

Applications submitted by conveyancers to HM Land Registry: Name variations between the register, forms and deeds



Variations in names of companies and standalone applications to change a name are not covered in this document.



1

Do the names in the ID panels of the HM Land Registry application forms match the names in the deeds and the register?

Yes

2

Do the names in the deeds match the names of the registered proprietors in the register (where applicable)?

Yes

3

Do the names of the parties in all deeds being submitted for registration match?

No

No

No

Make any necessary amendments to deeds and/or HM Land Registry application forms to ensure the names match across all documents.

Video on HM Land Registry's YouTube channel
How to avoid HM Land Registry requisitions: Variations between the register, transfer and charge

Please note that some applications may require HM Land Registry to request additional documents or evidence under the provisions of Rule 17 Land Registration Rules 2003

Yes

The name of the registered proprietor is staying in the register
You will need to provide one of the following forms of evidence to update the name:

Is the name in the register correct?

The name of the registered proprietor is being removed from the register
You will need to provide one of the following forms of evidence to account for the variation:

- Marriage certificate
- Civil partnership
- Decree absolute
- Birth certificate
- Passport
- Driving licence
- Deed poll
- Statement of truth
- Statutory declaration

Conveyancer's Certificate or letter telling HM Land Registry:
— what the correct name is;
— what evidence you the conveyancer hold or have seen which confirms the correct name; and
— that you have the signed authority or consent of each registered proprietor to apply on their behalf to update their name in the register

Conveyancer's Certificate or letter telling HM Land Registry:
— what the correct name is;
— what evidence you the conveyancer hold or have seen which confirms the correct name

- Marriage certificate
- Civil partnership
- Decree absolute
- Birth certificate
- Passport
- Driving licence
- Deed poll
- Statement of truth
- Statutory declaration

Yes

Do you legally represent the registered proprietor?

No

Enclose a signed consent/authority. The following wording would be sufficient for HM Land Registry purposes:
I/we [registered proprietor name(s)] authorise [customer name] to:
— make minor amendments to transaction documentation lodged for registration at HM Land Registry and initial those amendments on our behalf; and
— apply to update the proprietorship register where a variation in name has been identified and appropriate evidence to account for the variation has been supplied

No

No

Yes

Whether the name is staying in the register or being removed, if you are submitting other evidence, this will be considered along with the other documentation sent with the application. Where evidence is in a foreign language, an English translation will be required.

Send application to HM Land Registry (subject to all other checks)



End