Electronic Form 17 Help Guide

Carlos MacDonald, Director of Land Titles

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Version	Date	Page	Description
2.9	April 17, 2018	5-3	Updated supporting documentation requirements for a change of name and amalgamation of corporations
		6-3	Added supporting documents for releasing a *Land (Spouse Protection) Act* Charge
3.0	January 1 2019	4-3 5-6	Removed nature of interest *Land Title Inquiry Act* Certificate from the Form 17 Fee section and added it to the Form 17 Charge section
		5-3	Removed nature of interest Court Order *Family Maintenance Enforcement Act* from the Form 17 Charge
		5-8	Added nature of interest Notice of Maintenance Order to the Form 17 Charge
		5-8	Added nature of interest Postponement Agreement (Court Order) to the Form 17 Charge
		5-8	Removed nature of interest Postponement of Notice of Property Agreement (Court Order)
		6-4	Added nature of interest Notice of Maintenance Order (Court Order) to the Form 17 Release
3.1	November 15, 2019	2-1	Removed section "168.41" and replaced with "168.43"
		4-1	For an Application to Register Title to Common Mass, updated the supporting evidence by removing "certified copy of resolution of council" and replacing with "a certificate signed by the corporate officer"
		4-3	For a Transmission to Executor or Administrator updated the supporting evidence by removing "court certified declaration and disclosure" and replacing with "the disclosure statement with the assets and liabilities of the deceased"
		5-3	For Expropriation Act Notice (provincial) removed supporting document "*Expropriation Act* Form 2"
		5-3	For Expropriation Act Amended Notice (provincial) removed supporting document "*Expropriation Act* Form 2"

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		5-7	For Municipal Government Notice, removed supporting document Notice of Excess or Extended Services Agreement
		5-11	For Scheme of Replotting, updated reference by removing "Local Government Act s. 989(2)(a)" and replacing with "Municipal Replotting Scheme s. 12"
		6-15	For Cremation, Interment and Funeral Services Act, updated supporting document by removing "Cremation, Interment and Funeral Services Act" and replaced with "Business Practices and Consumer Protection Act"
		6-16	For a release of judgment by court order or certificate, removed "Acknowledgement of Payment Form 50" and replaced with "Acknowledgement of Payment Form 55"
		6-17	For a Mountain Resort Improvement District, updated Local Government Act section reference by removing "s.735" and replacing with "680"
3.2	May 19, 2020	5-6	Revised the supporting document requirement for *Mines Act* charge on the Form 17 Charge, Notation or Filing
		5-7	Removed nature of interest Navigable Waters Protection Act as a charge, notation or filing transaction type
3.3	September 28, 2020	5-2	Added nature of interest *Canadian Energy Regulator Act*
		5-4	Added nature of interest Expropriation Notice (*Water Sustainability Act*)
		5-7	Removed nature of interest National Energy Board Act s. 43
		5-8, 6-4	Added nature of interest Notice of Remediation Order
3.4	November 5, 2020	5-10	Added an order filed under s. 324 of the *Canadian Energy Regulator Act* as supporting document when filing a right of entry
		5-10, 5-11, 6-5	Updated the Securities Act supporting document to a prescribed form

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3.5	February 1, 2021	Entire document	Removed guidance for completing the Form 17 PDF template. See Form 17 Web Filing Practice Guides for instruction on how to complete the form.
3.6	March 2, 2021	2-2	Added guidance for one application per transaction type for certain natures of interest
3.7	July 15, 2021	4.9-4.10, 5.5	Removed Power of Attorney and Revocation of Power of Attorney. See web filing form practice guides Power of Attorney and Revoke Power of Attorney for filing direction
3.8	December 6, 2021	Section 1	Updated scanning requirements
		Section 4	Updated supporting document for *Industrial Operation Compensation Act*
3.9	January 27, 2022	Section 4	Updated supporting document for Amendment to Filed Plan
3.10	May 9, 2022	Section 4	Removed nature of interest Conditional Right of Entry and replaced it with Bank Act Charge
3.11	July 25, 2022	Section 3 Fee Simple	Removed nature of interest Change of Address
		Section 4 Charge, Notation or Filing	Removed nature of interest Establishment of Municipal Boundaries
3.12	January 23, 2023	Entire document	Removed "originally signed" from the supporting documents
		Section 2	Variety of text changes to improve clarity and readability
		Section 3	Revised supporting document requirement for Amendment to Title Owner Name
		Section 3 and 4	Identified transactions that require a Property Transfer Tax form
		Section 4	Removed the following natures of interest: Insurance Premium Tax Act Lien, Logging Tax Act Lien, Mineral Tax Act Lien, Motor Fuel Tax Act Charge, Property Transfer Tax Act Lien, Provincial Sales Tax Act Lien, Taxation Rural Area Act Lien, Tabaco Tax Act Lien

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		Section 5	Revised the supporting document requirements for release of Claim of Builders Lien by Court Order
3.13	April 18, 2023	Section 4	Removed PTT as a form required to be submitted with a change of name amalgamation of companies for a charge
3.14	July 31, 2023	Section 4, 5	Added nature of interest Provincial Government Notice
3.15	January 12, 2024	Section 1,	Updated the scanning requirements
		Section 3	Updated supporting document requirement for cancelling registration of reserve lands
		Section 4	Removed natures of interest Mountain Resort Improvement District Establishment and Resort Associations Act Area Establishment
		Section 5	Removed natures of interest Mountain Resort Improvement District Dissolved and Resort Association Act Area Dissolved
3.16	August 28, 2024	Section 5	Removed "court certified copy" as a requirement of a certificate of divorce when cancelling a Land (Spouse Protection) Act charge
3.17	October 24, 2025	Section 2	Removed expired links, updated account name from "myLTSA" to "Enterprise"
		Section 4, 5	Removed nature of interest Land Use Contract. All land use contracts were terminated June 2024
		Section 4	Removed crown grant as the supporting document for Undersurface Rights and Other Exc & Reservations. Not attachment is required.

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1. Scanning Requirements

(1) Scanned pages must be black on a white background.

- Do not scan in color.
- Do not scan in grayscale.
- Do not scan larger than 300 DPI
- The PDF file should be smaller than 50MB

1.1. Basic Scanning Requirements

1) Use a scanner or a scanning application. If you do not have a scanner, we recommend installing the free Adobe Scan mobile app on your mobile device.
2) Scanners must have updated software compatible with Adobe Acrobat Standard 17 or higher.
3) Total size of all attachments combined is 50 MB or less.
4) Ensure is scanned document is:
    - A PDF file smaller than 50MB
    - Black and white, no colour or greyscale
    - Readable with no blur, glare or dark areas
    - Complete with all information on the original document visible

    Following these requirements will prevent delays in the processing of your application.

1.2. Basic Scanner Requirements

1) Set the scanning option to 300 DPI Black & White
2) Scanned image must be larger than 10cm x 15cm (4″x6″) but no larger than 21. 5cm x 35.5cm (8″x14″)
3) Required font size is 12 point. Perform the adjustment if the setting is available
4) Do not reduce legal size documents to letter size before scanning as the font becomes illegible.
5) Ensure that your scanner setting does not inadvertently scan an 8.5″ x 11″ document as an 8.5″ x 14″. If the paper size is slightly larger than 8.5″ x 11″ or the paper is misaligned in the scanner, the setting will automatically change to 8.5″ x 14″. If this happens, the text size will be reduced and legibility will be impaired which will be cause for a defect.

1.3. Scanning Directly to PDF in Adobe Acrobat

1) From the Toolbar > Select View > Tools > Create PDF > Open

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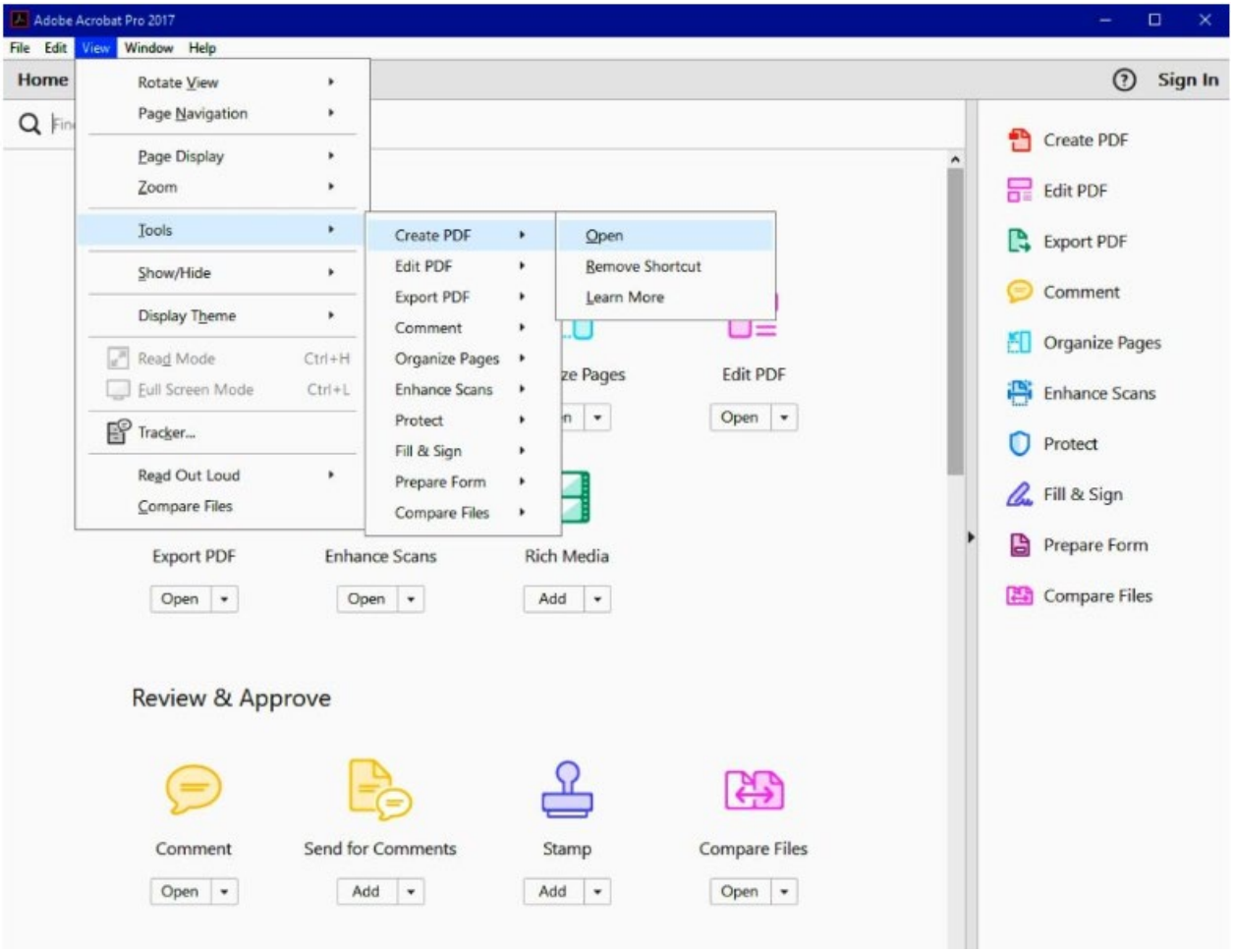

2) On the Tools tab > Select Scanner > Black and White Document setting

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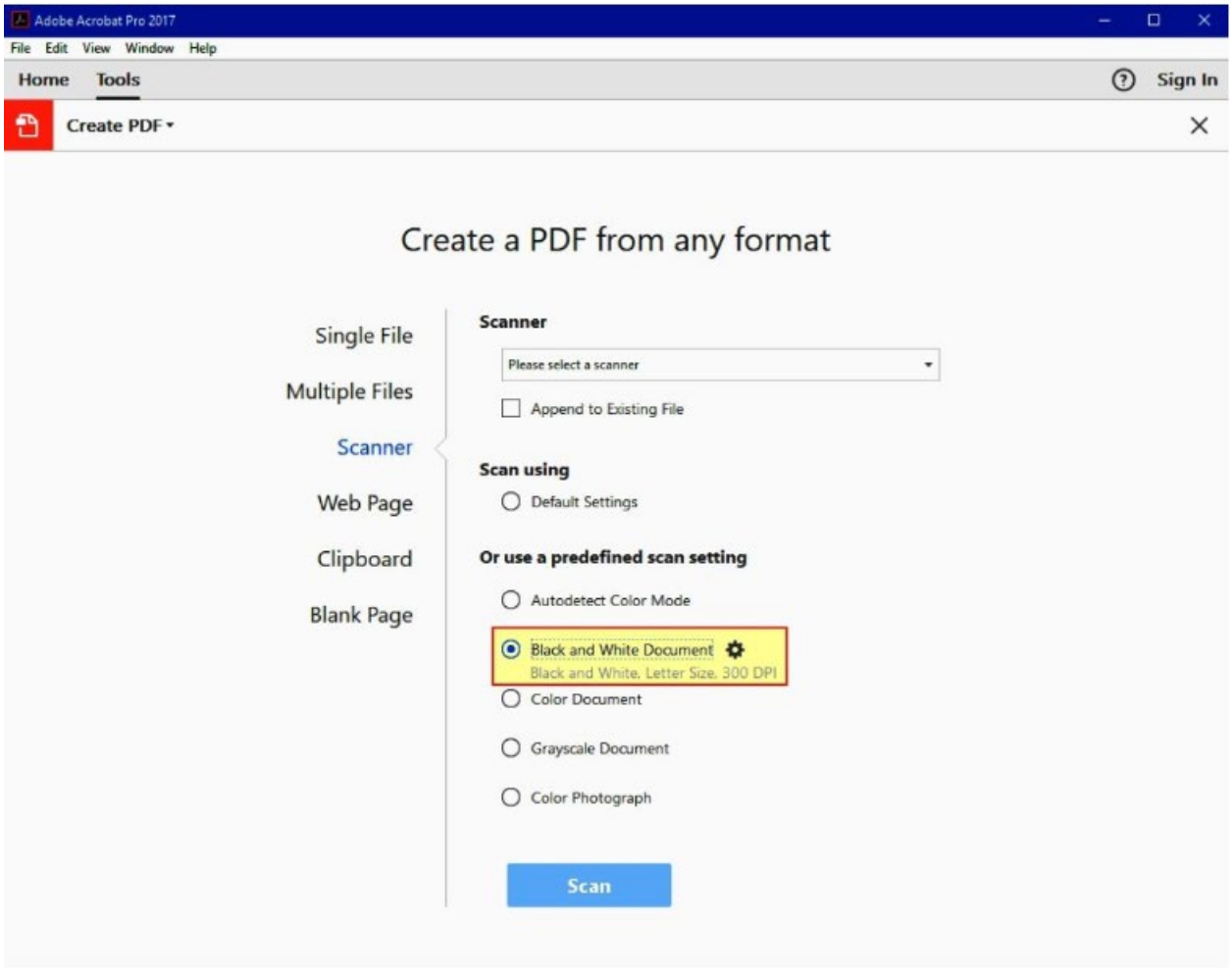

3) Some scanners have built in scan to PDF software. In many cases this is acceptable and the output file can be accessed by Adobe Acrobat. For scanners that can up upgrade, they must have updated software compatible with Adobe Acrobat Standard 2017 or higher.

1.4. Vital Statistics Certificates

And other documents with a dark background:

(1) These certificates are difficult to scan as they are designed to prevent unlawful copying. For best results, try to eliminate as much of the background as possible. A better quality scan may be achieved if you first copy the certificate on a copier with a lighter setting so that the names stand out from the background and then scan.

(2) If you choose to scan directly from the certificate, adjust the contrast and brightness until the text is clear and the background has been eliminated as much as possible.

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2. General Information

1) The Form 17 has been divided into three web filing forms.
   - Form 17 Fee Simple to create a title
   - Form 17 Charge, Notation or Filing to create a charge, notation or filing
   - Form 17 Cancellation of Charge, Notation or Filing to cancel a charge, notation or filing
2) Complete the appropriate form and attach an imaged copy of the supporting document. The declaration required in Section 168.43 *Land Title Act* has been incorporated into the certification in the Form 17 making a separate declaration unnecessary.

Note: Readers are reminded to check applicable legislation to determine whether specific evidence is required for any of the permitted types of applications.

3) A single electronic Form 17 can only create one interest type -- Fee, Charge, or Release.
4) If a supporting document creates more than one interest type (e.g. a Fee and a Release or a Fee and a Charge) then separate Form 17s would need to be completed, one for the Fee and another for the release or charge. The supporting document, as listed in the following table, would be imaged and attached to each of the applications and the Form 17s would be submitted as a single package with a Property Transfer Tax form if applicable.
5) Mergers of charges in a foreclosure are listed in the additional information.
6) The Land Title Web Filing Form Practice Guides offer detailed practice information for completing the Form 17. A Form 17 must be completed and electronically signed online using a LTSA Enterprise account and in compliance with the directions in the guides.
7) For specific types of interests, a Property Transfer Tax (PTT) form is required to be submitted with the Form 17. If a Property Transfer Tax form is required, it will be noted in the tables below. **Warning:** EFS rejects applications that contain more than one nature of interest for certain transaction types.
8) For specific types of interests, EFS accepts only one nature of interest per Form 17 application. You will need to create separate applications (one type per form) for these types of transactions. View a list of the affected natures of interest in Web Filing Form 17 Practice Guides – Charge Notation or Filing, Section 2.5 and Cancellation of Charge Notation or Filing, Section 2.4
9) Certain transaction types, such as Caveats, Certificates of Pending Litigation and Expropriations, will receive a **preliminary examination** during regular Land Title Office hours prior to receiving an immediate application number, date and time. The affected Natures of Interest are listed in the following table.

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3. Fee Simple Transaction Types

The current transaction types and the supporting document are as follows:

Electronic Form 17 - Fee Simple	**Attach an image of the approved supporting document**
Amendment to Title Owner Name	❒ Major amendments such as adding or removing a name require supporting evidence such as a Vital Statistics Certificate ❒ Minor amendments such as a spelling error may be supported by a statutory declaration and consents of registered owners that may be required by the Registrar
Application by Owner of Absolute Fee for Indefeasible Title	❒ *Land Title Act* Form 20
Application for Cancellation of Interior Lot Lines	❒ *Land Title Act* Form 14
Application for Separate Title s.192 LTA	❒ No attachment is required ❒ Separate application is required for each new title
Application for Title s.192	No attachment is required
Application for Title to Road	❒ Attachment may not be required
Application to Amend Title Owner s.180(9) LTA	❒ Original trust instrument that pre-dates the current owner's acquisition of title This transaction requires a PTT form
Application to Amend Trust s.180(10) LTA	❒ Original trust instrument that amends the terms of the existing trust This transaction requires a PTT form
Application to Change Trustee	❒ Original deed appointing new trustee with applicable vesting language This transaction requires a PTT form
Application to Consolidate Title s.192 LTA	❒ No attachment is required
Application to Register Title to Common Mass	❒ A certificate signed by the corporate officer that meets the requirements set out in s. 16(3) of the *Municipal Replotting Act*
Bankruptcy	❒ Court certified copy of the Court Order or Assignment This transaction requires a PTT Form
Cancel Plan s.136 LTA	❒ Certified copy Minister's or ❒ Surveyor General's Order
Cancellation of Strata Plan	❒ *Strata Property Act* Form E, Conversion Schedule, written consents of applicable charge holders and Registrars order This transaction requires a PTT form
Cancelling Registration of Reserve Lands (Federal)	❒ Certificate signed by the federal minister under s. 373.92(2) of the *Land Title Act*
Certificate as to Highway	❒ *Land Title Act* Form 12

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Electronic Form 17 - Fee Simple	**Attach an image of the approved supporting document**
Change of Name	❒ Original certificate issued by the appropriate governmental authority
Change of Name - Amalgamation of Companies	❒ Original certificate issued by the appropriate governmental authority or ❒ Where land title staff are able to verify the company status a certificate may not be required This transaction requires a PTT form
Declaration of Title	❒ The original order containing the declaration of title issued under s.23 of the *Land Title Inquiry Act*, or a certified copy of it This transaction requires a PTT form
Escheat	❒ Copy of the ministerial order for assignment or restoration of title s.5 *Escheat Act*, or ❒ Court certified copy of court order s. 4(5) *Escheat Act* and where applicable a copy of the letter of acknowledgment of service from the Escheat Officer and/or letter of acknowledgment of payment/receipt from the Escheat Office, or ❒ Grant of property signed by the Governor in Council under the *Escheat Act*, Canada This transaction requires a PTT form
Expropriation Act – Fee Simple (Provincial)	❒ *Expropriation Act* Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Expropriation Act – Notice of Confirmation (Federal)	❒ Notice in the form approved by the Minister *Expropriation Act* Canada This transaction will receive preliminary examination prior to receiving immediate application number, date and time This transaction requires a PTT form
Expropriation Act – Road Dedication (Provincial)	❒ *Expropriation Act* Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Federal Grant of Land	❒ Letters Patent under the Great Seal or ❒ Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent section 9 of the *Federal Real Property and Federal Immovables Act* This transaction requires a PTT form

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Electronic Form 17 - Fee Simple	**Attach an image of the approved supporting document**
First Nations Lands Title	❒ Certificate s.367 LTA and patent or copy certified by the Clerk of the Privy Council for Canada or s.373.64 certificate of vesting signed by the chief administrative officer ❒ Schedule 1 to the *Land Title Act*, Certificates This transaction requires a PTT form
Foreclosure	❒ Court certified copy of the final order of foreclosure and a court certified copy of the order nisi, if any ❒ Add application for mergers in the additional information textbox This transaction requires a PTT form
Registrar's Order to Cancel Plan Part 8 LTA	❒ Registrar's Order under s.135 *Land Title Act* This transaction requires a PTT form
Replotting Scheme - Transfer from Trustee	❒ Reference the first application with the certificate and schedule rather than attaching the image to each application as the size of the file can impede upload speed. This transaction requires a PTT form
Remove Title Pursuant to s.31 Schedule 1 LTA	❒ Letter signed by Treaty First Nation ❒ Any evidence satisfactory to the registrar of the consent of the registered owner of the parcel
Road Resumption	❒ An original order of the Lieutenant Governor in Council
Tax Sale - Certificate of Non-Redemption	❒ *Local Government Act* - Certificate template reproduced in the Land Title Practice Manual from the local government for Certificate of Non-Redemption and where applicable ❒ Letter from the Crown waiving the interest of the Crown under the *Escheat Act*
Taxation (Rural Area) Act – Certificate of Forfeiture *Taxation (Rural Area) Act*, Redemption or Revesting	❒ Certificate signed by the Surveyor of Taxes ❒ Revesting Order
Title to Closed Road	❒ No attachment necessary, application is made pursuant to Section 40 *Community Charter* and *Land Title Act* Section 120
Title to Crown Land – SRWs.24 BC Regs 334/79	❒ No attachment necessary
Transfer of Administration and Control	❒ Provincial or Federal Transfer of Administration and Control
Transfer of Asset by Order in Council (Municipal)	❒ Order of the Lieutenant Governor in Council, Letters Patent This transaction requires a PTT form

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Electronic Form 17 - Fee Simple	**Attach an image of the approved supporting document**
Transmission to Executor or Administrator	❒ Court certified Grant of Probate or Letters of Administration and the disclosure statement with the assets and liabilities of the deceased or where applicable ❒ A certified copy of the court order presuming death This transaction requires a PTT form
Transmission to Surviving Joint Tenant	❒ Original Certificate issued by the appropriate governmental authority or ❒ Certified copy of letters probate or administration This transaction requires a PTT form
Vesting by Court Order	❒ Court certified copy of the Court order Or where applicable ❒ Form C Form of Conveyance under the *Court Order Enforcement Act* This transaction requires a PTT form

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4. Charge Notation or Filing Transaction Types

The current transaction types and the supporting document are as follows:

Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
Affordable Housing Agreement	❒ Letter signed by the minister responsible for the Ministry of Lands, Parks and Housing or an authorized signatory BC Housing Management Commission
Agricultural Land Reserve Inclusion	❒ Letter signed by authorized signatory on behalf of the *Agricultural Land Commission Act*
Airport Zoning Regulations	❒ Airport Zoning Regulations enacted pursuant to section 5.4 (2) of the Aeronautics Act, R.S.C. 1985, C. A-2, may include a copy of a plan
Amendment of Federal Notice of Intention to Expropriate	❒ Notice in the form approved by the Minister *Expropriation Act*, Canada setting out (a) a description of the land; (b) the nature of the interest or right intended to be expropriated and whether the interest or right is intended to be subject to any existing interest in land or immovable real right; (c) an indication of the public work or other public purpose for which the interest or right is required; and (d) a statement that it is intended that the interest or right be expropriated by the Crown
Amendment to Charge Owner Name	❒ Statutory declaration and any consents of registered owners which may be required by the Registrar
Amendment to Filed Plan	❒ Evidence satisfactory to the registrar, e.g., statutory declaration and consents of owners may be required. See *Land Title Act* s. 106
Application for Duplicate Indefeasible title	❒ *Land Title Act* Form 22
Application to Amend Charge Owners.180(9) LTA (No PTT)	❒ Original trust instrument that pre-dates the current charge owner's acquisition of the charge
Application to Amend Charge Owners.180(9) LTA (PTT)	❒ Original trust instrument that pre-dates the current charge owner's acquisition of the charge
Application to Amend Trust s.180(10) LTA (No PTT)	❒ Original trust instrument that amends the terms of the existing trust

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Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
Application to Amend Trust s.180(10) LTA (PTT)	❒ Original deed appointing new trustee with applicable vesting language
Application to Change Trustee (No PTT)	❒ Original deed appointing new trustee with applicable vesting language
Application to Change Trustee (PTT)	❒ Original deed appointing new trustee with applicable vesting language
Bank Act Charge	❒ Original or a certified copy of the Schedule I or II, as applicable under Bank Special Security Regulations
Builders Lien (By Court Order)	❒ Court certified copy of the court order
Canada Land Survey Plan	❒ Copy of plan from Canada Land Surveys
Canadian Energy Regulator Act	❒ Plan, profile, books of reference, certified copies and other documents required by the act under s. 210.
Caveat	❒ *Land Title Act* Form 38 or ❒ Other form acceptable to the Registrar This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Certificate of Charge	❒ Signed letter of application
Certificate of Forfeiture Mineral Lands	❒ Certificate of Forfeiture Mineral Lands
Certificate of Levy	❒ Certificate of levy signed by a person designated on the certificate as an authorized signatory of the resort association
Certificate of Pending Litigation	❒ *Land Title Act* Form 31 or ❒ *Land Title Act* Form 32 or ❒ *Land Title Act* Form 33 (*Family Law Act*) or ❒ *Land Title Act* Form 33 (*Family Relations Act*) or ❒ *Land Title Act* Form 34 and ❒ The originating process or, if applicable, the notice of motion or other document by which the claim is made or where applicable ❒ Form 1 (section 23 (1) of the *Civil Forfeiture Act*) This transaction will receive preliminary examination prior to receiving immediate application number, date and time.

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Electronic Form 17 - Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Certificate of Pending Litigation – *Builders Lien Act*	❒ *Land Title Act* Form 31 ❒ And the originating process or, if applicable, the notice of motion or other document by which the claim is made This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Certificate of Title to Minerals	❒ Application in letter form
Change of Address	❒ Form 15 or letter signed by the registered owner
Change of Name Change of Name – Amalgamation of Companies	❒ Original certificate issued by the appropriate governmental authority
Change of Name – Amalgamation of Companies – Lease Change of Name – Amalgamation of Companies – Right to Purchase	❒ Proof of change of name or amalgamation obtained from the corporate registry website ❒ Where Land Title staff are able to verify the company status a certificate may not be required These transactions requires a PTT form
Companies Creditors Arrangement Act Charge	❒ Court certified copy of court order
Cremation, Interment and Funeral Services Act	❒ Letter signed by the Director under *Business Practices and Consumer Protection Act* ❒ Copy of the certificate of public interest
Cremation, Interment and Funeral Services Act Amendment	❒ Amendment letter signed by the Director under *Business Practices and Consumer Protection Act*
Crown Debt	❒ Statutory Declaration from a signatory of the provincial government
Crown Lien	❒ A Crown lien authorized by specific legislation
Crystallized Floating Charge	❒ Instrument creating the floating charge or ❒ Reference the previously filed mortgage number in additional information and sworn declaration as to proof of crystallization
Escheat	❒ Copy of the ministerial order for assignment or restoration of charge s.5 *Escheat Act*, or ❒ Court certified copy of court order s. 4(5) *Escheat Act* and where applicable a copy of the letter of acknowledgment of service from the Escheat Officer and/or letter of acknowledgment of payment/receipt from the Escheat Office, or ❒ Grant of property signed by the Governor in Council under the *Escheat Act*, Canada
Expropriation Act Notice (Provincial)	❒ *Expropriation Act* Form 1 and where applicable

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	❒ Written instrument in form and substance capable of registration as a charge This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Electronic Form 17 - Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Expropriation Act – Amended Notice (Provincial)	❒ *Expropriation Act* Form 4 and where applicable ❒ Written instrument in form and substance capable of registration as a charge This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Expropriation Act – Covenant (Provincial)	❒ *Expropriation Act* Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Expropriation Act – Statutory Right of Way (Provincial)	❒ *Expropriation Act* Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Expropriation Notice (*Water Sustainability Act*)	❒ Water Sustainability Regulation s. 24(2) sets out the documents to be filed by a licensee
Federal Grant Amendment	❒ Amended Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
First Nations Filing	Documents pertaining to the effective date of a Treaty First Nation, for example: ❒ An Order in Council ❒ Notification of Approving Officer appointment ❒ Notification of taxation authority
Foreclosure of Lease Foreclosure of Right to Purchase	❒ Court certified copy of the final order of foreclosure and a court certified copy of the order nisi, if any ❒ Add application for mergers in the additional information textbox These transactions requires a PTT form
Foreclosure of Mortgage	❒ Court certified copy of the final order of foreclosure and a court certified copy of the order nisi, if any ❒ Add application for mergers in the additional information textbox
Forest Act Notice	❒ Letter signed under the direction or authority of the minister, regional, or district manager appointed by the Minister of Forests, Lands and Natural Resource Operations
GVRD Sewerage and Drainage Area Plan	❒ Image of the plan pursuant to s. 32 of the *Greater Vancouver Sewerage and Drainage Act* (may be larger size than the usual 8 x 11 ½)

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Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
Heritage Status Notice	❒ Letter signed under the authority of the Minister
Hospital Act Notice	❒ Where applicable, a letter signed under the direction or authority of the chief inspector under the *Hospital Act* or ❒ Where applicable, letter signed under the direction or authority of the minister responsible for the *Hospital Act*
Human Resource Facility Act Notice	❒ Letter signed under the direction or authority of the Minister
Industrial Operation Compensation Act Agreement	❒ An original of the agreement pursuant to the *Industrial Operation Compensation Act*
Injunction	❒ Court certified copy of the court order This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Judgment	❒ Certificate of Judgment or where applicable ❒ Court certified copy of the court order ❒ For a renewal of judgment, attach an image of the original registered judgment; apply for a renewal in the additional information field
Land (Spouse Protection) Act Charge	❒ *Land (Spouse Protection) Act* prescribed forms A and B
Land Tax Deferment Act Agreement	❒ *Land Tax Deferment Act* Regulation BC Reg. 57/98 prescribed Forms or where applicable ❒ *Land Tax Deferment Act* Regulation BC Reg. 57/98 special agreement
Land Tax Deferment Act Agreement, Modification	❒ Form 4 *Land Tax Deferment Act*
Land Title Inquiry Act Certificate	❒ Certificate of the Registrar of the court
Legal Profession Act	❒ Judicial evidence such as a declaration of the court as to the existence of the charge
Mines Act Charge	❒ Letter from the Ministry of Energy, Mines and Petroleum setting out ○ Description of land ○ Related charge or title number ○ Debtor's name ○ Amount of debt
Modification of Charge – Court Order	❒ Court certified copy of court order

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Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
Municipal Government Notice	❒ Notice on municipal letterhead or, ❒ Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit Heritage Designation Heritage Status Notice Housing Agreement Notice *Local Government Act*, Restrictions on Dealings Notice of Contaminated Land Notice of Housing Agreement Notice of Park Land Agreement Notice of Permit Notice of Tax Exemption *Resort Municipality of Whistler Act* or, ❒ Heritage Designation Bylaw or, ❒ Notice of Appropriation Bylaw
Notice of Contaminated Land, LTA s.392 – Provincial	❒ Letter signed by or on behalf of the Waste Management Director appointed under the *Environmental Management Act*
Notice of Interest *Builders Lien Act*	❒ *Builders Lien Act* Form 1
Notice of Intention to Expropriate (Federal)	❒ Notice in the form approved by the Minister *Expropriation Act*, Canada setting out ❒ a description of the land; ❒ the nature of the interest or right intended to be expropriated and whether the interest or right is intended to be subject to any existing interest in land or immovable real right; ❒ an indication of the public work or other public purpose for which the interest or right is required; and ❒ (d) a statement that it is intended that the interest or right be expropriated by the Crown
Notice of Maintenance Order	❒ *Land Title Act* Form 42 Notice of Maintenance Order
Notice of Property Agreement (*Family Law Act*)	❒ *Land Title Act* Form 41 Notice of Property Agreement
Notice of Remediation Order	❒ Notice of Remediation Order filed by the Chief Executive Officer under s. 52.1 *Agricultural Land Commission Act*
Notice of Tax Sale	❒ *Local Government Act* –notice on Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual

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Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
Personal Property Security Act, Court Order	❒ Court certified copy of the Court Order
Personal Property Security Act, Notice	❒ *Personal Property Security Act* form
Personal Property Security Act, Notice Expires	
Personal Property Security Act, Notice of Extension	
Personal Property Security Act, Notice of Assignment	❒ *Personal Property Security Act* Form 2
Petition to Cancel Plan Part 8 LTA	❒ Initial Petition to Registrar s.123 LTA and where applicable ❒ Subsequent documents related to the service and hearing s.125 and s.126 *Land Title Act* attached to a declaration and submitted with any additional fees required
Petroleum and Natural Gas Act Order	❒ Copy of the order of the Mediation and Arbitration Board, certified by the Board, authorizing the entry, occupancy or use or ❒ Copy of the order of the Mediation and Arbitration Board, certified by the Board, assigning the order
Possibility of Reverter	❒ Describe as one number less than the Form A in the additional information and attach a copy of the document creating the Possibility of Reverter or ❒ Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Postponement Agreement (Court Order)	❒ Court certified copy of the court order

Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
PPSA – Demand for Notice of Amendment, Extension or Cancellation	❒ True copy of the demand and ❒ Affidavit from the person who gave the demand
Property Freezing Order	❒ Notice of proceedings filed by the director under the *Business Practices and Consumer Protection Act* s. 161 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Provincial Government Notice	❒ Letter signed under the authority of the applicable provincial statute

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Provisional Indefeasible Title	❒ Proof of loss or destruction by statutory declaration from the registered owner(s) and, where applicable, ❒ From the party(ies) whose hands the duplicate indefeasible title has passed through and, where applicable ❒ Subsequent proof of advertising may be attached to a corrective declaration and submitted following the initial application This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Public Health Act Notice	❒ Letter pursuant to the *Public Health Act* signed by a Public Health Officer on Ministry letter head
Range Act Notice	❒ Letter under the direction or authority of the Minister or regional or district manager appointed under the Ministry of *Forests and Range Practices Act*
Removal of Unrequired Personal Information	❒ Statutory declaration
Reservation s.367(2) (e) LTA	❒ The patent as defined in s.366 *Land Title Act* or a copy certified by the Clerk of the Privy Council of Canada
Reservation – Covenant Reservation – Easement Reservation – Life Estate Reservation – Statutory Right of Way	❒ No attachment is necessary, describe the reservation contained in Form A or other preceding document in the package as e.g. 1 number less than this application Or attach an image of ❒ The Form A or other Instrument of Grant
Resort Municipality of Whistler - Certificate of Levy	❒ Certificate of Levy
Resumption Statutory Right of Way	❒ An original order of the Lieutenant Governor in Council
Right of Entry	❒ Describe as one number less than Crown Grant or Form A in additional information or Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent ❒ An order issued by the Commission under section 324 of the *Canadian Energy Regulator Act*
Scheme of Replotting	❒ Certified copy of resolution of Council and copies of plans referred to in *Municipal Replotting Act* s. 12
Securities Act Charge	❒ Prescribed form of notice signed by British Columbia Securities Commission

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	This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Securities Act Charge, Modification	❒ Amendment or extension of the notice signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Special Survey, *Land Title Act* Order	❒ Order under Part 23 *Land Title Act*
Special Survey, *Land Title Act* Supplemental Order	❒ Supplemental Order under Part 23 *Land Title Act*
Standard Charge Terms	❒ Standard Charge terms
Standard Mortgage Terms	❒ Standard Mortgage terms
Statutory Building Scheme	❒ Declaration of Building Scheme *Land Title Act* Form 35
Strata Property Act Lien	❒ *Strata Property Act* Form G
Surveyor's Report – Special Survey	❒ Surveyor's report
Timber Reservation	❒ Copy of Crown Grant or Form A containing the reservation
Transfer of Asset by Order in Council (Municipal)	❒ Order of the Lieutenant Governor in Council and ❒ Letters Patent
Transmission to Executor/Administrator – Charge (No PTT)	❒ Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure statement that correctly describes the charge affected and where applicable ❒ A certified copy of the court order presuming death
Transmission to Executor/Administrator – Lease Transmission to Executor/Administrator – Right to Purchase	❒ Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure statement that correctly describes the charge affected and where applicable ❒ A certified copy of the court order presuming death These transactions requires a PTT form
Electronic Form 17 - Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Transmission to Surviving Joint Tenant – Charge (No PTT)	❒ Original certificate issued by Vital Statistics or ❒ If the certificate is issued outside BC, the appropriate governmental authority or ❒ Court certified copy of letters probate or administration
Transmission to Surviving Joint Tenant – Lease	❒ Original certificate issued by Vital Statistics

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Transmission to Surviving Joint Tenant – Life Estate	or ❒ If the certificate is issued outside BC, the appropriate governmental authority or ❒ Court certified copy of letters probate or administration These transactions requires a PTT form
Transmission to Surviving Joint Tenant – Right to Purchase	
Transmission to Trustee in Bankruptcy	❒ Court certified copy of the court order or assignment This transaction requires a PTT form
Transmission to Trustee in Bankruptcy (No PTT)	❒ Court certified copy of the court order or assignment
Treaty First Nation Debt	❒ Letter executed under part 5 LTA
Undersurface and Other Exc & Reservations	❒ No attachment required
Undersurface Rights – Reservation	❒ No attachment, describe reservation contained in Form A as e.g. 1 number less than this application or ❒ Copy of instrument containing the additional charge
Vesting By Court Order of Mortgage	❒ Court certified copy of the court order
Vesting By Court Order of Lease	❒ Court certified copy of the court order These transactions requires a PTT form
Vesting By Court Order of Right to Purchase	
Wills, Estates and Succession Act Charge	❒ Court certified copy of the court document that grants the registrable charge *Effective March 31, 2014*

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5. Cancellation of Charge Notation or Filing Transaction Types

The current transaction types and the supporting documents are as follows:

Electronic Form 17 - Cancellation Of Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Affordable Housing Agreement	❒ Letter signed by authorized signatory for BC Housing Management Commission
Agricultural Credit Act Charge	❒ Certificate from Minister of Agriculture and Lands
Agricultural Land Reserve – Exclusion	❒ Letter signed by authorized signatory on behalf of the *Agricultural Land Commission Act*
Assignment of Rents–Paper Form Signed Prior to July 1, 2014	❒ *Land Title Act* Form C Discharge of Mortgage which includes an Assignment of Rents signed prior to July 1, 2014
Builders Lien (by Court Order)	❒ Court certified copy of court order
Caveat	❒ *Land Title Act* Form 39 or ❒ Letter signed by the caveator with officer certification
Certificate of Pending Litigation	❒ Letter signed by the Solicitor or petitioner where the action is neither discontinued nor dismissed, copy of the Notice of Change of Solicitor where applicable or ❒ Court certified copy of court order or ❒ Certificate of the court or where applicable ❒ Form 3 (section 23 (3) of the *Civil Forfeiture Act*)
Certificate of Pending Litigation – *Builders Lien Act*	❒ Court certified copy of the court order and certificate
Charge (by Court Order) (No PTT)	❒ Court certified copy of the court order and, if applicable, certificate
Charge by Court Order (With PTT)	❒ Court certified copy of the court order) and, if applicable, certificate

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Electronic Form 17 - Cancellation Of Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Charge by Effluxion of Time	❒ Attachment may not be required. On the Form 17, complete the Charge No. field and state the nature of the charge to be cancelled in additional information e.g. Lease by Effluxion of time or ❒ Where a supporting document is required attach the supporting document e.g. a statutory declaration
Claim of Builders Lien by Court Order	❒ Court certified copy of the court order stating the lien is cancelled on payment into court of certain sum with legal description of property and, ❒ Certificate of the registrar of the court certifying the sum shown in the order has been paid into the court
Claim of Builders Lien by Effluxion of Time	❒ Attachment may not be required
Claim of Builders Lien Notice to Commence an Action	❒ Form 6 Notice to Commence an Action *Builders Lien Act* and, ❒ Statutory declaration confirming the details of service date and delivery under s. 33 of the Builders Lien Act.
Court Order – *Family Maintenance Enforcement Act*	❒ Court certified copy of the court order
Cremation, Interment and Funeral Services Act	❒ Letter signed by the Director under *Business Practices and Consumer Protection Act*
Crown Debt	❒ Attach an image of the appropriate supporting documentation from the Crown required under the specific legislation
Escheat Act – Cancellation of Mortgage	❒ Statutory declaration signed by the former director or officer of the dissolved company and if required ❒ Letter of non-objection from the Attorney General
Expropriation Act – Abandoned (Provincial)	❒ *Expropriation Act* Form 7 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Expropriation Act – Cancellation (Provincial)	❒ *Expropriation Act* Form 6 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.

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Electronic Form 17 - Cancellation Of Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Forest Act Notice	❒ Letter signed under the direction or authority of the Minister or regional or district manager appointed by the Minister of Forests
Heritage Status Notice	❒ Letter signed by or on behalf of the minister responsible for the *Heritage Conservation Act*.
Hospital Act Notice	❒ Letter signed under the direction or authority of the chief inspector under the *Hospital Act* or by the minister responsible for the *Hospital Act*
Human Resource Facility Act Notice	❒ Letter signed under the direction or authority of the minister responsible for the *Human Resource Facility Act.*
Industrial Operation Compensation Act Agreement	❒ Letter signed by the Minister of Environment Lands and Parks or the minister responsible for the administration of the Ministry of Forests on Ministry letterhead
Injunction	❒ Court certified copy of the court order
Judgment (by Court Order or Certificate)	❒ Court certified copy of the court order or ❒ Acknowledgment of Payment in Form 55
Land (Spouse Protection) Act Charge	❒ Form D, and Where applicable ❒ Original LSPA Form C Abandonment or ❒ Original Certificate of Divorce or decree of nullity of the court or ❒ Original Certificate of Death issued by the appropriate governmental authority or ❒ Court certified copy of letters probate or administration
Land Tax Deferment Act Agreement	❒ Notice of Satisfaction
Lease (Breach of Terms)	❒ Statutory Declaration, proof of service, Note: Registrar's Order will be appended by Land Title Office staff.
Life Estate (with Death Certificate)	❒ Original Certificate issued by the appropriate governmental authority
Modification	❒ Concurrent with cancellation of the related charge in an attached supporting document

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Electronic Form 17 - Cancellation Of Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Mortgage - Paper Form C Original Executed Prior to July 1, 2014	❒ *Land Title Act* Form C Discharge of Mortgage signed prior to July 1, 2014
Municipal Government Notice	❒ Letter on Municipal letterhead or ❒ Modified Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit Heritage Designation Heritage Status Notice Housing Agreement Notice *Local Government Act*, Restrictions on Dealings Notice of Appropriation Notice of Contaminated Land Notice of Housing Agreement Notice of Permit Notice of Tax Exemption *Resort Municipality of Whistler Act* or ❒ Heritage Designation Bylaw or ❒ Court certified copy of the court order
Notation by Effluxion of Time	❒ No attachment e.g. *Wills Variation Act*
Notice of Abandonment (Federal Expropriation)	❒ Notice in the form approved by the Minister *Expropriation Act*, Canada
Notice of Contaminated Land, *Land Title Act* s.392	❒ Letter signed by or on behalf of the waste management director appointed under the *Environmental Management Act*
Notice of Interest, *Builders Lien Act*	❒ Letter signed by the owner requesting removal of the notice
Notice of Maintenance Order (Court Order)	❒ Court Certified Copy of the Court Order
Notice of Property Agreement (Court Order)	❒ Court Certified Copy of the Court Order
Notice of Remediation Order	❒ Notice of Remediation Order filed by the Chief Executive Officer under s. 52.2 *Agricultural Land Commission Act*
Notice of Tax Sale Redemption	❒ *Local Government Act* –Notice signed by the collector on Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
Personal Properties Security Act Notice	❒ *Personal Property Security Act* Form

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Electronic Form 17 - Cancellation Of Charge, Notation Or Filing	**Attach an image of the approved supporting document**
Petroleum and Natural Gas Act Order	❒ A copy of the order of the Mediation and Arbitration Board certified by the Board
Possibility of Reverter	❒ Amended Letters Patent under the Great Seal or Instrument of Grant, in a form satisfactory to the Minister of Justice, stating that it has the same force and effect as if it were Letters Patent
Priority Agreement	❒ Concurrent with cancellation of the related charge in an attached supporting document
Provincial Government Notice	❒ Letter signed under the authority of the applicable statute
Public Health Act Notice	❒ Letter signed by a Public Health Officer on Ministry letter head
Range Act Notice	❒ Letter under the direction or authority of the Minister for or regional or district manager appointed by the Minister of Forests, Lands and Natural Resource
Right of Resumption Community Charter	❒ Letter from the corporate officer on municipal letterhead in accordance with the regulations
Right to Purchase (by Court Order)	❒ Court certified copy of the court order
Scheme of Replotting	❒ Certified copy of resolution of Council
Securities Act Charge	❒ Cancellation of the notice signed by British Columbia Securities Commission
Special Survey, *Land Title Act* Order	❒ Order in Council
Strata Property Act Lien	❒ *Strata Property Act* Form H
Stone and Timber Reservation	❒ Letter from the applicant
Wills, Estates and Succession Act Charge (Court Order)	❒ Court certified copy of the court order *Effective March 31, 2014*
Wills, Estates and Succession Act Notation	❒ Evidence satisfactory to the Registrar i.e. certified copy of court order *Effective March 31, 2014*

For practice inquiries visit ltsa.ca or
For electronic services inquiries visit https://help.ltsa.ca/ltsa-enterprise-help

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