

Requirements

Prior to RoS visit

- Complete the user details form and return this either by email to **eservices@ros.gov.uk** or fax to **0131 479 3688** at least three working days prior to the visit. You will need to decide what roles your team members will undertake – guidance on the different **artl** roles can be found on our website at **ros.gov.uk/artl**
- Download Adobe Acrobat Reader 8.1 on to every computer that will be using **artl** and Gemplus 5.0 software on every computer that will be using a Smart Card. These can be found, free of charge, at **ros.gov.uk/artl/it_requirements.html**
- Order Smart Card Readers from **cardreader.trustis.com** at least one week before your scheduled visit.
- Apply for the variable Direct Debit scheme if you have not already done. The form can be found at **ros.gov.uk/artl/sign-up-packs.html**
- Read through the **artl** terms and conditions, PKI Policy and legislation at **ros.gov.uk/artl**

On the day

- All users should preferably have photo ID (passport or photo driving licence) with them. You can view the full list of accepted ID on page 10 of the **artl** plc registration policy and procedures document at **ros.gov.uk/artl/pki/regpolicyandprocedures.pdf**
- All PKI users should be available throughout the day.
- It may be beneficial if your IT support is available to help resolve any issues that may arise.

Fees

What are the fees?

artl registration fees are approximately 30 per cent lower than the equivalent fees for paper applications. Savings range from £10 to £500 depending on the value of the property for title transfers (see table below). For standard securities and discharges, a flat-rate fee of £30 applies for paper applications. This is reduced to £20 for **artl** applications for these transaction types.

Consideration or Value	Table A Fee £	Table B Fee £
Not exceeding	paper applications	artl only
£50,000	£30	£20
£100,000	£100	£75
£150,000	£200	£150
£200,000	£300	£225
£300,000	£400	£300
£500,000	£500	£375
£700,000	£600	£450
£1,000,000	£700	£550
£2,000,000	£1000	£800
£3,000,000	£3000	£2500
£5,000,000	£5000	£4500
Exceeding		
£5,000,000	£7500	£7000

Principal Office

Meadowbank House
153 London Road
Edinburgh
EH8 7AU
DX 555400 Edinburgh 15
LP 54 Edinburgh 5

T: **0845 607 0160**

W: **ros.gov.uk/artl**

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Welcome



ros.gov.uk

Welcome to **artl**

Thank you for taking the next step in your **artl** journey. An account manager from the **artl** team will be attending your office on a date agreed with you to set up your digital certificates and officially sign you up to **artl**.

You will no doubt be aware that **artl** represents a fundamental change in the process of land registration and provides a quicker, more efficient, and cheaper system of registration. However, there are a few things you need to do before you can start using this exciting new system and these are outlined on the following pages.

Definitions

- **artl**
Automated registration of title to land.
- **Public Key Infrastructure (PKI)**
artl will create digital deeds which will be digitally signed. To enable the creation of these digital signatures, the Keeper will issue a Smart Card to each authorised user within your firm upon which a unique digital certificate will be installed. These will be controlled within a Public Key Infrastructure (PKI) environment which will be owned and operated by the Keeper. Smart Card technology is very similar to chip-and-pin technology.
- **Local Registration Authority (LRA)**
The person(s) responsible for administering the PKI element of **artl** in the firm/organisation. At least one of the LRAs must be a practising solicitor.
- **Practice Administrator (PA)**
The person responsible for the day-to-day administration side of **artl**. This does not need to be a solicitor.

Benefits

- Consider what you will use for your PIN codes and passwords, for guidance see ros.gov.uk/artl/useful_info.html#pins
- Offers same-day registration;
- More secure;
- Faster processing time as the majority of information on an **artl** application is pre-populated by the system;
- Increased flexibility – firms can access **artl** outwith normal office hours and from any internet enabled computer;
- Reduced registration fees for customers;
- Free dedicated telephone and email support;
- No postage or paper costs;
- Environmentally-friendly, paper-free system;
- No cheques – **artl** uses Direct Debit to collect registration and Stamp Duty Land Tax (SDLT) fees;
- RoS collects SDLT on behalf of HMRC which means users only have to deal with one public body for title transfers.

Recommendations

- The Law Society of Scotland has published information on **artl** including a style missives clause, client mandates, practice notes and guidelines. These can all be found at lawscot.org.uk/Members_Information/convey_essens/artl
- Visit the online demonstrations of **artl** at ros.gov.uk/artl under the heading demos and manuals to familiarise yourself with the system.