

Pre-Registration Enquiries

The Fees in the Registers of Scotland Amendment Order 2010 introduces, with effect from 10 January 2011, a fee of £50 for a pre-registration enquiry.

To support the new fee the following handling arrangements will apply:

- From 10 January 2011 a fee of £50 (plus VAT) will be charged for each enquiry received in RoS on or after that date. Any enquiry submitted and acknowledged (by intake date stamp) by RoS prior to 10 January will not be subject to the Fee Amendment Order.
- Pre-registration is a post-payment service. An invoice will be issued to you at the same time as we issue the response to your enquiry. **Please do not submit payment at the same time as you make the enquiry.**
- All enquiries on or after 10 January must be in writing (i.e. e-mail, letter, faxed correspondence). We will not accept pre-registration telephone enquiries.
- All enquires must be clearly marked for the attention of pre-registration enquiries. If an enquiry is not so marked it will be returned unanswered. All e-mail enquiries must originate from a business e-mail account and must provide details of the firm, the name of the person within the firm who is submitting the e-mail and sufficient information on the firm to enable an invoice to be generated and issued.
- A single pre-registration fee will be charged where an enquiry asks a number of questions relating to one future application or where a solicitor has identified one issue that affects a number of related applications.
- Where an enquiry comprises a number of questions on unrelated matters unconnected with a single transfer each separate question will be charged as a separate pre-registration fee.
- All relevant information/issues should be disclosed at the time of the enquiry. If we are asked to further consider a previously issued response on the basis of additional new information this will be considered a new enquiry and a further £50 fee will be levied.

We will endeavour to complete all enquiries within 5 days of receipt. If the settlement date necessitates a speedier response we will try and provide an answer but can give no guarantee that this will always be possible. As such solicitors should submit an enquiry well in advance of the intended date of settlement of the transaction. If this is not

possible, we would ask that you clearly stipulate the settlement date and the need for an early response on your enquiry.

Please note that the pre-registration service will only provide registration advice relating to specific title issues relating to applications that will shortly be submitted for registration. We do not provide legal advice. Further details on the type of enquiry appropriate for the pre-registration service, along with guidance and information on common enquiry types, can be found on our website www.ros.gov.uk

Enquiries should be addressed as follows:

(1) By mail

Pre-registration Enquiries
Registers of Scotland
Meadowbank House
Edinburgh
EH8 7AU

(2) By DX

Pre-registration Enquiries
DX 550907
Edinburgh

(3) By Legal post

Pre-registration Enquiries
LP55
Edinburgh 5

(4) By e-mail

pre-reg@ros.gov.uk

(5) By fax

Fax No. 0131 479 3675

