

# APPLICATION FOR AN OFFICIAL SEARCH (BANKRUPTCY ONLY)

**Fee panel**

*Place "X" in and complete the appropriate box. See Note 1 overleaf.*

A cheque or postal order for £  
accompanies this application.

Please debit our Direct Debit  
the sum of £            under an  
authorised agreement with HM  
Land Registry.

Application is hereby made for an official search in the index to the registers kept pursuant to the Land Charges Act 1972 in respect of the undermentioned names for any subsisting entries of:

- (i) petitions in bankruptcy in the register of pending actions
- (ii) receiving orders in bankruptcy and bankruptcy orders in the register of writs and orders
- (iii) deeds of arrangement in the register of deeds of arrangement

**IMPORTANT: Please read the notes overleaf before completing this form**

For Official Use Only				
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			<b>NAMES TO BE SEARCHED</b> <i>(Please use BLOCK LETTERS and see Note 3 overleaf)</i>	
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
Particulars of Applicant <i>(See Notes 4,5 and 6 overleaf)</i>			Name and address (including postcode) for the despatch of certificate	
<b>KEY NUMBER</b>	Name and address (including postcode)		(Leave blank if certificate is to be returned to applicant's address)	
Applicant's reference			Date	
			<b>FOR OFFICIAL USE ONLY</b>	

## NOTES FOR GUIDANCE OF APPLICANTS

The following notes are supplied for assistance in making the application overleaf. Detailed information for the making of all kinds of applications to the Land Charges Department is contained in Practice Guide 63 – *Land Charges – Applications for registration, official search, office copy and cancellation* which is obtainable on application at the address shown below.

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

1. **Effect of search.** The official certificate of the result of this search will have no statutory effect in relation to registered land (see Land Registration Act 1925, s.59 and Land Charges Act 1972, s.14).
2. **Fees.** A fee is payable for each name searched. Fees must be paid by Direct Debit under an authorised agreement with HM Land Registry or by cheque or postal order made payable to “HM Land Registry” (see [HM Land Registry: Land Charges fees](#) on GOV.UK (<https://www.gov.uk/guidance/hm-land-registry-land-charges-fees>)).
3. **Names to be searched.** The forename(s) and surname of each individual must be entered on the appropriate lines in the relevant panel overleaf. If you are searching more than 6 names, use a second form.
4. **Key Number.** If you have been allocated a key number, please take care to enter this in the space provided overleaf, whether or not you are paying fees by Direct Debit. A key number is only available to professional customers, such as solicitors.
5. **Applicant’s name and address.** This need not be supplied if the applicant’s key number is correctly entered in the space provided overleaf.
6. **Applicant’s reference.** Any reference must be limited to 25 characters, including any oblique strokes and punctuation.
7. **Despatch of this form.** When completed, send this application to the address shown below, which is printed in a position so as to fit within a standard window envelope.

**The Superintendent  
Land Charges Department  
Search Section  
PO Box 292  
PLYMOUTH PL5 9BY  
DX 8249 PLYMOUTH (3)**