

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/land-registry

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

HM LAND REGISTRY USE ONLY

Record of fees paid

Particulars of under/over payments

Reference number

Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 7.

If there are two or more charges of the same date to the same lender, you must clearly identify under which charge the agreement is contained by including a number or other identifier for the charge in the first column.

Provide the full name(s) of the person(s) applying to enter the note. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

1	Local authority serving the property:	
2	Title number(s) of the property:	
3	Property:	
4	Application and fee	
	Application	Fee paid (£)
	Noting of agreed maximum amount of security	
	Fee payment method	
	cheque made payable to 'Land Registry'	
	direct debit, under an agreement with Land Registry	
5	Details of the registered charge containing the agreement	
	Date	Date of entry in register
	Lender	
6	The applicant:	

This panel must always be completed.

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

In words and figures.

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant (and if more than one person then each of them) must sign.

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

7	This application is sent to Land Registry by	
	<input type="text" value="Key number (if applicable):"/>	
	Name: Address or UK DX box number:	
	Email address: Reference:	
	Phone no:	Fax no:
8	Application	
	The applicant confirms that the lender and borrower have agreed that the maximum amount for which the charge is security is the sum of:	
	and applies to the registrar to make an entry in the register to that effect.	
9	Signature of applicant or their conveyancer: -----	
	Date:	