

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT  
LAND TITLE BRANCH

PRACTICE BULLETIN NO. 0504

**SUBJECT:** New Transaction code "Modification"

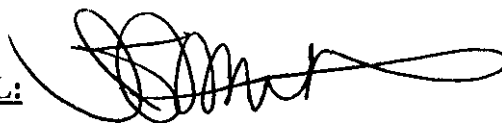
**ISSUANCE:** Director of Land Titles

**IMPLEMENTATION:** All Land Title Offices

**AUTHORITY:** Land Title Act

**RELATIONSHIP TO  
PREVIOUS PRACTICE:** Initial Statement

**EXECUTIVE APPROVAL:**



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**EFFECTIVE DATE:** *May 26/04* **BULLETIN NO: 0504** **FILE NO: LAND TITLE ACT**

## 1. ISSUE:

Currently, modifications of a charge are registered using the same transaction type as that of the head charge or originating interest. The Branch has decided to modify the registration process so that a modification of a charge will be marked-up and registered using a transaction type of "Modification".

This new transaction type will simplify the mark-up process and clarify the nature of these interests when reviewing a title. In addition, this new transaction type permits all modifications to charges to be identified using one nature of interest in Section 3 of the Electronic Form C; greatly simplifying the design of the Electronic Filing system and the process for clients.

The only exception to this new practice will be in instances where the modification results in the creation of a derivative interest that need not be released as a result of the discharge of the originating interest, e.g. the extension of a mortgage over additional lands.

## 2. PRACTICE

During the mark up process documents applied for as a modification will be marked-up using the new transaction type of "Modification". It is acceptable for the client to use the existing process, e.g. Modification of Lease X12345 or Modification of Mortgage X54321, or to simply apply using the new transaction type of "Modification", e.g. Modification of X12345 or Modification of X54321. The ALTOS transaction type code for "Modification" is "MOD"

Examination and registration of a modification of charge, marked-up as a "Modification" does not change from the current practice, except in instances where the modification creates a new interest that may stand on its own, e.g. extension of mortgage over additional lands. In these instances, the examiner must use the ALTOS document update screen (DOU) to update the transaction type from "MOD" to the transaction type matching the originating interest.

This new practice comes into force immediately upon issuance of this practice statement.