

# HM Land Registry

## Application for the registrar to designate a document as an exempt information document

# EX1

**Use one form per document.**

**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](http://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.

Leave blank if this application accompanies an application for first registration.

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

Some register entries refer to documents being filed under a different title number.

To find out more about our fees visit [www.gov.uk/government/collections/fees-land-registry-guides](http://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.

Provide the full name(s) of the person(s) applying to designate the document as exempt. 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 registered estate(s) to which the document relates:				
3	Property:				
4	Title number under which this document is held (if different from that in panel 2):				
5	Application and fee <table border="1"><thead><tr><th>Application</th><th>Fee paid (£)</th></tr></thead><tbody><tr><td>Designation of a document as an exempt information document</td><td></td></tr></tbody></table> <p>Fee payment method</p> <p>cheque made payable to 'Land Registry'</p> <p>direct debit, under an agreement with Land Registry</p>	Application	Fee paid (£)	Designation of a document as an exempt information document	
Application	Fee paid (£)				
Designation of a document as an exempt information document					
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.

Each applicant may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an email address.

If we serve notice of an application for an official copy of the document, we shall serve it on the person whose name appears in panel 6 at the address given in this panel. If these panels are not completed, we shall serve notice on the person identified in panel 7.

Include date, parties and nature of document.

Please note that a full, unedited version of the document referred to in panel 9 (which can be a certified copy) must be lodged with this application (or any accompanying application) unless already filed at HM Land Registry. Once we have made a copy of the document you sent us, it will be destroyed, this applies to both the original or certified copy documents.

**Warning:** Have you checked to make sure that the prejudicial information does not appear in any other document which may be open to inspection?

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.

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	Applicant's address:	
9	Provide details of the document that the applicant claims contains prejudicial information:	
10	I enclose a copy of the document referred to in panel 9 that excludes the prejudicial information  This copy is certified as being a true copy of the original from which the prejudicial information has been excluded  I apply to the registrar to designate the document referred to in panel 9 as an exempt information document	
11	Signature of applicant or their conveyancer: -----  Date:	