

NOTES AND DIRECTIONS FOR COMPLETION OF FORM S
APPLICATION FOR RECORDING IN THE REGISTER OF SASINES

The Sasine Application Form (Form S) is to be used for each deed to be recorded in the Register of Sasines.

GENERAL NOTES FOR THE COMPLETION OF THE FORM

- All forms, whether electronic or handwritten, must contain a Unique Identifier inserted in the **UID Number** field at the bottom of every page (including any **Additional Information Sheets** used for additional applicants etc). While the UID will be inserted automatically in the case of electronic forms, in the case of paper forms, ensure that the UID is inserted on every page. The same identifier must be inserted on every page of a particular form but a different identifier must be used for each separate form submitted.
- Do not staple or pin other documents to the form. Care should be taken to ensure that the form is not torn, crumpled or excessively folded.
- The information contained in each application form will be machine scanned: the form should be completed in BLACK CAPITAL TYPE (preferably font 10pt/12pt Bold Courier) or in CAPITAL letters in black ink. Please use the white response areas only.
- No covering note is required.

From

The full name and address of the presenting party should be inserted in all cases.

FAS No

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field.

Agent's Tel No

The full telephone number (a direct dial number if possible) of the presenting party should be inserted.

Counties

Mark X in the box for the county in which the deed is to be recorded. Should the deed require to be recorded in more than one county, mark X in the box(es) for each county. It should be noted that the deed will only be recorded in the county, or counties, specified on the form.

If the deed is to be registered also in the Land Register the appropriate Land Register application form should be submitted in addition.

Deed Type

Insert the type of deed that is to be recorded.

Preservation/Preservation and Execution

Where recording in the Books of Council and Session is also required, mark X in the appropriate box to indicate whether it is for the purposes of Preservation only or Preservation and Execution, and indicate the number of extracts required in the field provided.

Granter(s)

Insert the full names and addresses of all the granter(s) of the deed. If there are more than two granters, place an X in the field provided and enter the names and addresses of all the additional parties in the **Additional Information Sheet**.

Where the granter is acting in a fiduciary or other capacity, the information required is the name and address of the party for whom he is acting and the capacity in which he is acting. This applies where the relationship results from a deed of trust, testamentary deed, or court appointment etc.

- Where the granter is George MacDonald, *as Executor* of Robert Gordon Campbell, this should be entered as follows, with the address of the deceased:

Surname: CAMPBELL **Forename(s):** ROBERT GORDON, EXECUTOR OF

- Where the granter is the *Guardian (or Authorised Person)* of Agnes Margaret Alexander, the field should be completed with the name and address of the incapacitated adult:

Surname: ALEXANDER **Forename(s):** AGNES MARGARET, GUARDIAN OF

- Where the granters are the *Trustees for a Club* etc. the name and address of the club are what is required and should be inserted in **Company/Firm or Council**.
- Where the granters are the *Trustees of a Firm*, the names and addresses of the trustees should be inserted, using the **Additional Information Sheet** where there are more than two trustees. The firm name and address should also be entered in **Company/Firm or Council**.

Specify the nature of a non-monetary consideration (e.g. Love Favour and Affection, Implementation of Agreement, etc). Abbreviations are acceptable, e.g. certain good and onerous causes could be inserted as CG&OC.

Value

Where any consideration is either less than the true value of the subjects, or not expressed in monetary terms, then the full value of the subjects should be inserted here. Insert the annual rent in the case of recording the grant of a lease or of an assignation of a lease, in the uncommon case where such a deed would not induce first registration in the Land Register.

Fee

Please insert the amount due for this recording, as determined by the current Fee Order.

Payment Method

Please indicate whether you are paying by direct debit or cheque etc.

Payment Additional Information

Where relevant, insert for example cheque card number or debit card number.

Search Sheet Number(s)

The number of the relevant Search Sheet should be inserted, where known. If there are more than three search sheets affected these can be included in the **Additional Information Sheet**.

Dual Registration

Where the deed requires to be dual registered, and either the burdened or the benefited property is registered in the Land Register, specify the relevant title number in the box provided. If there is more than one title number affected, please insert the additional title numbers in the **Additional Information Sheet**.

Submission of the appropriate Land Register application form is also necessary.