

artl

General

Conveyancing

Using **artl**

General

What is artl?

artl is a web-based system that enables electronic registration of land and property already registered in the Land Register.

Who can use artl?

- solicitor firms
- lenders
- local authorities
- licensed conveyancing firms.

What are the benefits?

- offers same-day registration
- 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 PC
- reduced registration fees for customers
- no postage or paper costs
- no cheques – **artl** uses Direct Debit to collect registration and SDLT fees
- free dedicated telephone and email support;
- environmentally-friendly – paper-free system;
- more secure
- RoS collects SDLT on behalf of HMRC which means users only have to deal with one public body for title transfers.

What are the technical requirements?

- **artl** works with Windows XP and Linux
- Adobe Acrobat Reader version 8.1 or above (available free of charge from our website)
- Gemplus 5.0 software (available free of charge from our website)
- internet access (broadband recommended)
- Smart Card Readers (available from **cardreader.trustis.com**)
- we are currently developing **artl** to work with Windows Vista.

How easy is the artl system to use?

The system is intuitive and user-friendly, and existing information from the Title Sheet is used to pre-populate forms wherever possible. This greatly reduces the amount of information an **artl** user needs to input.

What type of transactions can be processed on artl?

The majority of title transfer, charge and discharge transactions over registered titles (dealings with whole) can be registered by **artl** including:

- discharge
- disposition
- standard security
- simple assignments of lease
- assignment of single standard security
- notices of improvement, repairs grant etc
- notices of cessation of improvement, repairs grant etc
- charging orders and discharges of charging orders

artl does not extend to first registrations and transfers of part.

Does artl training count for CPD points?

Solicitors and Paralegals may be able to claim CPD for **artl** training.

Do I receive an acknowledgement when I submit the application for registration?

Yes, you will receive an email acknowledgement immediately.

Where do I send artl mandate forms?

Completed mandate forms should be sent to the address below within 14 days of submission of the **artl** application.

Registers of Scotland

Meadowbank House
Archive/Despatch Section
153 London Road
Edinburgh
EH8 7AU
DX 555338 Edinburgh 15
LP 47 Edinburgh 5

The forms will be scanned and archived and the originals returned to the submitting solicitor.

Do I need to set up a separate account for the direct debit?

Guidance from the Law Society of Scotland Guarantee Fund Committee states that the principal client bank account should never be subject to a variable Direct Debit or standing order. A separate account should be opened to operate payments of this type. This reduces the risk of errors causing a shortage on the client bank account and helps in reconciling the account.

Does RoS have a helpdesk to assist with artl related problems?

Yes, the eServices Support Team is available to handle enquiries relating to the whole range of RoS' electronic services including **artl** by telephone on **0845 607 0160** or email to **eservices@ros.gov.uk**

Conveyancing

Do solicitors need to complete the Matrimonial Homes checks?

Yes, **artl** is a registration system, not an eConveyancing system, so the conveyancer still has to satisfy themselves in regard to Matrimonial Homes matters and personal searches. However, instead of submitting Matrimonial Homes evidence to Registers of Scotland (ROS), under **artl** the user will simply be asked to confirm to the Keeper that they have seen the appropriate evidence.

Does Registers of Scotland still guarantee title?

Yes, the introduction of **artl** has no effect on statutory indemnity provisions.

What form should **artl mandates take and how can they be obtained?**

Current versions of the **artl** mandates approved by the Council of The Law Society of Scotland in terms of the Rules can be downloaded from the Society's website at lawscot.org.uk. All queries regarding the content or completion of the mandate form should be directed to the Society.

Using **artl**

What happens when an application is submitted on **artl**?

The Title Sheet is updated and an email acknowledgement sent to the submitting agent. The electronic land/charge certificate is sent out the next business day following submission. An electronic land certificate will be issued for a title transfer. An electronic charge certificate will be issued on registration of a standard security. If a paper land/charge certificate is requested this will be despatched within five days.

How are deeds signed in **artl**?

Deeds are signed electronically and The Law Society recommends that this is by a practising solicitor acting under mandate from their client.

How are SDLT forms completed/signed in **artl**?

- The SDLT form is completed as part of the transaction and signed electronically by an authorised user.
- RoS collects Stamp Duty Land Tax (SDLT) on behalf of HM Revenue and Customs which means users only deal with one public body when completing title transfers.

How and when are registration fees and SDLT paid?

Fees are deducted automatically by Direct Debit after the transaction has taken place.

Are there any additional costs associated with using **artl**?

The only financial outlay is the small cost of purchasing a Smart Card Reader. All training, software, helpline and email support is provided free.

Where do I find out which solicitors and organisations are signed up to **artl**?

You can view a list of those using **artl** on our website at ros.gov.uk/artl/currentparticipants

What is a Smart Card?

A Smart Card looks like a credit or debit card but is more secure. Within **artl**, Smart Cards are used to store digital certificates which are used to sign deeds and approve transactions electronically.

Where can I obtain a Smart Card Reader?

Smart Card Readers are available from cardreader.trustis.com

Do Smart Cards have an expiry date?

- Cards issued to the Local Registration Authority (LRA) must be reset every three years by an **artl** Account Manager.
- User cards last one year and can be reset by the LRA.

What do I do if I forget my pin code?

A new Smart Card for users may be issued by the LRA. A new Smart Card for an LRA must be issued by an account manager. Any further pin code issues should be referred to eServices.

What do I do if I forget my password?

Passwords to access the **artl** system can be reset either by the Practice Administrator or eServices help desk.

What training will I need?

A range of training activities and materials including an online training environment for the **artl** system is available. A member of the **artl** team will discuss your needs and tailor training accordingly. You can view the full range of materials at ros.gov.uk/artl under the heading – demos and manuals.

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