



Ontario

Ministry of
Consumer and
Commercial
Relations

Ministère de la
Consommation
et du
Commerce

Registration
Division

Division de
l'enregistrement

393 University Avenue
Toronto, Ontario
M5G 1E6
314-4881

September 26, 1994

EM199404

MEMORANDUM TO: Land Registrars

FROM: Kate Murray
Director of Titles

RE: Pre-approving Documents for Registration in more
than one Land Registry Office

To enable our clients to register a complex deal which affects land in a number of Land Registry Offices, it has been the practice in the Branch to approve as to the form documents for province wide registration. By having their documents approved at Head Office, our clients are assured that they will be registered in all offices provided they contain accurate and relevant registration particulars.

Generally, Charles Finley, Legal Counsel, or Arvind Damley, Deputy Director of Land Registration, review the documents as to form for registration purposes. Any deficiencies in the draft are discussed with the solicitor and he or she is requested to address the issues raised. When all issues are resolved to the satisfaction of the solicitor and the Branch, the final draft is prepared by the solicitor and presented for approval.

These documents usually contain schedules which have to be reviewed by the Land Registry Office staff for accuracy of registration particulars. The schedules usually contain a brief legal description of the land in order to identify the parcel/abstract against which the document is to be abstracted.

Where a change of name is involved to establish the chain of ownership, a schedule giving all the relevant particulars of the change of name is generally attached to the document or similar evidence in detail supporting the change of name. In these types of transactions, the registration fee for the change of name is to be charged but no name change needs to be effected on the title under the Land Titles System or in the General Register under the Registry System. It is our opinion that this procedure will reduce the workload in the offices, streamline the process for our clients and will ensure that the necessary evidence will still be contained the document.

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When the document complies with the basic registration requirements, under the Land Titles and/or Registry Acts, approval is endorsed on the document in the following manner:

Approved as to Form for registration purposes.

Registry Office is to check the relevant registration and change of name particulars in the schedules.

Registration fee and a separate change of name fee are to be charged, (if applicable).

Signature of the person.

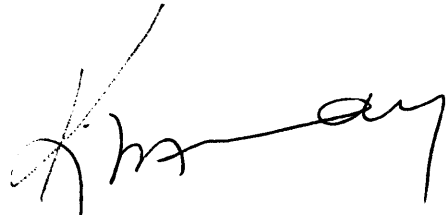
Designation:

Date:

A photocopy of the approved document is maintained in a file in the Head Office for future use.

If a pre-approved document is presented for registration in your office, it is to be reviewed for accuracy of the relevant registration particulars and is to be registered if these are complied with.

Thank you for your co-operation in this matter.

A handwritten signature in black ink, appearing to read 'A. Sharp', is written over the signature and date lines.

cc: Tony Sharp
Regional Managers
Regional Surveyors
Charles Finley
Barbara LeVasseur