



## Practice Bulletin No. 03-04

**TITLE:** Withdrawal of Land Title Applications  
(formerly named Withdrawals by Fax)

**ISSUER:** Director of Land Titles

**APPLICATION:** All Land Title Offices

**RELATIONSHIP TO PREVIOUS POLICY:** Version 2.1

**APPROVAL:**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.

Craig D. Johnston, Director of Land Titles

**EFFECTIVE DATE:** August 26, 2014

**FILE NUMBER:** Land Title Act

<b>Change Record</b>			
<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Description</b>
1.0	May 26, 2004	All	Initial Release
2.0	August 26, 2014	All	Rewritten with current Electronic and Hardcopy practices
2.1	October 10, 2017	3	Replaced broken link

## **1. ISSUE:**

Section 167, *Land Title Act*, provides that a document may be withdrawn as to all or part of the land comprised in it at any time before registration, on terms the Registrar considers proper. Letters of withdrawal are currently submitted by mail, fax, in person in paper format, and scanned and sent electronically by email or through a myLTSA Enterprise account. To gain the efficiencies and reliability inherent in the electronic process, the Registrar will now require that all withdrawal requests be delivered electronically.

### **Submitting Withdrawal Requests**

#### **Withdrawal requests for electronically-submitted applications**

Letters of withdrawal for electronically-submitted documents must be delivered to the Registrar electronically using the process available through a myLTSA Enterprise account. Requests submitted in this fashion are routed to an examiner for processing in an expedited fashion to ensure these requests are processed quickly and efficiently. In addition, customers receive automated notification once the request has been processed.

For help using this process, click this link:

<https://help.ltsa.ca/myltsa-enterprise/withdrawal-requests>

#### **Withdrawal requests for applications submitted in hardcopy**

The Registrar has determined that letters of withdrawal for applications received in hardcopy must be scanned and submitted to the Customer Service Centre using the following email address: [customerservice@ltsa.ca](mailto:customerservice@ltsa.ca)

The Customer Service Centre staff monitor this email address throughout the business day, which ensures that withdrawal requests will be handled in an efficient and timely manner.