

NAME
ADDRESS

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Department: Legal Services
Contact: Diane Young
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DX: 555400, Edinburgh 15
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Date: 30 November 2006

Our ref: ARTL/LAF/S
Your ref:

Dear Sirs

**REGISTERS OF SCOTLAND
AUTOMATED REGISTRATION OF TITLE TO LAND (ARTL)**

As you may be aware, Registers of Scotland plans to introduce the new ARTL system of registration throughout Scotland in the early part of next year on a geographical county rollout basis. ARTL offers e-registration of dealings with whole in the Land Register via the internet. The process entails a paper-free registration for most types of Dealings applications in the Land Register. Dealings are applications for registration affecting property already registered in the Land Register. The Keeper will act as agent for HM Revenue and Customs, enabling the completion and submission of a Stamp Duty Land Tax (SDLT) return and of any tax due as part of the ARTL process. The system will be accessed by accredited users only.

Accordingly, I write to invite you to:

- 1) apply for a licence to use ARTL.

In this regard, I enclose a licence application form. On return of your completed form your organisation will be granted a non-exclusive, perpetual but revocable licence to use the ARTL system.

- 2) sign up to our direct debit facility.

Payment of the Keeper's registration fees and collection of SDLT will be completed as part of the ARTL system by means of variable direct debit at the point of registration. Before you can use ARTL, you must sign up for the direct debit facility. I would, therefore, also ask that you complete and return the enclosed direct debit mandate and direct debit information form. If you have already signed up to our direct debit facility you will be able to use your direct debit FAS number and email address for your ARTL transactions, accordingly, there would be no need to complete and return the enclosed direct debit mandate and direct debit information form.

Technical Requirements to use ARTL

As regards technical requirements to use the ARTL system, I would advise that there is no requirement to buy any bespoke software or hardware to use ARTL. The ARTL system is internet based and is available to users with an Internet browser. You will, therefore, require a computer with a compatible browser installed. ARTL complies with the relevant government and industry standards in this area to ensure that the IT requirements for use are minimised - the primary requirement is the support of Adobe Acrobat Reader Software version 7 or above in order to facilitate the creation of Digital Signatures. Full details are available on the Agency's website at <http://www.ros.gov.uk/artl/literature.html>.

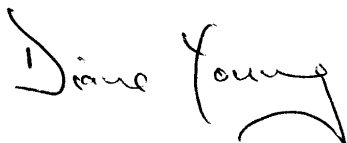
ARTL will create digital deeds which will be digitally signed. To enable the creation of these digital signatures, the Keeper will issue a smartcard to each authorised user within your firm upon which a unique digital certificate will be installed. These will be controlled within a Public Key Infrastructure (PKI) environment which will be owned and operated by the Keeper. The smartcard technology is very similar in use to chip and pin technology which most of us are now familiar with.

You will, however, have to buy and install smartcard readers and associated software. You may be aware that the Law Society of Scotland has entered into an arrangement with Trustis Limited, the company that is providing Registers of Scotland with the PKI infrastructure, to supply suitable card readers to solicitor firms. Details of this can be found on the Law Society website at http://www.lawscot.org.uk/Members_Information/Deals/Smartcard.aspx.

As part of the PKI requirements, it is essential that a member of staff for Registers of Scotland visits each organisation who applies for a licence to use ARTL in order to carry out routine checks and explain procedures. We will be visiting each organisation who has applied for a licence during the early part of next year. I will write to you in January 2007 with further details of when we will visit your organisation.

I look forward to receiving your organisation's licence application form and, where appropriate, the completed direct debit mandate and direct debit information form. I enclose a freepost envelope for this purpose. If you require further information, please contact our Mike Hollingsworth 0131 659 6111 on ext. 5734, or Jon Nagl on ext. 5444. I very much hope you will take the opportunity to use the new ARTL system for your applications to register dealings. I look forward to receiving your completed forms.

Yours sincerely

A handwritten signature in black ink that reads "Diane Young". The signature is written in a cursive style with a large, sweeping flourish at the end.

DIANE YOUNG
Legal Director

ARTL LICENCE APPLICATION FORM

On behalf of the below-named Sole Practice, Firm, Limited Liability Partnership, Company, Local Authority or other Corporate Body ("my Organisation"), I hereby apply to the Keeper of the Registers of Scotland ("the Keeper") for a non-exclusive licence to use the Automated Registration of Title to Land ("ARTL") system.

I confirm that:

- I am authorised to make this application on behalf of my Organisation;
- I have read the ARTL Terms and Conditions* that are published on the Keeper's Website at www.ros.gov.uk/artl/termsandconditions.pdf and I agree that my Organisation will be bound by them; and
- My Organisation will not submit applications for registration through the ARTL system that are incompatible with the system according to the information contained in the ARTL Compatibility of Deed Types document* that is published on the Keeper's website at www.ros.gov.uk/artl/compatibility.pdf.

PLEASE PRINT DETAILS IN BLOCK CAPITALS AND COMPLETE ALL SECTIONS

Name of Person Applying:				
Job Title:				
Telephone No:				
E-mail Address:				
Name of Organisation:				
Address of Organisation:				
Postcode:		DX No or LP No:		
FAS No (if any):		Estimated No. of ARTL Users:		
Signature:			Date:	
Name of Signatory (Block Capitals):				

*NOTICE: The Keeper will supply information about other important aspects of ARTL, such as Service Levels, the requirements of the Public Key Infrastructure for digital signatures, and the roles of the Local Registration Authority and the Practice Administrator, before the system becomes generally available.