

Electronic Form 17 Help Guide

Carlos MacDonald, Director of Land Titles

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Version	Date	Page	Description
2.9	April 17, 2018		
		6-3	Added supporting documents for releasing a <i>Land</i> (Spouse Protection) Act Charge
3.0	January 1 2019	4-3 5-6	Removed nature of interest <i>Land Title Inquiry Act</i> Certificate from the Form 17 Fee section and added it to the Form 17 Charge section
		5-3	Removed nature of interest Court Order <i>Family</i> <i>Maintenance Enforcement Act</i> 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 ``168.43''		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 " <i>Expropriation Act</i> Form 2"
		5-3	For Expropriation Act Amended Notice (provincial) removed supporting document " <i>Expropriation Act</i> Form 2"

		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 <i>Mines Act</i> 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 <i>Canadian Energy Regulator</i> <i>Act</i>
		5-4	Added nature of interest Expropriation Notice (<i>Water Sustainability Act</i>)
		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 <i>Canadian</i> <i>Energy Regulator Act</i> 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

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	Section 1	Updated scanning requirements
	6, 2021	Section 4	Updated supporting document for <i>Industrial</i> 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

		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	September 18, 2024	Section 5	Removed "court certified copy" as a requirement of a certificate of divorce when cancelling a Land (Spouse Protection) Act charge

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 <u>Adobe Scan mobile app</u> 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
 - o 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 $8.5'' \times 11''$ document as an $8.5'' \times 14''$. If the paper size is slightly larger than $8.5'' \times 11''$ or the paper is misaligned in the scanner, the setting will automatically change to $8.5'' \times 14''$. 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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rrobat Pro 2017 iew Window Help Rotate View Page Navigation Page Display Zoom Jools Show/Hide Display Theme Read Mode Ell Screen Mode Compare Files Export PDF Open •		Create PDF Edit PDF Export PDF Comment Organize Pages Enhance Scans Protect Fill & Sign Prepare Form Compare Files Icce Scans	Qpen Remove S Learn Mo ze Pages n r Rich Media Add v		Image: Compare Form Image: Compare Files
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2) On the Tools tab > Select Scanner > Black and White Document setting

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File Edit View Window Help		
Home Tools		⑦ Sign In
Create PDF •		×
	Create a PDF from any format	
Single File	e	
Multiple File	Please select a scanner •	
Multiple File	Append to Existing File	
Scanne		
	Scan using	
Web Page	e O Default Settings	
Clipboard	d Or use a predefined scan setting	
Blank Pag	O Autodetect Color Mode	
blank Pagi	Black and White Document	
	Black and White Document	
	O Color Document	
	Grayscale Document	
	O Color Photograph	
	Scan	

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.

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 <u>Land Title Web Filing Form Practice Guides</u> offer detailed practice information for completing the Form 17. A Form 17 must be completed and electronically signed online using a myLTSA Enterprise account and in compliance with the directions in the guides.

Note: See the Land Title Electronic Filing (EFS) User's Guide for instruction on inserting pages at https://help.ltsa.ca/myltsa-enterprise/electronic-filing

- 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.
- 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 – <u>Charge Notation or Filing, Section 2.5</u> and <u>Cancellation of Charge Notation or Filing, Section 2.4</u>
- 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.

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 <i>Municipal Replotting Act</i>
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	 Starteyor General's order 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
Change of Name	Original certificate issued by the appropriate

	governmental authority
Electronic Form 17 - Fee Simple	Attach an image of the approved supporting document
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 <i>Escheat Act</i>, or Court certified copy of court order s. 4(5) <i>Escheat Act</i> 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 <i>Escheat Act</i>, Canada This transaction requires a PTT form
<i>Expropriation Act</i> – Fee Simple (Provincial)	 Expropriation Act Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Expropriation Act</i> – Notice of Confirmation (Federal)	 Notice in the form approved by the Minister <i>Expropriation Act</i> Canada This transaction will receive preliminary examination prior to receiving immediate application number, date and time This transaction requires a PTT form
<i>Expropriation Act</i> – 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 <i>Federal Real Property and Federal Immovables Act</i> This transaction requires a PTT form

Electronic Form 17 - Fee Simple	Attach an image of the approved curporting
Liectronic 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 <i>Land Title Act</i> , Certificates
	This transaction requires a PTT form
	 Court certified copy of the final order of
	foreclosure and a court certified copy of the
	order nisi, if any
Foreclosure	□ 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 <i>Land Title Act</i>
5	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 Sala Cartificate of Non Dedemation	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	Certificate signed by the Surveyor of Taxes
<i>Taxation (Rural Area) Act</i> , Redemption or Revesting	□ 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

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 <i>Court Order Enforcement Act</i> This transaction requires a PTT form

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 <i>Expropriation Act</i>, 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 <u>s. 106</u>
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

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 <i>Civil Forfeiture</i> <i>Act</i>) 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
Certificate of Pending Litigation – <i>Builders Lien Act</i>	 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	Proof of change of name or amalgamation obtained from the corporate registry website
Change of Name – Amalgamation of Companies – Right to Purchase	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 <i>Business</i> <i>Practices and Consumer Protection Act</i> Copy of the certificate of public interest
<i>Cremation, Interment and Funeral Services Act</i> 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 <i>Escheat Act</i>, or Court certified copy of court order s. 4(5) <i>Escheat Act</i> 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 <i>Escheat Act</i>, 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
Flashussia Form 17 Chause Natation On Filing	to receiving immediate application number, date and time.
Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
<i>Expropriation Act</i> – 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.
<i>Expropriation Act</i> – Covenant (Provincial)	Expropriation Act Form 9
	This transaction will receive preliminary examination prior
Energy intiger Anto Chababara Diaba (Mara	to receiving immediate application number, date and time.
Expropriation Act – Statutory Right of Way	Expropriation Act Form 9
(Provincial)	This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Expropriation Notice (<i>Water Sustainability Act</i>)	 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 anticipation to the Minister of Justice
	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	Court certified copy of the final order of
Foreclosure of Right to Purchase	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
CVPD Sowerage and Drainage Area Plan	
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 1/2)

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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 <i>Hospital Act</i> 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 <i>Industrial Operation Compensation Act</i>
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 <i>Land Tax Deferment Act</i>
Land Title Inquiry Act Certificate	Certificate of the Registrar of the court
Land Use Contract (Amended by Bylaw)	Certificate template reproduced in the Land Title Practice Manual from the local government
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
Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting document
Municipal Government Notice	Notice on municipal letterhead or

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	 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 <i>Local Government Act</i>, Restrictions on Dealings Notice of Contaminated Land Notice of Housing Agreement Notice of Park Land Agreement Notice of Park Land Agreement Notice of Permit Notice of Tax Exemption <i>Resort Municipality of Whistler Act</i> or Heritage Designation Bylaw or
	Notice of Appropriation Bylaw
Notice of Contaminated Land, LTA s.392 – Provincial Notice of Interest <i>Builders Lien Act</i> Notice of Intention to Expropriate (Federal)	 Letter signed by or on behalf of the Waste Management Director appointed under the <i>Environmental Management Act</i> <i>Builders Lien Act</i> Form 1 Notice in the form approved by the Minister <i>Expropriation Act</i>, 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
Parcanal Proporty Socurity Act. Court Ordor	Court certified copy of the Court Order
Personal Property Security Act, 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

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Electronic Form 17 - Charge, Notation Or Filing	Attach an image of the approved supporting
	document
PPSA – Demand for Notice of Amendment,	True copy of the demand
Extension or Cancellation	and
	Affidavit from the person who gave the demand
Duanaut / Euganing Oudau	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
Provisional Indefeasible Title	Proof of loss or destruction by statutory destruction forms the manifestation of the second secon
	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 <i>Public Health Act</i>
	signed by a Public Health Officer on Ministry
Panga Act Notico	letter head
Range Act Notice	Letter under the direction or authority of the Minister or regional or district manager
	appointed under the Ministry of <i>Forests and</i>
	Range Practices Act
Removal of Unrequired Personal Information	□ Statutory declaration
Reservation s.367(2) (e) LTA	The patent as defined in s.366 <i>Land Title</i>
	Act or a copy certified by the Clerk of the
	Privy Council of Canada
Reservation – Covenant	No attachment is necessary, describe the
Reservation – Easement	reservation contained in Form A or other
Reservation – Life Estate	preceding document in the package as e.g.
Reservation – Statutory Right of Way	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

	September 18, 2024
	 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 <i>Canadian Energy Regulator Act</i>
Electronic Form 17 - Charge, Notation Or	Attach an image of the approved supporting
Filing	document
Scheme of Replotting	Certified copy of resolution of Council and copies of plans referred to in <i>Municipal</i> <i>Replotting Act</i> s. 12
Securities Act Charge	Prescribed form of notice signed by British Columbia Securities Commission 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 <i>Land Title Act</i>
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

	September 18, 2024
	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 or
Transmission to Surviving Joint Tenant – Life Estate	If the certificate is issued outside BC, the
	appropriate governmental authority
	Or
Transmission to Surviving Joint Tenant – Right to	Court certified copy of letters probate or
Purchase	administration
	These transactions requires a PTT form
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	Original Crown Grant issued by the Surveyor
	General
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
Vesting By Court Order of Right to Purchase	These transactions requires a PTT form
Wills, Estates and Succession Act Charge	Court certified copy of the court document that around the manifold shares
	that grants the registrable charge
	Effective March 31, 2014

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 <i>Civil Forfeiture Act</i>)
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

Electronic Form 17 - Cancellation Of Charge,	Attach an image of the approved supporting
Notation Or Filing	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 <i>Builders Lien Act</i> 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
<i>Escheat Act</i> – 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
<i>Expropriation Act</i> – Abandoned (Provincial)	Expropriation Act Form 7 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Cancellation (Provincial)	Expropriation Act Form 6 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.

Electronic Form 17 Concellation Of Channel	Attack an improved the approved supporting
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 <i>Heritage Conservation Act</i> .
Hospital Act Notice	Letter signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or by the minister responsible for the <i>Hospital Act</i>
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	 Accrowledgment of Payment in Form 55 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
Land Use Contract	Municipal Certified bylaw
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

Electronic Form 17 - Cancellation Of Charge, Attach an image of the approved suppor	
Notation Or Filing	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 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
Electronic Form 17 - Cancellation Of Charge, Notation Or Filing	Attach an image of the approved supporting document

Electronic Form 17 - Cancellation Of Charge,	Attach an image of the approved supporting
Notation Or Filing	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
5	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	Court certified copy of the court order
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 Itea ca or	

For practice inquiries visit <u>ltsa.ca</u> or

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