



# **SUPPORTING DOCUMENTS FOR ELECTRONIC APPLICATIONS**

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Version 1.3

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<b>Change Record</b>			
<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Description</b>
1.0	August 16, 2016		Initial release. The information in this document was previously published in the Director's Requirements for Electronic Filing (DR 01-11) (which has been renamed Electronic Filing of Land Title Documents.
1.1	November 15, 2019	Cover	Changed the document title from 'Approved Supporting Documents for Electronic Forms' to 'Supporting Documents for Electronic Applications'.
		3	Added submission requirements that were previously contained in DR 03-11 <i>Electronic Land Title Forms and Supporting Documents</i> .
		3	Removed reference to DR 03-11 <i>Electronic Land Title Forms and Supporting Documents</i> and replaced with <i>E-filing Directions</i>
	February 20, 2020	3	Updated link to the <i>Form 17 Help Guide</i>
1.2	January 26, 2022	Entire document	Updated links
1.3	February 28, 2022	Section 2	Added English language requirement

## **1. Introduction**

Under part 10.1 of the *Land Title Act* (Act), a 'Supporting Document' is

- any document required by the Act or by any other enactment to be submitted in conjunction with an application for registration, or
- in relation to an application to deposit a plan, any document required or allowed by the Act or by any other enactment to be submitted in conjunction with the application.

The Director of Land Titles has established requirements for electronic land title forms and supporting documents in *E-filing Directions* published at <https://www.ltsa.ca/sites/default/files/E-filing%20Directions.pdf>. This includes the requirements for supporting documents that may be submitted electronically as published in this document.

## **2. Submission Requirements**

### **2.1 Scanning**

2.1.1 Where a supporting document is submitted with an electronic application, it must be a scanned image of the document that has been prepared in compliance with the scanning requirements published at <http://help.ltsa.ca/myltsa-enterprise/scanning-requirements>.

### **2.2 How a supporting document may be submitted**

2.2.1 Except as provided in paragraphs 2.2.2 and 2.2.3, the scanned image of a supporting document must be attached to one of the following forms:

- (a) a Declaration
- (b) a Form 17, or
- (c) a Strata Property Act Filing form.

2.2.2 The following supporting documents may be either described in or attached as an image to a Declaration:

- (a) an election and authorization to proceed under section 216(2)(b) of the *Land Title Act*, and
- (b) a statutory declaration.

2.2.3 A form F under the Strata Property Act must be described in a Declaration but must not be attached to the Declaration.

### **2.3 English Language**

2.3.1 If a supporting document is in a foreign language, it must be translated in the English language, e.g., birth or death certificate. The translator must be fluent in both English and the foreign language and must complete a statutory declaration confirming the translation is accurate and true.

### **3. Approved Supporting Documents**

#### **3.1 Supporting Documents submitted with a Form 17**

- 3.1.1 The supporting documents that may be submitted in conjunction with a Form 17 Fee Simple, Form 17 Charge Notation or Filing and a Form 17 Cancellation of Charge, Notation or Filing are listed in the Form 17 Help Guide published at <https://ltsa.ca/wp-content/uploads/2021/04/Form-17-Help-Guide.pdf>.

#### **3.2 Supporting Documents submitted with a Strata Property Act Filing Form**

- 3.2.1 The following Supporting Documents may be submitted in conjunction with a Strata Property Act Filing Form:

- (a) Special Resolution Designating Limited Common Property
- (b) Special Resolution to Remove Designated Limited Common Property
- (c) Resolution Changing Contribution Calculations under s. 100
- (d) Election Not to Proceed with Phased Strata Plan
- (e) Form D – Strata Corporation Change of Mailing Address
- (f) Form E – Certificate of Strata Corporation, including a Form E to Amend Bylaws under s. 8
- (g) Form I – Amendment to Bylaws
- (h) Form O – Leasehold Strata Plan Schedule
- (i) Form P – Phased Strata Plan Declaration or Amended Declaration and, where applicable, a court certified copy of the court order extending the time
- (j) Form V – Schedule of Unit Entitlement
- (k) Form W – Schedule of Voting Rights
- (l) Form X – Strata Corporation Mailing Address
- (m) Form Y – Owner Developers’ Notice of Different Bylaws
- (n) Form Z.1 – Amended Schedule of Interest on Destruction
- (o) Amalgamation Agreement
- (p) Court Order Appointing Administrator
- (q) Model Strata Lot Lease.

#### **3.3 Supporting Documents submitted with a Declaration**

- 3.3.1 Any supporting document required by the Act or by any other enactment to be submitted in support of a form that is not listed in part 3.1 or 3.2, must be submitted with a Declaration.

Examples of Supporting Documents required to be submitted with a Declaration are

- (a) Trust Instruments required under the Act
- (b) Beneficiary consents required under the *Wills, Estates and Succession Act*.