signatory] for Minister of Agriculture and Lands _____ [date]</p>
Misc Approvals - Public Access to Water	<i>Land Title Act</i> s.75(1) (c) and (d) s.76(5)	S.10-15 (2) (d)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(d) if relief from compliance with section 75 (1) (c) or (d) of the <i>Land Title Act</i> is obtained: This plan need not comply with section 75 (1) (.....) of the <i>Land Title Act</i>.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If relief from compliance with section 75(1)(c) or (d) of the <i>Land Title Act</i> is obtained: <i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Plan EPP_____ need not comply with section 75(1) _____ of the <i>Land Title Act</i>. Dated _____ [date]</p> <p>_____ [signature]</p> <p>_____ [fill in name of signatory] for Minister of Transportation and Infrastructure; _____ [include file reference if desired]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Plan Title on Subdivision by Way of Lease	LTPM paragraph 7.315		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement</i></p> <p><i>The plan title on an electronic plan shall be the same as for a hardcopy plan.</i></p>
Subdivision by Way of Lease	LTPM paragraph 7.315	S.10-15 (2) (c)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>In a blank space outside the plotted boundaries the jurisdiction of the Approving Officer(s) shall be noted with the following statement: This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p>	<p><i>The Director's requirement replicates the existing survey rule.</i></p> <p><i>Director's requirement - the signature to be included in an electronic plan application must be:</i></p> <p>Plan EPP_____ is approved under the <i>Land Title Act</i> for the purpose of a lease for a period of _____ years from (date) [plus the term of any approved renewals]</p> <p>_____ [signature] _____ Date____</p> <p>Approving Officer [Fill in the full name]</p> <p>_____ [Fill in the name of municipality, or as the case may be]</p> <p>_____ [include file reference if desired]</p> <p><i>and if applicable</i></p> <p>Plan EPP_____ is approved under the <i>Agricultural Land Commission Act</i> for the purpose of leasing for a period of _____ Years from _____ [date] [plus the term of any approved renewals]</p> <p>_____ [signature]</p> <p>_____ Chair (Fill in the name of Chair or other Officer) Provincial Agricultural Land Commission Date_____</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Forest Service Road		S.10-15 (2) (m)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(m) for plans establishing a forest service road over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>This plan image includes forest service road through Crown land.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>For plans establishing a forest service road over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>:</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The forest service road through Crown land shown on Plan EPP_____ is approved and established under section 9(1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>_____ [signature]</p> <p>_____ [fill in name of signatory] for Minister of Agriculture and Lands</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Approval for Access by Forest Service Road	BC Regulation 334/79 s.15 (2)	S.10-15 (2) (j)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(j) if tentative approval has been obtained to access a subdivision by a Forest Service Road:</p> <p>Road established under the <i>Forest Act</i></p> <p>Access to the subdivision is to be by Forest Service Road pursuant to Section 15 (2) of B.C. Reg. 334/79. The Crown in right of the Province shall not be obligated to improve, maintain or repair the forest service road shown on this plan.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If tentative approval has been obtained to access a subdivision by a Forest Service Road:  <i>Director's requirement</i> - the signature to be included in an electronic plan application must be:  Road established under the <i>Forest Act</i>  Pursuant to section 15(2) of B.C. Reg. 334/79, consent is given to plan of subdivision EPP____. The giving of this consent shall not imply an obligation of the Crown in right of the Province to improve, maintain or repair the forest service road shown on plan EPP____ [date]</p> <p>_____  [signature]</p> <p>_____  [fill in name of signatory]  Regional Engineering Officer,  Ministry of Forests, Lands and Natural Resource Operations;</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Accreted Land	<i>Land Title Act</i> s.94(1) (c) or s.118(1)(b)	S.10-15 (2) (f)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(f) if an application to include accreted land has been consented to:            (i) <i>Land Title Act</i>, section 94 (1) (c)</p> <p>The unregistered land included within this plan is accreted land.</p> <p>or in the case of a statutory right of way:            (ii) <i>Land Title Act</i>, section 118 (1)(b)</p> <p>The unregistered land adjoining Lot .....            [ complete legal description] is accreted land.</p>	<p><i>The Director's requirement replicates the existing survey rule. as of the date of issuance of these Director's Requirements</i></p> <p>If an application to include accreted land has been consented to:            (i) Certificate under the <i>Land Title Act</i>, section 94(1)(c):</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The unregistered land included within plan EPP_____ is deemed to be lawfully accreted land adjoining Crown land.</p> <p>_____            [signature]</p> <p>_____            Surveyor General [fill in name]</p> <p>_____            [date]</p> <p>or in the case of a statutory right of way:            (ii) Certificate under the <i>Land Title Act</i>, section 118(1)(b)</p> <p>The unregistered land included within plan EPP_____ and adjoining Lot _____            [complete legal description] is deemed to be lawfully accreted land adjoining Crown land.</p> <p>_____            [signature]</p> <p>_____            Surveyor General [fill in name]</p> <p>_____            [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Adjustment of Natural Boundary	<i>Land Title Act</i> s.94(1) (d) or <i>Land Title Act</i> s.118(1)(a)	S.10-15 (2) (g)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(g) if an application to adjust a natural boundary has been consented to:</p> <p>(i) <i>Land Title Act</i>, section 94 (1) (d)</p> <p>The water boundary shown hereon is the natural boundary as defined in the <i>Land Act</i>.</p> <p>or in the case of a statutory right of way plan:</p> <p>(ii) <i>Land Title Act</i>, section 118 (1) (a)</p> <p>The water boundary of Lot. .... [ complete legal description] shown hereon is the natural boundary as defined in the <i>Land Act</i>.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If an application to adjust a natural boundary has been consented to for</p> <p>(i) Certificate under the <i>Land Title Act</i>, section 94(1)(d):</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The water boundary shown on Plan EPP_____ is deemed to be the natural boundary as defined in the <i>Land Act</i>.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p>_____ [date]</p> <p><i>or in the case of a statutory right of way plan:</i></p> <p>(ii) Certificate under the <i>Land Title Act</i>, section 118(1)(a)</p> <p>The water boundary of Lot_____ [complete legal description] shown on Plan EPP_____ is deemed to be the natural boundary as defined in the <i>Land Act</i>.</p> <p>_____ Surveyor General [signature]</p> <p>_____ [fill in name]</p> <p>_____ [date]</p>



Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
<p>Certificate Pursuant to Section 25(4) of Schedule 1 of the <i>Land Title Act</i></p>	<p><i>Land Title Act</i> s.25(4) of Schedule 1</p>		<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Directors requirement</i></p> <p>For an electronic plan that has the Section 25(4) certificate signed by the Surveyor General the following notation must be shown on a plan image:</p> <p><i>Section 25(4) of Schedule 1, Land Title Act:</i> This plan complies with the Surveyor General's Instructions for the survey.</p> <p>The signature to be included in an electronic plan application must be: CERTIFICATE PURSUANT TO SECTION 25(4) OF SCHEDULE 1 OF THE <i>Land Title Act</i></p> <p>I hereby certify that: (a) the land shown on Plan EPP____ forms part of the treaty lands of [First Nation] and (b) no part of the land described in Plan EPP____ is below the natural boundary, as defined in the Land Act, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____ [Signature] _____ [Date]</p> <p>_____ Surveyor General [Fill in name]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
<p>Certificate Pursuant to Section 26(1)(a) of Schedule 1 of the <i>Land Title Act</i></p>	<p><i>Land Title Act</i> s.26(1)(a) of Schedule 1</p>		<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Directors requirement –</i></p> <p>For an electronic plan that has the Section 26(1)(a) certificate signed by the Surveyor General the following notation must be shown on a plan image:</p> <p><i>Section 26(1)(a) of Schedule 1, Land Title Act:</i> This plan complies with the Surveyor General’s Instructions for the survey.</p> <p>the signature to be included in an electronic plan application must be: CERTIFICATE PURSUANT TO SECTION 26(1)(a) OF SCHEDULE 1 OF THE <i>Land Title Act</i></p> <p>I hereby certify that:</p> <p>(a) the land shown on Plan EPP_____ forms part of the treaty lands of [First Nation] and (b) no part of the land described in Plan EPP_____ is below the natural boundary, as defined in the Land Act, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____ [Signature] _____ [Date]</p> <p>_____ Surveyor General [Fill in name]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Certificate pursuant to Section 26(1)(a) of Schedule 1 of the Land Title Act	<i>Land Title Act</i> s.26(1)(a) of Schedule 1		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Directors requirement</i> - the signature to be included in an electronic plan application must be:            CERTIFICATE PURSUANT TO SECTION 26(1)(a) OF SCHEDULE 1 OF THE <i>Land Title Act</i></p> <p>I hereby certify that:</p> <p>(a) the land shown on Plan EPP____ forms part of the treaty lands of [First Nation] and            (b) no part of the land described in Plan EPP____ is below the natural boundary, as defined in the Land Act, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____</p> <p>[Signature] _____ [Date]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p>
Easement Notation	<i>Land Title Act</i> s.223 LTPM paragraph 14.264	S.10-15 (2) (t)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>where a dominant tenement is subdivided in whole or in part:  <i>Pursuant to Section 223 of the Land Title Act, Lot __ of this plan is hereby designated as a parcel to which the benefit of Easement _____ does not attach</i></p>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Block Outline		S.10-16 (2)	<p>(2) If approval has been obtained for a block outline survey under section 69 (3) and (4) of the <i>Land Title Act</i>, show the following notation on the subdivision or reference plan:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If approval has been obtained for a block outline survey under section 69 (3) and (4) of the <i>Land Title Act</i>, <i>Director's requirement</i> The signature to be included in an electronic plan application shall be:</p> <p>Pursuant to my Order dated _____, the monumentation on block outline survey of Plan EPP _____ is hereby approved.</p> <p>_____ [Date]</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p><i>And following the Surveyor General's signature in the plan application add the following notation with the owners signature:</i></p> <p>The conditions of the above mentioned Order are accepted:</p> <p>_____ [Owner(s) signature]</p> <p>_____ [fill in owner name]</p> <p><i>Additional Director's requirement</i></p> <p>Add the following note in the electronic plan application and submit an image of the signed order attached to an electronic</p>

				<p>declaration following the plan application:</p> <p>The Order of the Surveyor General dated _____ attached to an electronic declaration is in support of this plan application.</p>
<b>Signatures, Approvals and Notations</b>	<b>Land Title Act and Regulations and Practice</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
Block Outline Posting Plan		S.10-16 (3)	<p>On posting plans of block outline surveys, the following notation must be shown on:</p> <p><i>This is the posting plan required under order number _____ [number].</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature to be included in an electronic plan application must be:</i></p> <p>Posting of Block Outline Survey Plan EPP_____ is hereby approved _____ [date].</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>
Control Traverse		S.10-16 (4) (a)(iii)	<p>For a block outline survey of highways as defined in the <i>Transportation Act</i> or a forest service road as defined in the <i>Forest Act</i>, if it is necessary to deal with individual parcels using separate block outline plans instead of a single block outline plan, then:</p> <p>a plan image of a control traverse must be prepared and filed in the Office of the Surveyor General and must contain the following information:</p> <p>(i) show the relation of type 4 (or better) posts set as control monuments;</p> <p>(ii) sufficient cadastral detail to locate the traverse on the ground;</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Modified Posting		S.3-5 (2)	<p>(2) If an application for modified posting is approved by the association, the following note must be shown on the plan image:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement the signature to be included in an electronic plan application must be:</i></p> <p>The monumentation on survey Plan EPP_____ is approved by the Surveyor General _____ [date]</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>
Include unregistered Crown Land <i>Land Act</i> Section 58		S.10-15 (2) (h)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(h) if an application to include unregistered land within a subdivision plan has been consented to:</p> <p><i>Land Act</i>, section 58</p> <p>This plan includes unregistered land which was not included in the grant from the Crown.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature to be included in an electronic plan application must be:</i></p> <p>The unregistered land included within plan EPP_____, which was not included in a grant from the Crown, need not be retained by the Crown.</p> <p>_____ [signature]</p> <p>[fill in name] for the Minister of Agriculture and Lands _____[date]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Public Road over Crown Land Section 80		S.10-15 (2) (i)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(i) if a public road allowance is being established over Crown land, as access to a subdivision:</p> <p><i>Land Act</i>, section 80</p> <p>This plan includes road through Crown land.</p>	<p><i>The Director's requirement replicates the existing survey rule. as of the date of issuance of these Director's Requirements</i></p> <p>For a Certificate under the <i>Land Act</i>, section 80:</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The public road through Crown land shown on Plan EPP_____ is authorized under the <i>Land Act</i>, section 80.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p>_____ [date]</p>
Exemption Section 108	<i>Land Title Act</i> s.108	S.10-15 (2) (k)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(k) if exemption under section 108 (3) of the <i>Land Title Act</i> has been granted by minister's order:</p> <p>Section 108 (3) of the Land Title Act</p> <p>Subject to an exemption to be granted by minister's order to the action of section 108 (2) of the <i>Land Title Act</i>, land dealt with hereon, shown covered by water and not designated "Returned to Crown in right of the Province", is not to be transferred to the Crown</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> - if an exemption under section 108(3) of the <i>Land Title Act</i> has been granted by minister's order:</p> <p><i>add the following notation in the electronic plan application and submit an image of the signed order attached to an electronic declaration following the plan application:</i></p> <p>The Minister's order pursuant to section 108(3) <i>Land Title Act</i> dated _____ is attached to an electronic declaration in support of this plan application.</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Alternative Access Notations	BC Regulation 334/79 s.8 to 12 LTPM paragraph 7.154	10-15 (2) (u)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>u) where alternate access pursuant to <i>BC Regulation 334/79</i> is required for one or more of the lots on the plan, the following applicable notation must be shown on the plan image in close proximity to the notation under GSI Rule 10-15(2)(c)</p> <p><i>ACCESS BY AIR ONLY</i>  <i>ACCESS BY WATER ONLY</i>  <i>ACCESS TO LOT __ BY EASEMENT ONLY</i>  <i>ACCESS BY COMMON LOT</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> – in an electronic plan application which must include the signature required pursuant to s.88 <i>Land Title Act</i>, the Approving Officer includes in the written approval the following statement:</p> <p><i>For Access by Water Only or Access by Air only</i>  <i>Access by Water or Air only</i>  <i>For Access to Highway by Easement</i>  Approved under <i>Land Title Act</i>, See B.C. Reg. 334/79, s.9 <i>Access by Easement only.</i>  <i>For Access by Common Lot</i>  Approved under the <i>Land Title Act</i>, See B.C. Reg. 334/79, s.11</p>
Section 70 <i>Land Title Act</i> Survey Method Approval within E & N		S.8-18 (1)	<p>(1) If an electronic plan is prepared of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70 (1) and (2) of the Act, the following notation must be shown on the plan image:</p> <p>This plan has been prepared in accordance with Part 8 of the General Survey Instruction Rules</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If a plan is prepared of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70(1) and (2) of the Act:  <i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Plan EPP_____ has been prepared in accordance with Part 8 of the General Survey Instruction Rules  Approved on _____(date)  _____  [signature]  _____  Surveyor General [fill in name]</p>



Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Survey Monumentation Approval within E & N (Block Outline)		S.8-18 (2)	<p>(2) If a block outline survey has been consented to of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70 (2) of the Act, it must contain the following notation</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If a block outline survey has been consented to of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70(2) of the Act, it must contain the following notation:  <i>Director's requirement</i> - the signature to be included in an electronic plan application must be:  Modified monumentation has been used for Plan EPP_____.  Approved on_____ (date)</p> <p>_____  [signature]</p> <p>_____  Surveyor General [fill in name]</p>
Certification of Statutory Right of Way Plans over Crown Land		S.6-20 (2)	<p>(2) The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.</p>	<p><i>Director's requirement for an electronic plan</i> - add the following notation to the plan image</p> <p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that Plan EPP_____ is the Official Plan of the right of way shown outlined thereon.</p> <p>_____  [signature]</p> <p>_____  Surveyor General [fill in name]  _____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Certification over Highway and Railway Plans		S.7-28 (i)	The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.	<p><i>Director's requirement for an electronic plan</i> - add the following notation to the plan image</p> <p>Plan EPP _____ is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Official Plan EPP_____ is Confirmed under Section 72 <i>Land Act</i></p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [fill in name] _____[date]</p> <p>(ii) the following notation is also required for railway plans:</p> <p>Plan EPP _____ is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that Plan EPP_____ is the Official Plan of the railway shown outlined thereon.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [fill in name] _____[date]</p>

Strata Property Act General Information	<i>Land Title Act, Strata Property Act (Strata Property Act) or Regulation</i>	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata plans and Applications November 17, 2013
General Information Required on Strata Plan Sheets	<p><i>Strata Property Act</i> regulation s.14.4 as amended by BC reg 295/2006</p> <p><i>Land Title Act</i> s.168.712 (3)</p> <p><i>Strata Property Act</i> Section 244(1)(e)</p> <p>Land Surveyors Act s.75</p>	S.13-2 (1)(b)	b) the Statement By Surveyor as prescribed by the Director of Land Titles for subdivision and reference plans;	<p><b>Director's Electronic Strata plan requirements</b></p> <p>Every electronic strata plan tendered for deposit in a land title office must consist of a series of consecutively numbered sheets on the first of which is set out the matters required by section 244(1)(a) and (b) of the Act followed by further sheets on which are shown the matters required by section 244(1)(c), (d) and (j) of the Act and must comply with the following requirements:</p> <p>(a) each sheet of a strata plan (i) must be endorsed, if it is the first sheet referred to in the preceding paragraph, in the top right corner "Sheet 1 of _____ sheets, Strata Plan EPS _____", and be endorsed in a like manner for the remaining sheets, and if a strata plan is to be deposited in phases, in addition to "Strata Plan EPS _____" there must be added "Phase _____", and (ii) must be dated and contain the name of the surveyor preparing the strata plan;</p> <p>(b) if the strata plan includes a building, the perimeter of the building must be outlined on the first sheet and the first sheet must show (i) the dimensions of such perimeter, (ii) the location of the building relative to the boundaries of the land included within the strata plan, and (iii) distances from the building to the boundaries, unless this requirement is dispensed with by the registrar; (f) if a strata plan includes a building, any line shown as a boundary of the strata lot represents a wall built</p>

				from floor to ceiling, unless the strata plan indicates that the line does not represent a wall built from floor to ceiling, and in that case the area of the space must be dimensioned with reference to a wall or walls;
<b>Strata Property Act General Information</b>	<b>Strata Property Act or Regulation</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Strata Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Strata Plans and Applications November 17, 2013</b>
Lettering	<i>Strata Property Act</i> Regulation s.14.3 (2)	S.3-3 (1) and (10)	(1) All features in an electronic plan must be depicted in black on a white background and all words and numbers must be printed (stylized or ornate fonts are not acceptable). (10) Lettering on plan images must be in a black font and must not be less than 2.00 mm in height when the plan image is reproduced at the intended plot size.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Draughting	<i>Strata Property Act</i> Regulation s.14.3(3)	S.3-3 (2)	(2) Except in the case of a posting plan, other than a block outline posting plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot size.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Strata Sheet Sizes	<i>Strata Property Act</i> Regulation s.14.3 (1) <i>Land Title Act</i> s.168.712 (1-4)	S.3-1 (4)	Strata plans shall be subject to Rule 3-1 (2). The <i>plan image</i> must be created as a <i>PDF</i> file compatible with Adobe Acrobat 8.0, or higher, with a resolution of not less than 600 dots per inch and having an <i>intended plot size</i> of: A size – 216 mm by 280 mm B size – 280 mm by 432 mm C size – 432 mm by 560 mm D size – 560 mm by 864 mm E size – 864 mm by 1120 mm When a multi-sheet plan is permitted all sheets shall use the same sheet size and have the same sheet orientation (all landscape or all portrait).	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

Bar Scale	<i>Strata Property Act</i> Regulation s.14.4	S.3-4 (1) (a)	<p>The plan, and any enlargements, must contain the following information and the information required under <i>GSI Rule 3-4 (2)</i>, as applicable:</p> <p>(a) a bar scale and the following notation:  The intended plot size of this plan is __mm in width by __mm in height (insert sheet size e.g. D size) when plotted at a scale of 1: _ _.</p> <p>(i) enlargements shall contain a bar scale and the following notation:  <i>Scale of enlargement is 1:_____at intended plot size of plan</i></p> <p>(ii) enlargements that are exaggerated for clarity and not plotted to scale shall not require a bar scale and shall include the following notation:  <i>Not to scale</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Note this rule applies to every sheet in an electronic strata plan.</i></p>
<b>Strata Property Act General Information</b>	<b>Strata Property Act or Regulation</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Strata Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Strata plans and applications November 17, 2013</b>
North Point	<i>Strata Property Act</i> Regulation s.14.4(1)(o)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s.14.4(1)(o).</i>
Abbreviations	<i>Strata Property Act</i> Regulation s.14.4(1)(p)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s.14.4(1)(p).</i>
Street Address	<i>Strata Property Act</i> Regulation s.14.4(1)(q)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s.14.4(1)(q).</i>
Municipality or Assessment District	<i>Strata Property Act</i> Regulation s.14.4(1)(r)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s.14.4(1)(r).</i>

Signatures General	<i>Strata Property Act, Land Title Act or Regulation</i>	Survey Rules	Existing Statute for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata Plans and Applications November 17, 2013
<p><i>Land Title Act</i> 68.712(1) Provisions in this Act and any other Enactment that Apply in Relation to Plans Apply to Electronic Plans Except as Provided in this Division.</p>	<p><i>Strata Property Act</i> s.244(1) (g) <i>Strata Property Act</i> Regulation 295/2006 s.14.9</p>		<p><i>Land Title Act</i> s.168.731(2) An electronic plan application is signed for the purposes of this section when the person signs a true copy of the electronic plan application in accordance with the requirements established by the director.</p> <p><i>Land Title Act</i> s.168.732(3) A subscriber must not incorporate his or her electronic signature into an electronic plan application unless (a) a true copy of the electronic plan application (i) has been signed by the persons specified on the application, and (ii) if this Act requires the signature to be witnessed, the required information respecting the witness is stated on the application, (b) any annotations, approvals, certificates, endorsements or statements required by this Act or any other enactment are set out on the electronic plan application above the signature of the required person, and (c) the true copy referred to in paragraph (a), or a copy of that true copy, is in the possession of the subscriber.</p>	<p><i>Director's requirement for signatures on electronic strata plan - General</i></p> <p>The signatures of the owners and holders of registered charges and plan approvals are now located on the prescribed electronic Application to Deposit Plan at Land Title.</p> <p><b>Note:</b> some text in existing survey rules, Strata Property Act or regulation or other acts or regulations have been amended in the following for signatures and approvals on the electronic plan application where they refer to "shown on plan hereon" or similar language and replaced with a reference to plan EPP____ or EPS____ as the case may be.</p>

Surveyor Statements	<i>Strata Property Act or Regulation</i>	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata Plans and Applications November 17, 2013
Form 9		S.10-15 (2) (n) S.3-4 (2)(f) S. 13-2(b)	<p>3-4 (2) (f) the following notation must be shown on the plan image:</p> <p>(i) For plans based on field survey: The field survey represented by this plan was completed by [full name of BCLS], BCLS on the [dd] day of [month], [yyyy].</p> <p>(ii) For plans based on existing records: This plan is based on the following Land Title and Survey Authority of BC records:  (list plans and documents used to compile the plan) [full name of BCLS], BCLS [dd] day of [month], [yyyy]</p> <p>(n) for explanatory plans: <i>See GSI Rule 3-4 (2)(f).</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the surveyor's certificate in the form prescribed under the Land Title Act Regulation; Form 9 or the certification required by Survey Rule 3-4(2)(f) for an explanatory plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</i></p> <p>I am a British Columbia land surveyor and certify that I was present and personally superintended this survey and that the survey and plan are correct.</p> <p>This field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: _____</p> <p><i>or for an explanatory plan:</i></p> <p>I am a British Columbia land surveyor and certify that this plan was completed and checked on: [Year/Month/Day]</p> <p>that the checklist was filed under ECR#: _____</p> <p>and that the plan is correct in accordance with land title office records.</p>

Surveyor Statements	<i>Strata Property Act</i> or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata Plans and Applications November 17, 2013
Surveyors Certification Certificate of Non-occupancy Form S	<i>Strata Property Act</i> s.241(1) <i>Strata Property Act</i> Regulation s.14.5 (3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement for an electronic strata plan - add the following notation to the plan image</i> The buildings included in this strata plan have not been previously occupied.</p> <p><i>Director's requirement for electronic strata plan:</i> The endorsement by the surveyor required in <i>Strata Property Act</i> s.241 (1), Regulation s.14.5(3) Form S for an electronic strata plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</p> <p>I am a British Columbia land surveyor and certify that the buildings included in this strata plan have not been previously occupied as of [Year/Month/Day]</p> <p>Certification Date: [Year/Month/Day]</p>
Surveyors Certification - Form U Buildings within the Boundaries	<i>Strata Property Act</i> s.244 (1)(f) <i>Strata Property Act</i> Regulation s.14.5(5)	13-2 (1) (c)	<p>(1) The first sheet must contain the following information in addition to the requirements of <i>GSI Rules Part 3</i>:</p> <p>(c) where buildings are shown:</p> <p>(iii) <i>The buildings shown hereon are within the external boundaries of the land that is the subject of the strata plan.</i> or <i>Certain parts of the buildings shown hereon are not within the external boundaries of the land that is the subject of the strata plan and appropriate and necessary easements or other interests are required to provide for these encroachments.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Additional Director's requirement for electronic strata plan:</i> The endorsement by the surveyor required in <i>Strata Property Act</i> s.244 (1)(f), Regulation s.14.5(3) Form U for an electronic strata plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature</p>



				<p>I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this strata plan: [Year/Month/Day]</p> <p>or</p> <p>I am a British Columbia land surveyor and certify:</p> <ol style="list-style-type: none"> <li>1. I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this strata plan subject to clause 2 of this endorsement</li> <li>2. That certain parts of the building are not within the external boundaries but appropriate and necessary easements of other interests are registered as set out in section 244 (1)(f) of the <i>Strata Property Act</i>.</li> </ol> <p>Registered Charge Number(s):</p> <p>_____</p>
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Strata Plan Signatures and Approvals	<i>Strata Property Act</i> or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Phased	<i>Strata Property Act</i> s.224 <i>Strata Property Act</i> reg's 14.5 (1) <i>Land Title Act</i> s.168.731 (3)	S.13-10	Phased strata plans shall include the following notation on sheet 1:  <i>This Plan is Phase _____ [number of phase] of a _____ [total number of phases] phase strata plan under section 224 of the Strata Property Act lying within the jurisdiction of the Approving Officer for [insert jurisdictions]</i>	<i>The Director's requirement replicates the existing survey rule.</i>  <i>Director's requirement - the signature of the approving officer to be included in an electronic plan application must be:</i> EPS_____ is approved as Phase _____ [number of phase] of a _____ [total number of phases] phase strata plan under section 224 of the <i>Strata Property Act</i> .  [date]_____ _____ (signature) Approving Officer  _____ [full name of Approving Officer]  _____ [jurisdiction] _____ [ fill in file reference if desired]
Form R Endorsement for Common Facilities in Phased Strata Plan	<i>Strata Property Act</i> Regulation s.14.5(2) <i>Strata Property Act</i> s.225	S.13-11	If a common facility is to be constructed in conjunction with a phase other than phase 1 of a strata plan, include the following notation on sheet 1:  <i>The common facility [name the common facility] in this phase is subject to the conditions set out in the Form P filed for this strata plan.</i>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>  <i>Director's requirement - the signature of the approving officer to be included in an electronic plan application must be:</i> I certify that the _____ [specify common facility], which according to the Phased Strata Plan Declaration in Form P filed for strata plan EPS_____ was to have been constructed in conjunction with phase ____ [identify phase #], has been provided for in accordance with section 225 (2) of the <i>Strata Property Act</i> . [date]_____ _____ (signature)

				<p>_____</p> <p>Approving Officer [fill in name]</p> <p>_____</p> <p>[fill in Name of Municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>
<b>Strata Plan Signatures and Approvals</b>	<b><i>Strata Property Act</i> or Regulation</b>	<b>Survey Rules</b>	<b>Existing Survey Rules for Electronic Plans November 17, 2013</b>	<b>Directors Requirements for Electronic Plans and Applications November 17, 2013</b>
Form R Endorsement for Common Facilities in Phased Strata Plan	<i>Strata Property Act</i> Regulation s.14.5(2) <i>Strata Property Act</i> s.225	S.13-11	<p>If a common facility is to be constructed in conjunction with a phase other than phase 1 of a strata plan, include the following notation on sheet 1:</p> <p><i>The common facility [name the common facility] in this phase is subject to the conditions set out in the Form P filed for this strata plan.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature of the approving officer to be included in an electronic plan application must be: I certify that the</i></p> <p>_____</p> <p>[specify common facility], which according to the Phased Strata Plan Declaration in Form P filed for strata plan EPS_____ was to have been constructed in conjunction with phase ____ [identify phase #], has been provided for in accordance with section 225 (2) of the <i>Strata Property Act</i>.</p> <p>[date]_____</p> <p>_____</p> <p>(signature)</p> <p>_____</p> <p>Approving Officer [fill in name]</p> <p>_____</p> <p>[fill in Name of Municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>

Strata Plan Signatures and Approvals	<i>Strata Property Act</i> or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Conversion Approval	<i>Strata Property Act</i> s.242 <i>Strata Property Act</i> Regulation s.14.5(4)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement for an electronic strata plan</i> - add the following notation to the plan image:</p> <p>The buildings included in this strata plan have been previously occupied.</p> <p><i>Director's requirement</i> - the signature of the approving officer to be included in an electronic plan application must be:</p> <p>I certify that the conversion of the buildings included in strata plan EPS_____ have been approved under section 242 of the <i>Strata Property Act</i>. [date] _____</p> <p>_____ Signature of Authorized Signatory of Approving Authority</p> <p>_____ [fill in name of Approving Authority]</p> <p>_____ [fill in name of municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>

Strata Plan Signatures and Bareland Strata Plan Approvals	<i>Strata Property Act</i> or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Bareland Strata Plan Modified Posting		S.13-8 (1)(e)	<p>if the Association permitted modified posting with type 1, 2 or 4 under section 13-7, then the plan must bear the following certification:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If the association permitted modified posting with type 1, 2 or 4 under section 208, then the plan must bear the following certification:  <i>Director's requirement</i> - the signature to be included in an electronic plan application must be:  Modified monumentation has been used for Strata Plan EPS_____  _____  Signature]  _____  Surveyor General [fill in name]  _____ [date].</p>
Bareland Strata Plan Public Access to Water	B.C. Reg 75/78 s.8(3)	S.13-8 (1)(f)	<p>Where relief is granted from all or part of Section 8 of the Bareland Strata Regulations 75/78, the following notation shall be shown on sheet 1of the plan:</p> <p><i>This plan need not comply with Section 8 of the Bareland Strata Regulations 75/78.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Strata Plan EPS_____  need not comply with <i>Bareland Strata Regulations 75/78</i> section 8 of the Strata Property Act.  _____  [Signature]  _____  Minister of Transportation and Infrastructure or Approving Officer for Ministry of Transportation and Infrastructure [fill in name and state signing authority]  _____ [fill in file reference if desired]</p>

Strata Plan Signatures and Bareland Strata Plan Approvals	<i>Strata Property Act</i> or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Bareland Strata Plan Form of Approval	B.C. Reg 75/78 s.18	S.13-8 (1)(g)	<p>(g) in a blank space on sheet 1 of the plan:</p> <p><i>This bare land strata plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>Director's requirement - the signature to be included in an electronic plan application must be:</p> <p>Strata Plan EPS_____ is approved as a bareland strata plan under the <i>Strata Property Act</i>.</p> <p>_____ [signature]</p> <p>Approving Officer [fill in name] _____. [fill in date]</p> <p>[Fill in Municipality, or as the case may be] _____ [fill in file reference if desired]</p>
Bareland Strata Plan Form of Re-Inspection	B.C. Reg 75/78 s.19(3)	S.13-8 (1)(h)	<p>where a re-inspection is required for Section 19 (3) of the Bareland Strata Regulations 75/78, the following notation shall be shown on sheet 1 of the plan:</p> <p><i>Inspected under the Strata Property Act on the _____ day of _____, _____.</i></p>	<p><i>The Director's requirement replicates the existing survey rule. as of the date of issuance of these Director's Requirements</i></p>

Strata Plan Signatures and Bareland Strata Plan Approvals	<i>Strata Property Act</i> or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Bareland Strata Plan Form of Re-Approval	B.C. Reg 75/78 s.19(3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement</i> – where applicable the signature to be included in an electronic plan application must be:</p> <p>Strata Plan EPS_____ re-Approved as a bareland strata plan under the <i>Strata Property Act</i> _____.[date]</p> <p>_____ . [signature]</p> <p>_____ [fill in name and Approving Officer's title]</p> <p>_____ [Fill in Municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>
Documents to Accompany Strata Plans	<i>Strata Property Act</i> or Regulation	Existing <i>Strata Property Act</i> or Regulation for Electronic Plans November 17, 2013		Directors Requirements for Electronic Plans and Applications November 17, 2013
	<i>Strata Property Act</i> s.245	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's requirement</i></p> <p>An electronic strata plan tendered for deposit in a land title office must be accompanied by the forms required in the following manner</p>
Unit Entitlement	<i>Strata Property Act</i> s.245 (a), s.246, s.264 B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's requirement</i></p> <p>The method of electronically submitting the prescribed <i>Strata Property Act</i> Form V approved by the Director is to attach an image of the originally signed form V as a supporting document to the electronic Strata Plan Filing Form.</p>
Voting Rights	<i>Strata Property Act</i> s.245(b), s.247, s.248, s.264 B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's requirement</i></p> <p>The method of electronically submitting the prescribed <i>Strata Property Act</i> Form W approved by the Director is to attach an image of the originally signed form W as a supporting document to the electronic Strata Plan Filing Form.</p>

Documents to Accompany Strata Plans	<i>Strata Property Act</i> or Regulation	Existing <i>Strata Property Act</i> or Regulation for Electronic Plans November 17, 2013	Directors Requirements for Electronic Plans and Applications November 17, 2013
Mailing Address	<i>Strata Property Act</i> s.245 (c) <i>Strata Property Act</i> Regulation s.14.6 (1) B.C. Regulation 203/2003 s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's requirement</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form X approved by the Director is to attach an image of the originally signed form X as a supporting document to the electronic Strata Plan Filing Form.
Developers Change of Bylaws	<i>Strata Property Act</i> s.245 (d) <i>Strata Property Act</i> Regulation s.14.6 (2) B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's requirement</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form Y approved by the Director is to attach an image of the originally signed form Y as a supporting document to the electronic Strata Plan Filing Form.
Phased Strata Plan Declaration	<i>Strata Property Act</i> s.221, 222	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's requirement</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form P approved by the Director is to attach an image of the originally signed form P as a supporting document to the electronic Strata Plan Filing Form.



## Schedule C

### Table of Electronic Forms Versions Statuses

Electronic Form	Valid Version(s)	Date Approved	Status	
Electronic Form A – Freehold Transfer Form	FORM_A_V3	January 5, 2004	Retired June 25, 2012	
	FORM_A_V4	January 5, 2004	Retired June 25, 2012	
	FORM_A_V5	January 5, 2004	Retired June 25, 2012	
	FORM_A_V6	August 1, 2004	Retired June 25, 2012	
	FORM_A_V7	October 24, 2004	Retired June 25, 2012	
	FORM_A_V8	April 10, 2005	Retired June 25, 2012	
	FORM_A_V9	June 2, 2005	Retired June 25, 2012	
	FORM_A_V10	October 23, 2005	Retired June 25, 2012	
	FORM_A_V11	July 9, 2006	Retired June 25, 2012	
	FORM_A_V12	October 15, 2006	Retired June 25, 2012	
	FORM_A_V13	April 22, 2007	Retired June 25, 2012	
	FORM_A_V14	July 22, 2007	Retired June 25, 2012	
	FORM_A_V15	September 21, 2008	Retired June 25, 2012	
	FORM_A_V16	December 7, 2008	Retired June 25, 2012	
	FORM_A_V17	March 29, 2009	Retired June 25, 2012	
	FORM_A_V18	April 11, 2010	Retired June 25, 2012	
	FORM_A_V19	June 5, 2011	Retired June 10, 2013	
	FORM_A_V20	March 10, 2013	Retired August 10, 2015	
	Electronic Form B – Mortgage	FORM_B_V3	January 5, 2004	Retired June 25, 2012
		FORM_B_V4	January 5, 2004	Retired June 25, 2012
FORM_B_V5		January 5, 2004	Retired June 25, 2012	
FORM_B_V6		August 1, 2004	Retired June 25, 2012	
FORM_B_V7		October 24, 2004	Retired June 25, 2012	
FORM_B_V8		October 10, 2005	Retired June 25, 2012	
FORM_B_V9		June 2, 2005	Retired June 25, 2012	
FORM_B_V10		October 23, 2005	Retired June 25, 2012	
FORM_B_V11		July 9, 2006	Retired June 25, 2012	
FORM-B_V12		October 15, 2006	Retired June 25, 2012	
FORM_B_V13		April 22, 2007	Retired June 25, 2012	
FORM_B_V14		July 22, 2007	Retired June 25, 2012	
FORM_B_V15		September 21, 2008	Retired June 25, 2012	
FORM_B_V16		March 29, 2009	Retired June 25, 2012	
FORM_B_V17		April 11, 2010	Retired June 25, 2012	
FORM_B_V18		April 15, 2010	Retired June 25, 2012	
Form_B_V19		June 5, 2011	Retired June 10, 2013	
Form_B_V20		March 10, 2013	Retired August 10, 2015	
Electronic Form C – Charge		FORM_C_V3 (Charge)	January 5, 2004	Retired June 25, 2012
		FORM_C_V4 (Charge)	January 5, 2004	Retired June 25, 2012
	FORM_C_V5 (Charge)	January 5, 2004	Retired June 25, 2012	

	FORM_C_V6 (Charge)	August 1, 2004	Retired June 25, 2012
	FORM_C_V7 (Charge)	October 24, 2004	Retired June 25, 2012
	FORM_C_V8 (Charge)	October 10, 2005	Retired June 25, 2012
	FORM_C_V9 (Charge)	June 2, 2005	Retired June 25, 2012
	FORM_C_V10 (Charge)	October 23, 2005	Retired June 25, 2012
	FORM_C_V11 (Charge)	July 9, 2006	Retired June 25, 2012
	FORM_C_V12 (Charge)	October 15, 2006	Retired June 25, 2012
	FORM_C_V13 (Charge)	April 22, 2007	Retired June 25, 2012
	FORM_C_V14 (Charge)	July 22, 2007	Retired June 25, 2012
	FORM_C_V15 (Charge)	September 21, 2008	Retired June 25, 2012
	FORM_C_V16 (Charge)	March 29, 2009	Retired June 25, 2012
	FORM_C_V17 (Charge)	April 11, 2010	Retired June 25, 2012
	FORM_C_V18 (Charge)	June 5, 2011	Retired June 10, 2013
	FORM_C_V19 (Charge)	March 10, 2013	Retired August 10, 2015
	FORM_C_V20 (Charge)	June 8, 2015	To be Retired December 31, 2015
Electronic Form C – Release	FORM_C_V3 (Release)	January 5, 2004	Retired June 25, 2012
	FORM_C_V4 (Release)	January 5, 2004	Retired June 25, 2012
	FORM_C_V5 (Release)	January 5, 2004	Retired June 25, 2012
	FORM_C_V6 (Release)	August 1, 2004	Retired June 25, 2012
	FORM_C_V7 (Release)	October 24, 2004	Retired June 25, 2012
	FORM_C_V8 (Release)	October 10, 2005	Retired June 25, 2012
	FORM_C_V9 (Release)	June 2, 2005	Retired June 25, 2012
	FORM_C_V10 (Release)	Oct 23, 2005	Retired June 25, 2012
	FORM_C_V11 (Release)	July 9, 2006	Retired June 25, 2012
	FORM_C_V12 (Release)	October 15, 2006	Retired June 25, 2012
	FORM_C_V13 (Release)	April 22, 2007	Retired June 25, 2012
	FORM_C_V14 (Release)	July 22, 2007	Retired June 25, 2012
	FORM_C_V15 (Release)	September 21, 2008	Retired June 25, 2012
	FORM_C_V16 (Release)	March 29, 2009	Retired June 25, 2012
	FORM_C_V17 (Release)	April 11, 2010	Retired June 25, 2012
	FORM_C_V18 (Release)	June 5, 2011	Retired June 10, 2013
	FORM_C_V19 (Release)	March 10, 2013	Retired August 10, 2015
	FORM_C_V20 (Release)	Nov 17, 2013	Retired August 10, 2015
FORM_C_V21 (Release)	June 8, 2015	To be Retired December 31, 2015	
Electronic Declaration Form	FORM_DECGEN_V3	January 5, 2004	Retired June 25, 2012
	FORM_DECGEN_V4	January 5, 2004	Retired June 25, 2012
	FORM_DECGEN_V5	January 5, 2004	Retired June 25, 2012
	FORM_DECGEN_V6	August 1, 2004	Retired June 25, 2012
	FORM_DECGEN_V7	October 24, 2004	Retired June 25, 2012
	FORM_DECGEN_V8	April 10, 2004	Retired June 25, 2012
	FORM_DECGEN_V9	June 2, 2005	Retired June 25, 2012
	FORM_DECGEN_V10	October 23, 2005	Retired June 25, 2012
	FORM_DECGEN_V11	July 9, 2006	Retired June 25, 2012

	FORM_DECGEN_V12	October 15, 2006	Retired June 25, 2012
	FORM_DECGEN_V13	November 25, 2006	Retired June 25, 2012
	FORM_DECGEN_V14	November 26, 2007	Retired June 25, 2012
	FORM_DECGEN_V15	September 21, 2008	Retired June 25, 2012
	FORM_DECGEN_V16	March 29, 2009	Retired June 25, 2012
	FORM_DECGEN_V17	May 15, 2009	Retired June 25, 2012
	FORM_DECGEN_V18	June 5, 2011	Retired June 10, 2013
Electronic Claim of Lien Form	CLAIM OF LIEN_V5	January 5, 2004	Retired June 25, 2012
	CLAIM OF LIEN_V6	January 5, 2004	Retired June 25, 2012
	CLAIM OF LIEN_V7	August 1, 2004	Retired June 25, 2012
	CLAIM OF LIEN_V8	October 24, 2004	Retired June 25, 2012
	CLAIM OF LIEN_V9	April 10, 2005	Retired June 25, 2012
	CLAIM OF LIEN_V10	June 2, 2005	Retired June 25, 2012
	CLAIM OF LIEN_V11	October 23, 2005	Retired June 25, 2012
	CLAIM OF LIEN_V12	July 9, 2006	Retired June 25, 2012
	CLAIM OF LIEN_V13	October 15, 2006	Retired June 25, 2012
	CLAIM OF LIEN_V14	April 22, 2007	Retired June 25, 2012
	CLAIM OF LIEN_V15	July 22, 2007	Retired June 25, 2012
	CLAIM OF LIEN_V16	September 21, 2008	Retired June 25, 2012
	CLAIM OF LIEN_V17	March 29, 2009	Retired June 25, 2012
	CLAIM OF LIEN_V18	April 11, 2010	Retired June 10, 2013
Electronic Form 17 Charge, or Notation	FORM 17_CHARGE_PILOT V4	April, 2006	Retired June 25, 2012
	FORM 17_CHARGE_V1	July 9, 2006	Retired June 25, 2012
Amended Name - Electronic Form 17 Charge, Notation or Filing	FORM 17_CHARGE_V2	April 22, 2007	Retired June 25, 2012
	FORM 17_CHARGE_V3	July 22, 2007	Retired June 25, 2012
	FORM 17_CHARGE_V4	December 12, 2008	Retired June 25, 2012
	FORM 17_CHARGE_V5	January 18, 2009	Retired June 25, 2012
	FORM 17_CHARGE_V6	March 29, 2009	Retired June 25, 2012
	FORM 17_CHARGE_V7	April 11, 2010	Retired June 25, 2012
	FORM 17_CHARGE_V8	June 5, 2011	Retired June 10, 2013
	FORM 17_CHARGE_V9	March 10, 2013	Retired August 10, 2015
	FORM 17_CHARGE_V10	November 17, 2013	Retired August 10, 2015
	FORM 17_CHARGE_V11	September 21, 2014	Retired August 10, 2015
	Electronic Form 17 Fee Simple	FORM 17_FEE_SIMPLE_PILOT V4	April, 2006
FORM 17_FEE_SIMPLE_V1		July 9, 2006	Retired June 25, 2012
FORM 17_FEE_SIMPLE_V2		April 22, 2007	Retired June 25, 2012
FORM 17_FEE_SIMPLE_V3		July 22, 2007	Retired June 25, 2012
FORM 17_FEE_SIMPLE_V4		December 12, 2008	Retired June 25, 2012
FORM 17_FEE_SIMPLE_V5		January 18, 2009	Retired June 25, 2012
FORM 17_FEE_SIMPLE_V6		March 29, 2009	Retired June 25, 2012
FORM 17_FEE_SIMPLE_V7		April 11, 2010	Retired June 25, 2012
FORM 17_FEE_SIMPLE_V8		June 5, 2011	Retired June 10, 2013
FORM 17_FEE_SIMPLE_V9		March 10, 2013	Retired August 10, 2015
FORM 17_FEE_SIMPLE_V10	November 17, 2013	Retired August 10, 2015	
Electronic Form 17	FORM 17_RELEASE_PILOT V4	April, 2006	Retired June 25, 2012

Cancellation of Charge or Notation	FORM 17_RELEASE_V1	July 9, 2006	Retired June 25, 2012
	FORM 17_RELEASE_V2	October 15, 2006	Retired June 25, 2012
Amended Name - Electronic Form 17 Cancellation of Charge, Notation or Filing	FORM 17_RELEASE_V3	April 22, 2007	Retired June 25, 2012
	FORM 17_RELEASE_V4	July 22, 2007	Retired June 25, 2012
	FORM 17_RELEASE_V5	December 12, 2008	Retired June 25, 2012
	FORM 17_RELEASE_V6	January 18, 2009	Retired June 25, 2012
	FORM 17_RELEASE_V7	March 29, 2009	Retired June 25, 2012
	FORM 17_RELEASE_V8	April 11, 2010	Retired June 25, 2012
	FORM_17_RELEASE_V9	June 5, 2011	Retired June 10, 2013
	FORM_17_RELEASE_V10	March 10, 2013	Retired August 10, 2015
	FORM_17_RELEASE_V11	November 17, 2013	Retired August 10, 2015
	FORM_17_RELEASE_V12	September 21, 2014	Retired August 10, 2015
Surveyor Registration	SURVEYOR REGISTRATION - PILOT V3	April 22, 2007	Retired June 25, 2012
	SURVEYOR REGISTRATION V4	July 22, 2007	Retired June 25, 2012
	SURVEYOR REGISTRATION V5	September 21, 2008	Retired June 25, 2012
	SURVEYOR REGISTRATION V6 to be used by BC Online accounts,	March 29, 2009	Retired May 1, 2014
Electronic Application to Deposit Plan at Land Title Office	DSPL Initial Pilot Version 1	April 22, 2007	Retired June 25, 2012
	DSPL_V2	July 22, 2007	Retired June 25, 2012
	DSPL_V3	October 31, 2007	Retired June 25, 2012
	DSPL_V4	September 21, 2008	Retired June 25, 2012
	DSPL_V5	March 29, 2009	Retired June 25, 2012
	DSPL_V6	April 11, 2010	Retired June 25, 2012
	DSPL_V7	September 23, 2010	Retired June 25, 2012
	DSPL_V8	June 5, 2011	Retired June 25, 2012
	DSPL_V9	April 22, 2007	Retired June 10, 2013
	DSPL_V10	March 10, 2013	Retired August 10, 2015
	DSPL_V11	September 21, 2014	Retired August 10, 2015
Survey Plan Certification	SPC_V2	July 22, 2007	Retired June 25, 2012
	SPC_V3	October 31, 2007	Retired June 25, 2012
	SPC_V4	September 21, 2008	Retired June 25, 2012
	SPC_V5	March 29, 2009	Retired June 25, 2012
	SPC_V6	April 11, 2010	Retired June 25, 2012
	SPC_V7	September 23, 2010	Retired June 25, 2012
	SPC_V8	June 5, 2011	Retired June 10, 2013
<i>Strata Property Act</i> Filing	SPF Initial Pilot Version 1	April 22, 2007	Retired June 25, 2012
	SPF_V2	July 22, 2007	Retired June 25, 2012
	SPF_V3	September 21, 2008	Retired June 25, 2012
	SPF_V4	March 29, 2009	Retired June 25, 2012
	SPF_V5	April 11, 2010	Retired June 25, 2012

	SPF_V6	June 5, 2011	Retired June 10, 2013
	SPF_V7	March 10, 2013	Retired August 10, 2015
	SPF_V8	November 17, 2013	Retired August 10, 2015
Form 17 Surveyor General	F17_SG_Initial Version 1	June 5, 2011	Retired June 10, 2013
Local Government Filing Form	LGF_V2	March 10, 2013	Retired August 10, 2015
	LGF_V3	March 16, 2014	Retired August 10, 2015
	LGF_V4	March 16, 2014	Retired August 10, 2015