

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

A separate form must be completed for each person with control of the document(s) required for proceedings. 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.

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](#).

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'.

State the nature of the document(s) required, including date(s) and parties, if known and appropriate. Number the documents in sequence.

1	Local authority serving the property:
2	Title number(s) of the property:
3	Property:
4	Give full name(s) and address(es) (including postcode) of the person(s) requesting the registrar to require another person to produce (a) document(s) for the purposes of proceedings before the registrar:
5	Give full name and address (including postcode) of the person with control of the document(s) required for the proceedings:
6	Documents required:
7	Give the reason(s) the document(s) is/are required for the proceedings:

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

8	Signature of person making the request or their conveyancer: _____
	Date:

**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.