

# E-filing Directions

**ISSUER:** Director of Land Titles

**APPLICATION:** All Land Title Offices

**RELATIONSHIP TO PREVIOUS POLICY:** Version 1.10

**APPROVAL:**

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Carlos MacDonald, Director of Land Titles

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<b>Change Record</b>			
<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Description</b>
1.0	November 15, 2019	All	Initial release. This document replaces the following documents: <ul style="list-style-type: none"> <li>• Electronic Filing of Land Title Documents (DR 01-11)</li> <li>• Authorized Subscriber Register (DR 01-13)</li> <li>• Certification Authority and Subscribers (DR 02-11)</li> <li>• Electronic Land Title Forms and Supporting Documents (DR 03-11)</li> <li>• Required Electronic Filing of Land Title Documents (DR 06-11)</li> </ul>
1.1	April 16, 2020	9	Added direction where the submission of a document constitutes signature by the applicant under s. 168.22(3)
		16	ASR application for membership – individual must be a permanent employee of the organization and not a contractor
		18	Exemptions from required e-filing – for members of the public, removed Form A, Form 17 Transmission that require a transparency report
		18	Updated clerical error in the exemptions to the requirement to file land title documents electronically and added Form C Release Claim of Builders Lien
		21	Schedule B, Record of required e-filing – added Phase 8 Exemptions March 1, 2017 to April 16, 2020
1.2	September 30, 2020	8	Designates may have possession of a true copy of a Notice of Statutory Right of Way response form for certifications under s. 168.43(3)
		14	Revised definitions in Authorized Subscriber section 5.2
1.3	November 24, 2020	18	Exemptions from required e-filing for members of the public, removed Form C Charge applications that require a transparency report

		21	Added Phase 9 Record of Requirements and Exemptions to File Electronically
1.4	February 28, 2022	Entire document	Updated links
		Section 2.5	Added English language requirement for supporting document
1.5	May 9, 2022	3	Added a reference to s. 168.32 in relation to cancellation of charges by corporate registered owner
		7	Added paragraph 2.6; Directions for cancellation of charges by corporate registered owner - Release of charges in favour of the Crown in Right of British Columbia
		8	Added to paragraph 3.1.3 - Where submission constitutes signature:  a crown debt submitted under section 204 of the <i>Land Title Act</i> , or  a crown lien submitted under an applicable provincial statute (e.g. <i>Speculation and Vacancy Tax Act</i> ), or  a release of crown debt or crown lien charge submitted under section 237 of the <i>Land Title Act</i>
1.6	July 12, 2022	Section 2.2, 3.1	Added direction for members of the public on the use of a BC Services card to access online applications and e-sign forms
		Section 3.2	Lawyers and Notaries may now e-sign and submit Local Government Filing forms when acting on behalf of a local government
		Section 6.2	Removed the Form 17 Change of Address and replaced it with Change of Mailing Address
1.7	July 25, 2022	Section 2.6	Added directions for cancellation of charges by corporate registered owners – financial institutions registered as ASR members
		Section 3.2	A lawyer or notary cannot electronically sign a Form C Release by Authorized Subscriber Member

1.8	August 19, 2022	Section 3.2	A land surveyor can now e-sign and submit an application for a cancellation of interior lot lines on the Form 17 Fee Simple
1.9	January 23, 2023	Section 2.1	Revised the descriptions of electronic forms, added Public Filing forms
		Section 2.2	Added directions for Public Filing forms
		Section 2.4	Added directions for electronic signing of supporting documents
		Section 2.6	Revised the direction for release of charges in favour of the Crown in Right of British Columbia
1.10	October 20, 2023	Section 2.2	Updated links and added requirement to complete public filing forms in compliance with the Public Filing Form Practice Guides
		Section 2.6	Added Land Tax Deferment Agreement as a charge released by the Crown under s. 168.32(2)
		6.2	Revised name of application Change of Name on Title

# 1. Introduction

## 1.1 Purpose

This document establishes the e-filing directions made by the Director of Land Titles (Director) under Part 10.1 of the *Land Title Act* (Act). These directions replace the Director's Requirements related to e-filing and reflect amendments to the Act that were brought into force on November 15, 2019.

This document also includes other statements of policy related to e-filing made under the Director's authority in Part 10.1 of the Act.

## 1.2 Scope and authority

The e-filing directions are made under section 168.22 of the Act.

Other policy direction related to e-filing is made under

- Section 168.4 in relation to designating individuals who are authorized to certify documents under Division 4 of Part 10.1,
- Sections 168.61 and 168.62 (b) in relation to a certification authority and provisions in a certification practice statement, and
- Section 168.32 in relation to cancellation of charges by corporate registered owner under Division 3 of Part 10.1.

## 1.3 Definitions

The following terms and definitions apply to these directions:

<b>Act</b>	means the <i>Land Title Act</i> , RSBC 1996, c. 250.
<b>Application</b>	means an application as required under section 147 of the Act.
<b>Authorized Subscriber Register (ASR)</b>	means the register established by the Director under <a href="#">part 5</a> of these directions.
<b>Designate</b>	means a subscriber who is authorized to certify a document under <a href="#">part 3.3</a> of these directions.
<b>Director</b>	means the Director of Land Titles appointed under section 9 of the Act.
<b>Document</b> (as defined in Part 10.1 of the Act)	means an instrument or other document that is required or permitted by the Act, another enactment or an e-filing direction to be registered, filed, lodged or deposited in the land title office.



<b>EFS</b>	means the LTSA's first e-filing system for the electronic submission of documents, which was introduced in 2004 and will be replaced by Web Filing.
<b>E-filing User Guides and Publications</b>	means the LTSA's user guides and publications for e-filing published at <a href="https://ltsa.ca/practice-info/e-filing-user-guides-and-publications">https://ltsa.ca/practice-info/e-filing-user-guides-and-publications</a> .
<b>Electronic form</b>	means the electronic form of a document as designated by the Director.
<b>Financial officer</b>	means an individual who may authorize the electronic transfer of funds required to pay provincial property tax from a designated bank account.
<b>LTSA</b>	means the Land Title and Survey Authority of British Columbia.
<b>myLTSA</b>	means the LTSA's portal for electronic search and filing services at <a href="https://myltsa.ltsa.ca/myltsalogin">https://myltsa.ltsa.ca/myltsalogin</a> .
<b>Registrar</b>	means a registrar appointed under section 10 of the Act.
<b>Submit</b> (as defined in Part 10.1 of the Act)	means to submit to the land title office.
<b>Subscriber</b> (as defined in Part 10.1 of the Act)	means an individual who is authorized by a certificate to sign one or more classes of electronic documents.
<b>Supporting document</b> (as defined in Part 10.1 of the Act)	means a document that is required or permitted by the Act, another enactment or an e-filing direction to be registered, filed, lodged and deposited in the land title office with an application.
<b>Web Filing</b>	means the LTSA's new e-filing system for the electronic submission of documents, which will be introduced in 2020 and will replace EFS.

## **2. Electronic forms and supporting documents**

### **2.1 Introduction**

The Act requires that documents be submitted in the form designated by the Director. Currently, there are three types of electronic form that may be submitted: EFS forms, Web Filing forms and Public Filing forms.

#### **EFS forms**

EFS forms are offline forms published as downloadable PDF templates, which provide a mixture of free form and structured text fields as well as drop down menus and tick boxes. Once text entry is complete, a subscriber electronically signs the form with a digital certificate issued by Juricert. The applicant will login to their myLTSA Enterprise account to upload and submit the form. The forms are available to legal professionals, government employees and authorized subscriber register members who have a myLTSA Enterprise account.

#### **Web Filing forms**

Web filing forms are online forms created within a myLTSA Enterprise account using guided text entry fields. Once text entry is complete, the electronic form is generated then electronically signed by a subscriber with a digital certificate issued by Juricert and submitted to the land title office. The forms are available to legal professionals, government employees and authorized subscriber members who have a myLTSA Enterprise account.

#### **Public Filing forms**

Public Filing forms are online forms created using guided text entry fields. They are accessed through [itsa.ca](https://itsa.ca) and in conjunction with the BC Services Card mobile device app. Once text entry is complete, the electronic form is generated then electronically signed by a member of the public using their BC Services Card mobile device app and submitted to the land title office. The forms are available to members of the public who wish to prepare and submit applications to the land title office without the assistance of a legal professional.

The BC Services Card mobile device app is used to verify the identity of the applicant and sign the form.

### **2.2 Directions for electronic forms**

#### **Designated forms**

- 2.2.1 The electronic forms designated by the Director are published at <https://itsa.ca/practice-information/land-title-forms>.
- 2.2.2 A Web Filing form must be completed and electronically signed online using a myLTSA Enterprise account and in compliance with the directions provided in the [E-filing User Guides and Publications](#).
- 2.2.3 An EFS form
  - (a) contains pre-set text, font sizes, forms design and behavior that must not be modified or customized in any way (e.g. adding a firm logo or other identifying marks), and
  - (b) must be completed and electronically signed in compliance with the directions

provided in the [E-filing User Guides and Publications](#).

- 2.2.4 A Public Filing form must be completed online and electronically signed online using a BC Services Card mobile device app. The form must be completed in compliance with the form fields text entry guidance and the Public Filing Form Practice Guides.

### **Valid version of EFS form required**

- 2.2.5 The Director will publish new versions of the designated EFS forms and retire older versions as required to ensure the efficient registration of land title interests and to protect the integrity of the land title registration system.
- 2.2.6 Except as provided in paragraph 2.2.7, an EFS form must be completed using a valid version of the form.
- 2.2.7 A valid version of an EFS form is a version of the form that has not been retired by the Director. A list of the valid and retired versions of each form is contained in *Valid and Retired Versions of Electronic Forms* published at <https://ltsa.ca/wp-content/uploads/2021/04/Valid-and-Retired-Versions-of-Electronic-Forms.pdf>.
- 2.2.8 A retired version of an EFS form may be submitted only if the form was executed by a party prior to that version of the form being retired by the Director.

### **English language**

- 2.2.9 An electronic form must be completed in the English language unless the nature of the document renders it impractical.

### **Members of the public**

- 2.2.10 A member of the public must verify their identity using a BC Services Card mobile device app to access and submit electronic forms.

## **2.3 Directions for plans and plan applications**

- 2.3.1 A plan submitted electronically must contain a serial deposit number allocated by a registrar.
- 2.3.2 Where there is a statutory requirement for a plan to be signed or endorsed by someone other than a BC land surveyor, the plan application must be certified by a designate as provided in [part 3.3](#) of these directions.
- 2.3.3 The application of section 168.31 of the Act is dependent on future enhancements to the electronic filing system. As those enhancements are implemented, additional e-filing directions will be made to enable the electronic signatures required for the application of this section.
- 2.3.4 In addition to the directions for electronic forms in this part, specific directions for the completion of plans and plan applications are contained in [Electronic Land Title Plan and Plan Application Requirements](#).

## **2.4 Directions for corrective declarations**

- 2.4.1 A corrective declaration submitted under section 168.55 of the Act must be completed in

compliance with the directions provided in the E-filing User Guides and Publications.

## **2.5 Directions for supporting documents**

- 2.5.1 An application that includes a supporting document must be certified by a designate as provided in [part 3.3](#) of these directions. No e-filing direction has been made under section 168.33(1)(b) of the Act to allow for submission of a supporting document under section 168.33.
- 2.5.2 The Director has established directions for preparing and submitting supporting documents in *Supporting Documents for Electronic Applications* published at <https://itsa.ca/sites/default/files/Supporting Documents for Electronic Applications.pdf>.
- 2.5.3 If a supporting document is in a foreign language, it must be translated in the English language and must be completed in compliance with the directions provided in [Supporting Documents for Electronic Applications](#) and [Web Filing Form Practice Guides](#).
- 2.5.4 A supporting document, including a document that creates or transfers an interest in land and requires registration to be effective against third parties, is valid for land title purposes if electronically signed.

## **2.6 Directions for cancellation of charges by corporate registered owner**

### **Release of charges in favour of the Crown in Right of British Columbia**

- 2.6.1 For the purposes of section 168.32(2), where a release instrument is submitted electronically, section 42(1) of the Act [*execution to be witnessed*] does not apply to the Crown in Right of British Columbia applications to cancel the registration of the following charges:

- (i) crown debt,
- (ii) crown lien, and
- (iii) Land Tax Deferment Act Agreement

provided the form is signed by an authorized signatory of the Crown in Right of British Columbia who is authorized by the Crown to issue the release instrument.

### **Release of charges in favour of financial institutions by their Authorized Subscriber Register members**

- 2.6.2 For the purposes of section 168.32(2), where a Form C (Release by Authorized Subscriber Register Member) is submitted electronically, section 42(1) of the Act [*execution to be witnessed*] does not apply to financial institutions' applications to cancel the registration of the following charges:

- (a) Mortgage,
- (b) Assignment of Rents,
- (c) Modification, and
- (d) Priority Agreement,

provided the form is signed by an Authorized Subscriber Register member for the

financial institution.

### **3. Electronic signatures and certification by a designate**

#### **3.1 Directions for electronic signatures**

##### **Required electronic signatures**

3.1.1 Except as provided in paragraph 3.1.3, an application submitted electronically must be electronically signed by a subscriber

- (a) who is authorized to electronically sign the application under [part 3.2](#) of these directions, and
- (b) using an electronic signature as defined in [part 4](#) of these directions.

3.1.2 Where a document must be certified by a designate under [part 3.3](#) of these directions, the document must be electronically signed by a designate who is authorized to certify the application under that part.

##### **Where submission constitutes signature**

3.1.3 In the following circumstances, the submission of a document constitutes signature by the applicant:

- (a) the applicant is the Ministry of Finance
- (b) the document submitted is
  - (i) an agreement to defer property taxes submitted under section 7 of the *Land Tax Deferral Act*,
  - (ii) a notice of satisfaction submitted under section 10 of the *Land Tax Deferral Act*,
  - (iii) a crown debt submitted under section 204 of the *Land Title Act*,
  - (iv) a crown lien submitted under an applicable provincial statute (e.g. *Speculation and Vacancy Tax Act*), or
  - (v) a release of crown debt or crown lien charge submitted under section 237 of the *Land Title Act*, and
- (c) the document is submitted electronically in the manner approved by the Director for the purpose of this direction.

##### **Members of the public**

3.1.4 A member of the public who submits a document electronically must use their BC Services Card mobile device app to electronically sign the document.

#### **3.2 Subscriber's authority to electronically sign**

##### **Lawyer or notary**

3.2.1 A subscriber who is a lawyer or notary may electronically sign any form except a

- (a) Survey Plan Certification
- (b) Surveyor Registration, and

- (c) Local Government Filing, unless they are acting on behalf of the local government
- (d) Form C (Release by Authorized Subscriber Register Member)

### **Land surveyor**

3.2.2 A subscriber who is a land surveyor may electronically sign only the following forms:

- (a) Survey Plan Certification
- (b) Surveyor Registration
- (c) Declaration regarding the submission or amendment of a plan
- (d) Electronic Plan Application
- (e) Strata Property Act Filing regarding the submission of a plan
- (f) Form 17 – Charge, Notation or Filing regarding an amendment to a filed plan, and
- (g) Form 17 – Fee Simple regarding an application for cancellation of interior lot lines

### **Authorized Subscriber Register Members**

3.2.3 A subscriber who is a member of the Authorized Subscriber Register may electronically sign only those forms with a nature of interest authorized for that subscriber under [part 5.4](#).

### **Financial officer**

3.2.4 A subscriber who is a financial officer may electronically sign only an Electronic Payment Authorization form.

## **3.3 Documents that must be certified by a designate**

### **Document witnessed or executed in a particular manner**

3.3.1 A document, other than a plan, that is required under the Act or another enactment to be

- (a) executed in a particular manner, or
- (b) witnessed

must be certified by a designate under section 168.41 of the Act.

3.3.2 For the purpose of a certification under section 168.41, a designate must be a subscriber who is

- (a) a lawyer or notary, or
- (b) a member of the Authorized Subscriber Register.

### **Plan application**

3.3.3 A plan application for a plan that is required under the Act or another enactment to be signed or endorsed by a person other than a BC land surveyor must be certified by a designate under section 168.42 of the Act.

3.3.4 For the purpose of a certification under section 168.42, a designate must be a

subscriber who is

- (a) a lawyer or notary, or
- (b) a land surveyor.

**Application including a supporting document**

3.3.5 An application that includes a supporting document must be certified by a designate under section 168.43 of the Act.

3.3.6 For the purpose of a certification under section 168.43, a designate must be a subscriber who is

- (a) a lawyer or notary
- (b) a land surveyor where the certification is for an application regarding the submission or amendment of a plan, or
- (c) a member of the Authorized Subscriber Register.

3.3.7 For the purpose of section 168.43(3) of the Act, a designate may have possession of a true copy rather than the original for the following supporting documents:

- (a) a Form F under the *Strata Property Act*,
- (b) an affidavit in accordance with section 49 of the Act, and
- (c) a Notice of Statutory Right of Way response form issued under section 34 of the Agricultural Land Reserve General Regulation.



## 4. Certification Authority and Subscribers

### 4.1 Introduction

[Part 3.1](#) of these directions requires that an application be electronically signed by a 'subscriber', as defined in Division 6 of Part 10.1 of the Act. Division 6 sets out a scheme to authenticate and certify individuals who are subscribers. Under this scheme, a subscriber is issued a unique digital certificate by a certification authority recognized by the Director. This certificate is used by the subscriber to create their electronic signature.

The role of the certification authority is to ensure that an individual who applies for a certificate meets the requirements to be a subscriber established by the Director. After a certificate is issued, the certification authority is responsible for administering the certificates in accordance with these directions and its certification practice statement.

### 4.2 Definitions

The following terms and definitions apply to the directions in this part:

<b>Certificate</b> (as defined in Part 10.1 of the Act)	means a computer-based record created by a certification authority and issued to a subscriber for the purposes of permitting the subscriber to sign one or more classes of electronic documents.
<b>Certification Authority</b> (as defined in Part 10.1 of the Act)	means a certification authority recognized by the Director under section 168.61 of the Act.
<b>Certification Practice Statement</b> (as defined in Part 10.1 of the Act)	means the statement approved by the director under section 168.61 of the Act.
<b>Electronic signature</b> (as defined in Part 10.1 of the Act)	means an electronic signature that is created by a subscriber using a private cryptographic key under the control of the subscriber that corresponds to a public cryptographic key contained in a certificate.

### 4.3 Law Society recognized as certification authority

4.3.1 The Director recognizes the Law Society of British Columbia as a certification authority

under s. 168.61 of the Act.

#### **4.4 Requirements to obtain a certificate**

4.4.1 An individual is eligible to obtain a certificate if

- (a) they are one of the following:
  - (i) a practicing member in good standing with the Law Society of British Columbia
  - (ii) a notary in good standing with the Society of Notaries Public of British Columbia
  - (iii) a financial officer
  - (iv) a practicing land surveyor in good standing with the Association of British Columbia Land Surveyors
  - (v) a member in good standing of the LTSA's Authorized Subscriber Register
- (b) they have complied with the application requirements established by the certification authority, and
- (c) they agree
  - (i) to immediately notify the certification authority of any change in circumstance that would affect their eligibility for a certificate, and
  - (ii) that the certification authority has the right and obligation to revoke the certificate if it has reason to believe that they are no longer eligible for a certificate.

4.4.2 The Director may waive or modify any of these requirements where the Director believes it is necessary to protect the integrity of the land title registration system or to ensure the efficient registration of land title interests.

#### **4.5 Where a certificate will not be issued**

4.5.1 A certificate must not be issued to a person if

- (a) the certification authority has previously revoked a certificate issued to the person and the cause for that revocation has not been resolved to the reasonable satisfaction of the certification authority and the Director, or
- (b) the Director has indicated to the certification authority that the person should not be issued a certificate.

#### **4.6 Suspension and revocation of a certificate**

##### **Certificates will not be suspended**

4.6.1 A certificate will not be suspended. In the event of any circumstance that might call a

certificate or subscriber into question, the certificate will be revoked.

## **Revocation**

4.6.2 A certificate will be revoked if any one of the following occurs

- (a) the certification authority has reason to believe that
  - (i) a material fact in a subscriber's application to obtain a certificate is false
  - (ii) the witness to the application to obtain the certificate repudiates their statement in support of that application
  - (iii) the subscriber no longer meets the criteria to obtain a certificate
  - (iv) the subscriber is no longer eligible to electronically sign documents under the enabling legislation and any requirements established by the Director from time to time
  - (v) the security, integrity, or privacy of the certificate has been compromised
  - (vi) the certificate has been lost
  - (vii) the certificate has been used by someone other than the subscriber
  - (viii) the subscriber has used their certificate in a fraudulent act, or
  - (ix) the subscriber has breached the subscriber agreement.
- (b) the person who has applied for a certificate fails to complete the certificate issuance process within the required period after issuance of the certificate as established by the certification authority
- (c) the subscriber indicates to the certification authority that they no longer wish to be a subscriber
- (d) the certificate has expired without action by the subscriber to request a new certificate
- (e) the subscriber indicates to the certification authority that they do not accept any published modifications to the subscriber agreement or any amendments to the business practices and policies of the certification authority, or
- (f) the Director informs the certification authority that a certificate should be revoked.

## **Notification of revocation of a certificate**

4.6.3 The certification authority will notify the Director in writing if it revokes a certificate because the certification authority has reason to believe that

- (a) the certificate has been used by someone other than the subscriber, or
- (b) the subscriber has used the certificate in a fraudulent act.

## **Obtaining a new certificate after revocation**

4.6.4 A person wishing to obtain a certificate following a revocation must apply to the

certification authority and meet the requirements to obtain a new certificate.

#### **4.7 Expiry of a certificate**

- 4.7.1 A certificate expires after a period of time, as determined at the time of issuance and evidenced in the certificate. The expiry date of a certificate cannot be changed.
- 4.7.2 The Subscriber is responsible for requesting a new certificate before the expiry date of their existing certificate by completing the application required by the certification authority.
- 4.7.3 The certification authority will issue a new certificate if
  - (a) the new certificate is requested by the subscriber prior to the expiry of the existing certificate, and
  - (b) the certification authority is satisfied that the subscriber continues to meet the requirements to be a subscriber.

#### **4.8 Reissuing certificates to support technical migration**

- 4.8.1 Certificates may be revoked and reissued if necessary to support changes to technology within the certification authority or the LTSA.
- 4.8.2 Certificates will be revoked and reissued for this purpose only to the extent and in the manner set out in an agreement between the Certification Authority and the LTSA.

## **5. The Authorized Subscriber Register**

### **5.1 Introduction**

#### **Purpose**

The Authorized Subscriber Register (ASR) is the LTSA's register of individuals who have been approved by the Director under these directions to be a subscriber for the purpose of electronically signing an application with a specific nature of interest.

The purpose of the ASR is to enable an organization that employs an eligible individual to issue and electronically submit an application regarding an interest in land owned by the organization without having to engage a third party subscriber to electronically sign the application.

#### **Role of the ASR**

Membership in the ASR performs a similar function to membership in a governing body for the other types of subscribers. ASR members and their organizations must continue to meet the requirements for membership and must renew their membership annually. The Director may revoke a membership at any time. Each time an application signed by an ASR member is submitted to the land title office, the member's electronic signature is validated against the records of the ASR to confirm their membership status and that they are authorized to electronically sign the form and nature of interest for the application.

#### **Application for membership**

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

Applications for membership are reviewed by the LTSA for compliance with membership requirements. Individuals who are granted membership in the ASR can then apply for a certificate from Juricert using their ASR membership number. Once a member receives their certificate from Juricert and has undergone ASR training, they can use it to electronically sign specified forms as approved by the Director for as long as they maintain their membership in the ASR.

### **5.2 Definitions**

The following terms and definitions apply to the directions in this part:

**BC commissioner** means an individual

- (a) who has been appointed a commissioner for taking affidavits under section 56 of the *Evidence Act*, RSBC 1996, c.124
- (b) whose appointment allows them to witness instruments in accordance with Part 5 of the *Land Title Act*, RSBC 1996, c.250, and
- (c) who is employed by an organization that issues and submits instruments on its own behalf and in which the organization is the

owner of an interest in land affected by the application.

<b>Candidate</b>	means an individual on whose behalf an organization submits an application for membership in the ASR.
<b>Individual</b>	means a natural person.
<b>Juricert</b>	means Juricert Services Inc., a wholly own subsidiary of the Law Society of British Columbia, which has been recognized by the Director as a certification authority.
<b>Member</b>	means an individual who is registered in the ASR and who is thereby authorized to apply to Juricert for a certificate to enable him or her to electronically sign documents on behalf of the Organization in accordance with these directions.
<b>Organization</b>	means the entity on whose behalf a member will be acting when electronically signing documents.
<b>Organization representative</b>	means an individual who submits an application for membership in the ASR on behalf of a candidate and who is authorized to accept the terms and conditions of the membership application on behalf of an organization.
<b>Statutory officer</b>	means an individual who, by virtue of their employment, is authorized by statute to issue and submit an instrument on behalf of <ul style="list-style-type: none"><li>(a) a local government in British Columbia</li><li>(b) the government of British Columbia</li><li>(c) the government of Canada, or</li><li>(d) the Nisga'a Lisims Government, Nisga'a Village Government, or a Treaty First Nation.</li></ul>

### **5.3 Eligibility for membership**

5.3.1 To be eligible to become a member of the ASR, an individual must be a

- (a) statutory officer, or
- (b) BC commissioner

as defined in these directions.

#### **Statutory officer**

5.3.2 To be eligible to become a member of the ASR as a statutory officer, an individual must be authorized by statute to issue and submit an instrument on behalf of

- (a) a local government in British Columbia
- (b) the government of British Columbia
- (c) the government of Canada, or

- (d) the Nisga'a Lisims Government, Nisga'a Village Government, or a Treaty First Nation.

### **BC Commissioner**

- 5.3.3 To be eligible to become a member of the ASR as a BC commissioner, an individual must be
  - (a) appointed a commissioner for taking affidavits for British Columbia under section 56 of the *Evidence Act*
  - (b) entitled under the terms of their appointment to witness an instrument in accordance with Part 5 of the *Land Title Act*, and
  - (c) employed by an organization that issues and submits instruments on its own behalf and in which the organization is the owner of an interest in land affected by the application.

### **Eligible forms and natures of interest**

- 5.3.4 A candidate for membership in the ASR may request the authority to electronically sign a form with a nature of interest approved for the candidate's organization by the Director.
- 5.3.5 The approved forms and natures of interest are published for each type of eligible organization as follows:
  - (a) Local Government and First Nation Statutory Officer published at <https://ltsa.ca/wp-content/uploads/2020/11/Local-Government-and-First-Nation-Statutory-Officer.pdf>
  - (b) Provincial Government Statutory Officer published at <https://ltsa.ca/wp-content/uploads/2020/11/Provincial-Statutory-Officer.pdf>
  - (c) Federal Government Statutory Officer published at <https://ltsa.ca/wp-content/uploads/2020/11/Federal-Statutory-Officer.pdf>
  - (d) Financial Institution Commissioner published at <https://ltsa.ca/wp-content/uploads/2020/11/Financial-Institution-Commissioner.pdf>
  - (e) Oil and Gas Company Commissioner published at <https://ltsa.ca/wp-content/uploads/2020/11/Oil-and-Gas-Company-Commissioner.pdf>
  - (f) Public Utility or Telecommunications Company Commissioner published at <https://ltsa.ca/wp-content/uploads/2020/11/Public-Utility-or-Telecommunications-Company-Commissioner.pdf>
  - (g) Surveyor General of BC Statutory Officer published at <https://ltsa.ca/wp-content/uploads/2022/06/Surveyor-General-of-BC-Statutory-Officer-Preapproved-natures-of-interest.pdf>.

### **5.4 Member's authority to electronically sign**

- 5.4.1 A member must not electronically sign a form unless the member has been authorized

to sign the specific form with the nature of interest indicated on the form.

5.4.2 A member will only be authorized to electronically sign a form

- (a) that has been identified in these directions as an eligible form and nature of interest, and
- (b) for which the member's organization has
  - (i) the statutory authority to issue and submit the form with that nature of interest, or
  - (ii) a demonstrated need to issue and submit the form with that nature of interest in order to carry out its business or mandate.

### **Interests of the land title registration system**

5.4.3 An individual who may otherwise meet the criteria for membership may be

- (a) denied membership in the ASR, or
- (b) restricted from electronically signing any form or nature of interest

where the Director believes that it is necessary to protect the integrity of the land title registration system or to ensure the efficient registration of land title interests.

## **5.5 Application for membership in the ASR**

5.5.1 To apply for membership in the ASR, an organization and its candidate must submit an ASR membership application form published at <http://www.ltsa.ca/docs/ASR-membership-application-form.pdf>.

5.5.2 When completing the application form, the organization and the candidate must agree to the terms and conditions of membership as provided in the form.

5.5.3 After an application has been approved, a new member must

- (a) register with Juricert to obtain the certificate required for their electronic signature, and
- (b) undergo ASR training.

5.5.4 Detailed directions for completing the application form and becoming a member have been provided in the *ASR Membership Guide* published at <http://ltsa.ca/docs/ASR-Membership-Guide.pdf>.

## **5.6 Membership renewal requirements**

5.6.1 An ASR member and their organization must renew the membership annually, prior to the expiry date of the membership.

5.6.2 If the membership is not renewed before the expiry date, it will automatically expire and the electronic filing system will not accept a form with the member's electronic signature unless the signature was applied before the expiry date.

5.6.3 If an organization wishes to renew a membership that has expired, the organization and the expired member must complete and submit a new ASR membership application form



and, if approved, the member must obtain a new Juricert certificate.

## **5.7 Updating or cancelling membership**

- 5.7.1 An organization may request an update to member or organization information or to the authorized forms and natures of interest at any time.
- 5.7.2 If an organization or a member cancels a membership, the electronic filing system will not accept a form with the cancelled member's electronic signature unless the signature was applied before the membership was cancelled.

## **5.8 Membership may be suspended or revoked**

- 5.8.1 The Director may suspend or revoke membership in the ASR at any time if the member or the organization fails to comply with an e-filing direction.
- 5.8.2 If the Director has reason to believe that a member or an organization may have failed to comply with an e-filing direction, the Director will investigate.
- 5.8.3 Where the Director finds that a member or an organization has failed to comply with an e-filing direction, the Director will determine whether the circumstances warrant suspending or revoking the membership.
- 5.8.4 Where an organization has failed to comply with an e-filing direction, the Director may suspend or revoke the membership of all the organization's members.
- 5.8.5 If a membership is suspended or revoked, the electronic filing system will not accept a form signed by the suspended or revoked member unless the application was received before the membership was suspended or revoked.

## 6. Required e-filing

### 6.1 Documents that may only be submitted electronically

- 6.1.1 Except as provided in [parts 6.2](#) and [6.3](#) of these directions, a document may only be submitted electronically.

### 6.2 Exemptions from requirement to submit electronically

- 6.2.1 The following table sets out the exemptions to the requirement to submit a document electronically:

Applicant or Application Type	Type of Document that is Exempt
<b>All Applicants</b>	A document that has been executed prior to the effective date of a requirement to electronically file that document. See <a href="#">Schedule B</a> for effective dates of previous requirements.
	A document that is submitted as part of an application where the application includes one or more other documents that are exempt.
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a release of the same that is made in person at the land title office or by mail by the lien claimant.
<b>Member of the Public Filing In-Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"><li>• Form A – Freehold Transfer of Fee Simple unless the application requires a transparency report under the <i>Land Owner Transparency Act</i></li><li>• Form B – Mortgage</li><li>• Form C – Charge unless the application requires a transparency report under the <i>Land Owner Transparency Act</i></li><li>• Form C – Release of Claim of Builders Lien</li><li>• Change of Name on Title</li><li>• Change of Mailing Address</li><li>• Form 17 – Transmissions unless the application requires a transparency report under the <i>Land Owner Transparency Act</i></li><li>• Form 22 Application for Duplicate Indefeasible Title</li></ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>

Applicant or Application Type	Type of Document that is Exempt
<b>Strata Corporations with 7 or Fewer Strata Lots</b>	An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with population under 5,000</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	A document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.

### 6.3 Exceptions to requirement in extraordinary circumstances

- 6.3.1 Where extraordinary circumstances, such as an applicant's unrecoverable computer system failure, make the electronic submission of an application impractical, an applicant or an applicant's agent or solicitor may apply to the registrar for an exception to a requirement to file a document electronically.
- 6.3.2 An application for an exception must be made in a form similar to that provided in [Schedule A](#).
- 6.3.3 Where an application for an exception is deemed acceptable by the registrar, the letter requesting the exception will be initialed by the registrar and returned to the applicant.
- 6.3.4 The original letter requesting the exception and endorsed by the registrar must be included with the application submitted in hardcopy form.

**Schedule A - Letter requesting Registrar's exception to file in hardcopy form**

Date: \_\_\_\_\_

To: The Registrar, \_\_\_\_\_ Land Title Office,

Re: Application to the Registrar under s. 168.2(2) *Land Title Act* to submit the attached Form \_\_\_\_  
(state the name of the form(s) in hardcopy form)

(Legal Description)

(PID No.)

I hereby certify that I am solicitor/authorized agent/applicant (as the case may be) for  
\_\_\_\_\_ the applicant for registration of the attached  
document/plan (as the case may be).

I certify that the attached document/plan cannot be submitted electronically for the following  
reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Solicitor/Authorized Agent/Applicant  
(Delete inappropriate descriptor)

Approved	
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(initials)

## Schedule B - Record of the phased introduction of required e-filing

### Phase 9 Requirements and exemptions (April 16, 2020 to November 23, 2020)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in E-filing Directions.

<b>Phase 9 Exemptions From Requirements To File Electronically (effective April 16, 2020 to November 23, 2020)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A document that has been executed prior to the effective date of a requirement to electronically file that document.
	A document that is submitted as part of an application where the application includes one or more other documents that are exempt.
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a release of the same made in person at the land title office or by mail by the lien claimant.
<b>Member of the Public Filing In- Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple unless the application requires a transparency report under the <i>Land Owner Transparency Act</i></li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release of Claim of Builders Lien</li> <li>• Form 17 – Change of Name, Change of Address</li> <li>• Form 17 Transmission unless the application requires a transparency report under the <i>Land Owner Transparency Act</i></li> <li>• Form 22 - Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>

<b>Phase 9 Exemptions From Requirements To File Electronically (effective April 16, 2020 to November 23, 2020)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 5,000</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	A document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.

**Phase 8 Requirements and exemptions** (March 1, 2017 to April 15 , 2020)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in E-filing Directions.

<b>Phase 8 Exemptions From Requirements To File Electronically (effective March 1, 2017 to April 15, 2020)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A document that has been executed prior to the effective date of a requirement to electronically file that document.
	A document that is submitted as part of an application where the application includes one or more other documents that are exempt.
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a release of the same made in person at the land title office or by mail by the lien claimant.

<b>Phase 8 Exemptions From Requirements To File Electronically (effective March 1, 2017 to April 15, 2020)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>Member of the Public Filing In- Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release of Claim of Builders Lien</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 - Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 5,000</li> <li>• Nisga’a Nation</li> <li>• Nisga’a Village</li> </ul>	A document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.

**Phase 7 Requirements and exemptions** (December 31, 2014 to February 28, 2017)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in Electronic Land Title Forms and Supporting Documents (DR 03-11)

<b>Phase 7 Exemptions From Requirements To File Electronically (effective December 31, 2014 to February 28, 2017)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.
<b>Member of the Public Filing In- Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 - Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>



<b>Phase 7 Exemptions From Requirements To File Electronically (effective December 31, 2014 to February 28, 2017)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 5,000</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.

**Phase 6 Requirements and exemptions** (October 31, 2014 to December 30, 2014)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in Electronic Land Title Forms and Supporting Documents (DR 03-11)

<b>Phase 6 Exemptions From Requirements To File Electronically (effective October 31, 2014 to December 30, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.

<b>Phase 6 Exemptions From Requirements To File Electronically (effective October 31, 2014 to December 30, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>Member of the Public Filing In- Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 - Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 20,000</li> <li>• Nisga’a Nation</li> <li>• Nisga’a Village</li> </ul>	A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.

**Phase 5 Requirements and exemptions** (August 31, 2014 to October 30, 2014)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in Electronic Land Title Forms and Supporting Documents (DR 03-11)

<b>Phase 5 Exemptions From Requirements To File Electronically (effective August 31, 2014 to October 30, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.

**Phase 5 Exemptions From Requirements To File Electronically  
(effective August 31, 2014 to October 30, 2014)**

<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>Member of the Public Filing In- Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 20,000</li> <li>• Treaty First Nation</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.

## Phase 4 Requirements and exemptions (April 1, 2014 to August 30, 2014)

Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014
Any land title document for which an electronic form has been designated by the Director in Electronic Land Title Forms and Supporting Documents (DR 03-11)

Phase 4 Exemptions From Requirements To File Electronically (effective April 1, 2014 to August 30, 2014)	
Class of Applicant or Application Type	Type of Document that is Exempt
All Applicants	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
Builders Lien Claimant Filing In-Person	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.

<b>Member of the Public Filing In- Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	<p>An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i>.</p>
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.</p>

### Phase 3 Requirements and exemptions (November 1, 2012 to March 31, 2014)

Land Title Forms Required To Be Electronically Filed - Effective November 1, 2012
Land Title Forms required under Phase 1 and Phase 2
All <i>Strata Property Act</i> and <i>Land Title Act</i> plans including Posting, Subdivision, Statutory Right of Way, Reference and Explanatory Plans

Phase 3 Exemptions From Requirements To File Electronically (effective November 1, 2012 to March 31, 2014)	
Class of Applicant or Application Type	Type of Form
<b>All Applicants</b>	A Land Title Form that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A Land Title Form that is submitted as part of a package where the package includes one or more other documents which are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.



<b>Phase 3 Exemptions From Requirements To File Electronically (effective November 1, 2012 to March 31, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Form</b>
<b>Member of the Public Filing In- Person (Registered Owners)</b>	An application to register a Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge, Form C – Release, Form 17 – Transmission, change of name, change of address, or Form 22 Application for Duplicate Indefeasible Title, made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga’a Nation</li> <li>• Nisga’a Village</li> </ul>	A Land Title Form tendered for submission to a land title office in which a Government Applicant is identified as the applicant for registration and is the owner of the charge or interest in respect of which the application is made.
<b>Public Utility, Telecommunications, Oil and Gas Statutory Rights of Way and Leases</b>	<p>Any Form C – Charge application for Statutory Right of Way, application for Lease or assignment of either of the above, or Form C – Release of either a Statutory Right of Way or Lease tendered for submission by:</p> <ul style="list-style-type: none"> <li>a) a public utility as defined in and regulated by the <i>Utilities Commission Act</i>, R.S.B.C. 1996, c. 473,</li> <li>b) a Canadian carrier as defined by and regulated under the <i>Telecommunications Act</i>, S.C. 1993, c. 38,</li> <li>c) a person carrying out oil and gas activity as defined by and regulated under the <i>Oil And Gas Activities Act</i>, S.B.C. 2008, c. 36, or</li> <li>d) a company carrying out oil and gas activity as defined by and regulated under the <i>National Energy Board Act</i>, R.S.C., 1985 c. N-7</li> </ul> <p>(hereinafter referred to as a “Utility, Telecommunications or Oil Company”),</p>

**Phase 3 Exemptions From Requirements To File Electronically  
(effective November 1, 2012 to March 31, 2014)**

Class of Applicant or Application Type	Type of Form
	<p>in which the Utility, Telecommunications or Oil Company is the owner of the charge or interest and, as of October 31, 2011, employed and continues to employ one or more employees who are British Columbia commissioners for taking affidavits appointed under s. 56 of the <i>Evidence Act</i>, R.S.B.C. 1996, c. 124 who are not lawyers or notaries public, who attend to the preparation, execution or submission of the above-mentioned Forms for registration in the land title office.</p> <p>In order to qualify for this exemption, a Utility, Telecommunications or Oil Company must provide evidence of its qualifications for this exemption and must be approved in writing by the Director. Contact the Registrar for instructions.</p>

## Phase 2 Requirements and exemptions (May 7, 2012 to October 31, 2012)

Land Title Forms Required To Be Electronically Filed - Effective May 7, 2012
Land Title Forms required under Phase 1
Claim of Builders Lien
Form A – Freehold Transfer of Life Estate, Determinable Fee Simple and Fee Simple on Condition
Form 17 (including any supporting documents)
Strata Plan not requiring local government or provincial approving officer's approval
Forms and applications under the <i>Strata Property Act</i> , S.B.C 1998, c. 143
Reference, Explanatory or Statutory Right of Way Plan filed in support of a Form C– Charge or Form C –Release
Statutory Right of Way Plans not accompanying a Form C – Charge
Reference Plan pursuant to s.100 of the <i>Land Title Act</i>
Public Official Plan

Phase 2 Exemptions From Requirements To File Electronically (effective May 7 to October 31, 2012)	
Class of Applicant or Application Type	Type of Form
All Applicants	Any Land Title Form that is submitted as part of a package where the package includes one or more other documents, such as a survey plan requiring local government or provincial approving officer approval by the land title office, that are not required to be filed electronically.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> </ul>

<b>Phase 2 Exemptions From Requirements To File Electronically (effective May 7 to October 31, 2012)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Form</b>
	<ul style="list-style-type: none"> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>All Applicants (cont.)</b>	A hardcopy Land Title Form, Posting Plan or Claim of Builders Lien that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.
<b>Member of the Public Filing In-Person (Registered Owners)</b>	An application to register a Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge, Form C – Release, Form 17 – Transmission, change of name, change of address, or Form 22 Application for Duplicate Indefeasible Title, made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	Any application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga’a Nation</li> <li>• Nisga’a Village</li> </ul>	A Land Title Form tendered for submission to a land title office in which a Government Applicant is identified as the applicant for registration and is the owner of the charge or interest in respect of which the application is made.
<b>Public Utility, Telecommunications, Oil</b>	Any Form C – Charge application for Statutory Right of Way, application for Lease or assignment of either of the

**Phase 2 Exemptions From Requirements To File Electronically  
(effective May 7 to October 31, 2012)**

Class of Applicant or Application Type	Type of Form
<p><b>and Gas Statutory Rights of Way and Leases</b></p>	<p>above, or Form C – Release of either a Statutory Right of Way or Lease tendered for submission by:</p> <ul style="list-style-type: none"> <li>a) a public utility as defined in and regulated by the <i>Utilities Commission Act</i>, R.S.B.C. 1996, c. 473,</li> <li>b) a Canadian carrier as defined by and regulated under the <i>Telecommunications Act</i>, S.C. 1993, c. 38,</li> <li>c) a person carrying out oil and gas activity as defined by and regulated under the <i>Oil And Gas Activities Act</i>, S.B.C. 2008, c. 36, or</li> <li>d) a company carrying out oil and gas activity as defined by and regulated under the <i>National Energy Board Act</i>, R.S.C., 1985 c. N-7</li> </ul> <p style="padding-left: 40px;">(hereinafter referred to as a "Utility, Telecommunications or Oil Company"),</p> <p>in which the Utility, Telecommunications or Oil Company is the owner of the charge or interest and, as of October 31, 2011, employed and continues to employ one or more employees who are British Columbia commissioners for taking affidavits appointed under s. 56 of the <i>Evidence Act</i>, R.S.B.C. 1996, c. 124 who are not lawyers or notaries public, who attend to the preparation, execution or submission of the above-mentioned Forms for registration in the land title office.</p> <p>In order to qualify for this exemption, a Utility, Telecommunications or Oil Company must provide evidence of its qualifications for this exemption and must be approved in writing by the Director. Contact the Registrar for instructions.</p>

**Phase 1 Requirements and exemptions** (July 1, 2011 to May 6, 2012)

<b>Land Title Forms Required To Be Electronically Filed</b>	<b>Effective Date</b>
Posting Plan and associated application and certificate	July 1, 2011
Form A – Freehold Transfer of Fee Simple	January 16, 2012
Form B – Mortgage	January 16, 2012
Form C – Charge	January 16, 2012
Form C – Release	January 16, 2012

<b>Phase 1 Exemptions From Requirements To File Electronically (effective July 1, 2011 to May 6, 2012)</b>	
<b>Class of Applicant</b>	<b>Type of Form</b>
<b>All Applicants</b>	Any Land Title Form that is submitted as part of a package where the package includes one or more other documents, such as a Form 17 or survey plan, that are not required to be filed electronically.
	Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge, Form C – Release or posting plan that has been executed in hardcopy form prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
<b>Member of the Public Filing In-Person (Registered Owners)</b>	Any application to register a Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge or Form C – Release made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.

**Phase 1 Exemptions From Requirements To File Electronically (effective July 1, 2011 to May 6, 2012)**

Class of Applicant	Type of Form
<p><b>Government Applicants</b></p> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga’a Nation</li> <li>• Nisga’a Village</li> </ul>	<p>Any Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge or Form C – Release tendered for submission to a land title office in which a Government Applicant is identified as the applicant for registration and is the owner of the charge or interest in respect of which the application is made.</p>
<p><b>Public Utility, Telecommunications, Oil and Gas Statutory Rights of Way and Leases</b></p>	<p>Any Form C – Charge application for Statutory Right of Way, application for Lease or assignment of either of the above, or Form C – Release of either a Statutory Right of Way or Lease tendered for submission by:</p> <ul style="list-style-type: none"> <li>a) a public utility as defined in and regulated by the <i>Utilities Commission Act</i>, R.S.B.C. 1996, c. 473,</li> <li>b) a Canadian carrier as defined by and regulated under the <i>Telecommunications Act</i>, S.C. 1993, c. 38,</li> <li>c) a person carrying out oil and gas activity as defined by and regulated under the <i>Oil And Gas Activities Act</i>, S.B.C. 2008, c. 36, or</li> <li>d) a company carrying out oil and gas activity as defined by and regulated under the <i>National Energy Board Act</i>, R.S.C., 1985 c. N-7</li> </ul> <p style="padding-left: 40px;">(hereinafter referred to as a “Utility, Telecommunications or Oil Company”),</p> <p>in which the Utility, Telecommunications or Oil Company is the owner of the charge or interest and, as of October 31, 2011, employed and continues to employ one or more employees who are British Columbia commissioners for taking affidavits appointed under s. 56 of the <i>Evidence Act</i>, R.S.B.C. 1996, c. 124 who are not lawyers or notaries public, who attend to the preparation, execution or submission of the above-mentioned Forms for registration in the land title office.</p> <p>In order to qualify for this exemption, a Utility, Telecommunications or Oil Company must provide evidence of its qualifications for this exemption and must</p>

<b>Phase 1 Exemptions From Requirements To File Electronically (effective July 1, 2011 to May 6, 2012)</b>	
<b>Class of Applicant</b>	<b>Type of Form</b>
	be approved in writing by the Director. Contact the Registrar for instructions.