



Notice given under Schedule 2 to the Land Registration Rules 2003

Notice 19

Electronic Document Registration Service through Business Gateway

Interpretation

1. In this Notice—

- (a) expressions used have, unless the contrary intention appears, the meaning which they bear in the Land Registration Rules 2003 (SI 2003/1417), as amended from time to time,
- (b) “Business Gateway” means HM Land Registry’s XML machine to machine interface linking a subscriber to HM Land Registry,
- (c) “Documents Registration Service Business Gateway schema” (“DRSBG schema”) means XML schema or schemas the use of which allows subscribers to use the electronic Document Registration Service,
- (d) “development scheme” or “scheme title” means a registration arrangement made with the registrar to incorporate several parcels of land into a single registered title as they are acquired, as described in HM Land Registry’s *Practice Guide 72 – Development Scheme*,
- (e) “electronic Document Registration Service through Business Gateway” means the service provided by the registrar to enable applications for registration to be made electronically by means of the Business Gateway, with such electronic documents and scanned copies of the deeds and documents attached as are required to support the application,
- (f) “eMD reference” means a unique reference supplied by the registrar to a lender for an approved digital mortgage template for that lender. The reference enables the template, and all or part of the wording to be entered in the register for the registration of a legal charge, to be generated automatically within HM Land Registry’s computer system,
- (g) “MD reference” means a unique reference supplied by the registrar to a lender which enables all or part of the wording for the registration of a legal charge to be generated automatically within HM Land Registry’s computer system,

2. Reference to a form means the form of that description prescribed by Schedule 1 to the Land Registration Rules 2003, or designated by a direction of the registrar made under section 100(4) of the Land Registration Act 2002.



Currency of notice

3. This Notice is made under rule 14 of, and Schedule 2 to, the Land Registration Rules 2003 and shall be current for the purposes of Schedule 2 on and after 0630 hours on **6 April 2018**. It replaces on that date the Notice of 11 July 2017 in respect of Electronic Document Registration Service through Business Gateway.

The delivery of applications electronically

4. Arrangements have been made for an electronic Document Registration Service through Business Gateway for the types of applications listed in Schedule 1.
5. The use of the electronic Document Registration Service through Business Gateway is subject to the provisions of paragraphs 6 to 21.

When applications may be delivered

6. Applications may be delivered between—
 - (a) 0630 hours and 2300 hours every day.
 - (b) The service may not be available for up to 15 hours each month due to essential maintenance, improvement and testing work. The registrar will endeavour to undertake such work at times on a Sunday or when it will have minimal impact on applicants.

Who may deliver applications

7. Applications may be delivered only by a person or body who—
 - (a) has been approved by HM Land Registry to use the Land Registry Portal,
 - (b) has accepted HM Land Registry's *Conditions of Use* and complies with those conditions,
 - (c) uses a system connected to Business Gateway and submits requests that conform to the DRSBG schema,
 - (d) has entered into an agreement allowing payment of fees by direct debit as authorised under article 13(2) of the Land Registration Fee Order 2013 (or under any Order which supersedes it),
 - (e) in the case of a digital mortgage, has had HM Land Registry's Network made available to them by the registrar under clause 7 of a full network access agreement, entered into in accordance with section 92(2) and Schedule 5, paragraph 1 of the Land Registration Act 2002), and makes the application in accordance with Notice 1 (creation and registration of digital mortgages) given under rule 54C of the Land Registration Rules 2003.

General limitations

8. Only applications of the types listed in Schedule 1 may be made through the electronic Document Registration Service via Business Gateway but the service may **not** be used in respect of an application—



- (a) for first registration,
 - (b) to register a charge of part only of a registered title,
 - (c) that includes more than 50 registered titles,
 - (d) that relates to a title the individual register of which is not held in electronic form,
 - (e) that relates to a caution against first registration,
 - (f) that relates to a development scheme or scheme title.
9. If more than one application is delivered together the applicant must quote all the title numbers affected by each application in the "Title numbers" box, and each application/document type in the "Application/document" box, in the Document Registration screen.
10. If a title number affected by an application is not quoted as required in paragraph 9, the application in respect of the unquoted title number will not be received for the purpose of rule 15 of the Land Registration Rules 2003 unless an application against that title number is opened manually by HM Land Registry, and until that manually opened application is entered in the day list, or until a further application is properly made in respect of the unquoted title number in accordance with paragraph 9.
11. Any requisitions arising from the application will be delivered to the applicant electronically, and all replies to requisitions and further documents must be lodged through the service.
12. Any acknowledgment, certificate, vectorised plan or other result of an application will be issued by the registrar electronically. If for any reason the registrar considers that it cannot be conveniently issued in electronic form, he may issue it in paper form.

Limitations on format of documents that will be accepted as attachments

13. Electronic attachments to applications, including scanned plans, must—
- (a) be either in Tagged Image File/Tagged Image File Format (TIFF), Portable Document Format (PDF), Graphical Interchange File Format (GIF) or a file complying with Joint Photographic Expert Group standards (JPEG).
 - (b) not exceed 20 megabytes in size for each single TIFF, PDF, GIF or JPEG document.
14. When a plan is included in the application it must be scanned—
- (a) in no more than two parts, at a maximum size (per part) of A3, but where the plan is scanned in more than one part, a third scanned image must also be lodged with the application showing the full extent of the plan on one page,
 - (b) in full colour,
 - (c) at a resolution not less than 200dpi and not more than 600dpi.

General particulars and documents to be provided

15. When making an application through the electronic Document Registration Service through Business Gateway the applicant must—



- (a) provide on request such of the particulars as would be required by form AP1 for an application of the type applied for, or where no form AP1 would be required for a paper application of that type, such of the particulars that are required by a form AP1 as are requested,
 - (b) confirm on request that they have read and understood the warning statement connected with the application,
 - (c) in the case of an application to register a charge, provide, if requested, the date of the charge and the MD reference if there is one, or the eMD reference,
 - (d) in the case of an application to register a charge dated on or after 6 April 2013, where the chargor is a company or LLP registered under the Companies Acts, provide an electronic copy of the certificate of registration issued by Companies House, and a certificate or a conveyancer's or lender's written confirmation that the charge lodged for registration is—
 - (i) identical to the copy charge filed at Companies House
 - (ii) the charge to which the accompanying certificate of registration relates,
 - (e) where more than one application relating to the same registered title is delivered at the same time, list in numbered order the priority of the applications,
 - (f) in the case of an application to register an extension of the term of a lease, provide the title number of both the lessor and the lessee, and any additional title numbers that affect the application,
 - (g) in the case of an application to register a new lease granted from a registered title, the title number of the lessor, and any additional title numbers that affect the application,
 - (h) in the case of an application to register a transfer of part granted from a registered title, the title number of the transferor, and any additional title numbers that are affected by the application.
16. The applicant must attach to the application electronic versions or scanned copies of such forms and documents (limited to the types listed in Schedules 2 and 3) as will be required by the registrar to enable the registrar to complete the registration applied for (subject to paragraph 14 in the case of a plan), except in the case of a digital mortgage created pursuant to a registrar's notice under rule 54C of the Land Registration rules 2003, no copy of the digital mortgage is required to be attached.
 17. After an application has been made through the electronic Document Registration Service via Business Gateway, documents previously omitted may be added to the application only while the application remains pending, and only through the service.
 18. Subject to paragraph 19, only the forms listed in Schedule 2 and documents of the types listed in Schedule 3 may be submitted electronically in support of an electronic Document Registration Service application.
 19. If evidence of compliance with Stamp Duty Land Tax legislation is required in respect of an application, either an SDLT submission receipt in PDF, TIFF, GIF or JPEG may be attached to the application, or a scanned copy of an SDLT5 certificate.
 20. Subject to paragraph 14 if applicable, each document required to support the application must be scanned as a separate document or attached separately and be supported by one of the following certificates:



- I/We certify this attachment is a true copy of the original document.
- I/We certify this attachment is a true copy of a document which is certified by a conveyancer to be a true copy of the original.
- This attachment is an uncertified copy.

21. Each electronic attachment, including scanned attachments, must be clearly legible and of sufficient quality to be reproduced as an official copy by the registrar.

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Mike Harlow
General Counsel and Deputy Chief Land Registrar
3 April 2018



Schedule 1

Application Types that may be made through the electronic Document Registration Service

Adverse possession of registered land
Agreed notice
Alteration of the register
Appointment of new trustee
Assent of registered title
Assent of charge
Cancellation of caution
Cancellation of home rights notice
Cancellation of joint proprietor restriction (Form A) within one month of entry by default, using the certificate provided in HMLR's notification letter
Cancellation of noted lease
Cancellation of notice (not unilateral)
Cancellation of restriction
Cancellation of unilateral notice
Change of address
Change of name
Charge
Death of joint proprietor
Death of sole proprietor
Determination of a boundary
Digital mortgage
Dis-apply or modify a restriction
Discharge of whole or part
Disclaimer of registered estate or registered charge
Easement - registration
Entry of notice of restrictive covenant
Exempt information document
Lease – determination
Lease – extension (term or extent)
Lease granted out of registered land – registration
Note agreed maximum amount of security
Note overriding priority of a statutory charge
Notice of easement
Notice of home rights
Notice of lease
Obligation to make further advances
Postponement of charge
Rectification of the register
Register beneficiary of unilateral notice
Register person to be notified of an application for adverse possession of registered land
Release of covenants – agreed notice
Release of covenants – cancellation
Release of covenants – unilateral notice

HM Land Registry



Release of easements
Remove designation of exempt information document
Remove unilateral notice
Renew notice of home rights
Restriction (non standard)
Restriction (standard)
Severance of joint tenancy
Sub-charge
Surrender of lease
Transfer
Transfer by operation of law
Transfer not for value
Transfer of charge
Transfer subject to a charge
Transfer under a power of sale
Transfer of a portfolio of titles (not exceeding 50 titles)
Transfer of part of land in a registered title
Transfer of part under a power of sale
Unilateral notice
Upgrade title
Variation of covenants – agreed notice
Variation of covenants – unilateral notice
Variation of easements
Variation of easements – agreed notice
Variation of easements – unilateral notice
Variation of lease
Variation of lease – agreed notice
Variation of lease – unilateral notice
Withdrawal of restriction
Withdrawal of caution



Schedule 2

Forms that may be submitted electronically in an electronic Document Registration Service application

ADV1
ADV2
AN1
AS1
AS2
CCD
CH1
CH2
CH3
CN1
DB
DI
DJP
DS1
DS2
EX1
EX1A
EX3
HR1
HR2
HR4

ID1
ID2
RX1
RX2
RX3
RX4
SC
SEV
TP1
TP2
TR1
TR2
TR4
TR5
UN1
UN2
UN3
UN4
UT1
WCT



Schedule 3

Types of documents that may be submitted electronically in an electronic Document Registration Service application

Abstract
Agreement
Assent
Assignment
Birth Certificate
Charge
Companies House certificate of registration with conveyancer's or lender's certificate
Conveyance
Correspondence
Court Order
Death Certificate
Deed
Discharge
Document list
Evidence
HMLR correspondence
Identity evidence
Indenture
JP Cancellation of Default Form A restriction
Lease
License
Marriage Certificate
Notice of disclaimer
Plan
Power of Attorney
Probate
Stamp Duty Land Tax certificate or electronic receipt
Statement of Truth
Statutory Declaration
Sub-charge
Transfer
Witness Statement

