

# Change of Company Name



## This is a guide to help you prepare your application.

It is important to be aware that legislation defines the LTSA's role and limits how we can answer your questions. For example, our staff is not allowed to provide legal advice or help fill out forms.

Only after you submit your application to the LTSA, can we advise on the correctness and accuracy of your application's information.

*If you need more help than we can provide, please contact a legal professional.*

## Instructions:

**Please type or print clearly in dark ink on all forms.**

1. Complete Form 17 (enclosed).
2. Include the Change of Name certificate from the Corporate Registry.
3. Provide the existing Duplicate Indefeasible Title Certificate, if not on file with the Land Title Office. This establishes what name is currently on title.
4. If you require confirmation of registration, please complete the Request for State of Title Certificate form.
5. Submit your application by mail to:  
Land Title and Survey Authority of British Columbia  
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

## Fees

1. Pay a registration fee of \$75.22 for each parcel or charge affected.
2. If you have requested a State of Title Certificate, pay \$15.04 for each title.

To confirm the exact name(s) on the title, consider registering for a myLTSA Explorer account and doing a [title search](#).

You can find the legal description and parcel identifier on the title and on your property tax assessment notice for the land.

The Corporate Registry can be accessed through [BC Corporate Online](#).

Please include payment by cheque or money order in Canadian funds.

To cover LTSA application registration fees, please make cheque or money order payable to "LTSA of BC".

## For more information

**Email:** [customerservice@ltsa.ca](mailto:customerservice@ltsa.ca)

**Phone:** 604-630-9630 from the Greater Vancouver area OR  
1-877-577-LTSA (5872) from elsewhere in BC, Canada and the US.  
Office hours are 9:00am to 3:00pm

**Mail:** Land Title and Survey Authority of British Columbia  
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

### The Land Owner Transparency Registry



Beginning November 30, 2020, the *Land Owner Transparency Act* (LOTA) requires that when an application is made to register an interest in land, as defined in LOTAs, in BC's land title register, a transparency declaration must be filed to the LOTAs Administrator by the transferee(s). A transferee that is a reporting body must also complete and file a transparency report setting out information about the reporting body and interest holders. We recommend you consult a legal professional to understand your obligations. More information is available at [landtransparency.ca](http://landtransparency.ca)

# Checklist

## Before you submit your application, ensure you have the following:

- Completed Form 17.
- Change of Name certificate from the Corporate Registry.
- Existing Duplicate Indefeasible Title Certificate, if not on file with the Land Title Office.
- Request for State of Title Certificate form (if you require confirmation of registration) and payment of \$15.04 for each title.
- Registration fee of \$75.22 for each parcel or charge affected.

# Registration Process

## What happens when you submit your land title documents to the LTSA?

### Identification of Documentation

To identify your documents, the cashier will stamp your document with the date, time and a pending application number.



### Successful Registration

If your document meets the basic requirements of the *Land Title Act* and related statutes, it will be registered and recorded with the application number effective on the date and time originally stamped on your document. If you would like confirmation of registration, you may order a State of Title Certificate using the enclosed form.

### Unsuccessful Registration

If your application does not meet basic *Land Title Act* requirements, a Notice Declining to Register (Defect Notice) will be mailed to the address in Item 1 of your application. This Defect Notice will describe the reason for the defect and may suggest what is needed to meet the requirements of the appropriate *Land Title Act* or related statutes. An additional fee of up to \$15.04 may be required when you return your documents to the Land Title Office.



### Recourse for Applicants

If you receive a Defect Notice, please be aware of the stated time limits for resubmission. If the requirements are not met within the time indicated, your application may be cancelled.

***Land Title Act***

**Form 17**

*(sections 154, 155(1), 241)*

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Applicant: (full name, address, phone number and signature of applicant, applicant's solicitor or agent)

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Signature of applicant or solicitor or authorized agent

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Parcel Identifier(s) and Legal Description(s) of Land:

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Market Value: \$

(applicable to fee simple applications)

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Nature of Interest: Change of Name of a Company

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Registration Number of Charge, Notation or Filing:

(applicable to modification or cancellation of a registered interest)

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Full Name, Address and Occupation of Person(s) Entitled to be Registered Owner:

(not applicable to a cancellation of charge, notation or filing)

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**NOTE:** Before submitting this application, applicants should check and satisfy themselves as to the tax position, including taxes of the Crown Provincial, a municipality and improvement, water and irrigation districts.



## Land Title and Survey Authority of British Columbia State of Title Certificate Request Form

This form is for the order of a State of Title Certificate in paper format.

**Fee: \$15.04** per State of Title Certificate payable to the Land Title and Survey Authority of British Columbia

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**State of Title Certificate is required for the following lands:**  
(Insert Parcel Identifier number (PID) and Legal Description here)

**Applicant Name:**

**Mailing Address:**

### OPTIONAL

**Related application number:**

**Agent:**

**LTO Client Number:**