

Intake Envelopes – Guidance for use

Address Box

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|------------------------------------|------------------------|--------------------|
| • Land Register Intake (Edinburgh) | DX555401, Edinburgh 15 | LP-65, Edinburgh 5 |
| • Land Register Intake (Glasgow) | DX501749, Glasgow 9 | LP-70, Glasgow 5 |
| • Sasine Register Intake | DX555402, Edinburgh 15 | LP-60, Edinburgh 5 |

A full up-to-date list of counties and their associated mail box numbers is available at www.ros.gov.uk/mailboxes

Information Box

The envelopes should be used only for applications for registration. They can be used for single or multiple applications for the same county. However, Land and Sasine applications should be sent in separate Intake Envelopes to the relevant mail box number above:

- Please enter your firm's stamp and the county of registration in the appropriate spaces
- Please enter the number of applications in the appropriate spaces:
 - FR - First Registration (Form 1)
 - DW - Dealing with Whole (Form 2)*
 - TP - Transfer of Part (Form 3)
 - Sasine Register (CPB2 Form)

* Only enter the number of applications for registration in the information box - not the total number of Forms 2.

Example 1: A First Registration (Form 1) accompanied by a Discharge (Form 2) and/or Standard Security (Form 2) should be entered as one First Registration application. This applies equally to Dealing with Whole (Form 2) and Transfer of Part (Form 3) applications in similar circumstances.

Example 2: A Dealing with Whole application containing a Standard Security (Form 2) and Discharge (Form 2) relating to a specific Title Number should be entered as one Dealing with Whole application. All other separate Forms 2 constitute a single Dealing with Whole application for registration.

Finally, please refer to the check-list under the flap before submitting your application(s). These are the most common clerical reasons why applications are rejected at the Intake stage.