

Registers Update - New Application Forms

REGISTERS OF SCOTLAND
Executive Agency



Information about Scotland's land & property

We are changing the look and layout of our Application Forms from 22 January 2007. These changes will make the forms easier to complete and will allow electronic scanning of the information provided on the forms. This will enable applications for registration and reports to be processed more efficiently and accurately.

UPDATE: 21

The key changes are as follows:

- The forms will require some new information (for example in relation to the Register of Inhibitions), or an assurance that applicants hold some information in safe places (for example a written declaration in terms of the Family Law (Scotland) Act 2006). This will avoid duplication of work for both applicants and Registers' staff.
- The forms will feature barcodes and special markers to assist in the electronic scanning process. This means that those using the forms should not attempt to adjust the content or layout.
- The forms will provide for a choice between a paper and electronic format Land Certificate.



The Agency's eForms Online service is being amended to support the new forms. We have also taken this opportunity to provide additional functionality, including:

- improved layout and validation to make completion easier;
- the ability to store a version or template of the form in local folders;
- defined PDF file that can be monochrome printed; and
- prepopulation of FAS details and option to prepopulate additional forms.

The legislation to support the new forms will come into effect on 22 January 2007 to coincide with changes to the Fee Order.

Applications for a first registration, a dealing with whole and a transfer of part in the Land Register must be made using the revised versions of the forms from 22 January. Any applications made using the current forms after that date will be rejected.

New paper forms will be available free of charge. However, we are encouraging solicitors to use eForms Online or to download forms (which will be in pdf format) from our website at www.ros.gov.uk/newforms/index.html

We will update eForms Online after close of business on Thursday 18 January, when the new forms will replace the old forms on the system. This will enable solicitors to prepare applications from the following day for submission to the Register from Monday 22 January.

Solicitors who currently use a template to prepare application forms on eForms Online will require to delete these and prepare new templates based upon the updated forms.

Those using case management systems to generate application forms may wish to ensure that these are updated to incorporate the new forms. We have liaised with the main suppliers of such systems about the changes.

Further information and advice on the new forms is available from Customer Services on 0845 607 0161 or email customer.services@ros.gov.uk.

This is the latest in a series of updates to keep you informed on the various aspects of Registers of Scotland's services, policies and procedures. More details can be found at www.ros.gov.uk/updates, or by contacting Customer Relations on 0131 200 3944.

