

Electronic Filing System October 2009

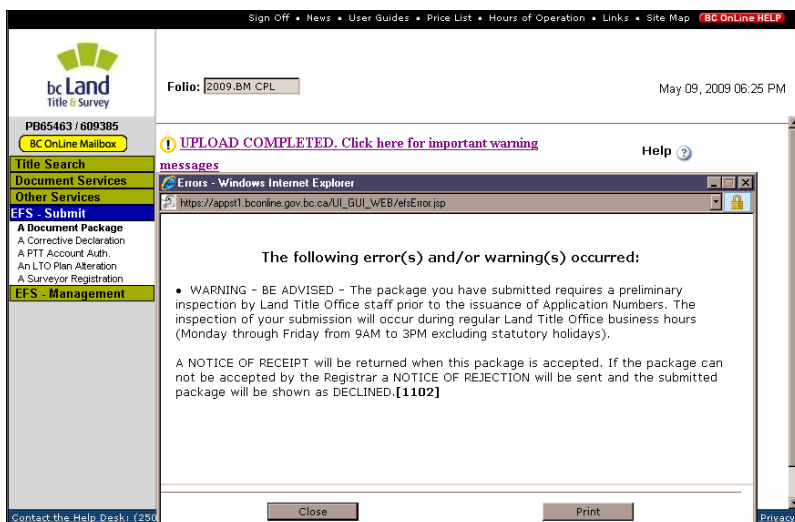
EFS Process for Submitting Applications Requiring Preliminary Review by Land Title Office staff

Caveats, Certificates of Pending Litigation, Injunctions, Security Act applications and Expropriation Act (Provincial) transactions and any accompanying plans, undergo preliminary inspection by Land Title Office staff prior to the application receiving an immediate application number, date and time.

The above applications, whether submitted separately or as part of a document package, receive the same preliminary inspection whether they are paper or electronic applications.

The **Submit Document Package** screen is used for transactions requiring preliminary inspection in the same manner as all other electronic submissions that are submitted. Any package containing any one of the above transactions in the package initiates the preliminary inspection process. Application numbers, date and time will not become available for any applications in the same package until the entire package has been accepted by Land Title Office staff.

1. Immediate submissions which include transactions requiring preliminary inspection initiates the process for the entire package submitted. The package is accepted for preliminary inspection by the Land Title Office and receives an information message describing the review process. An example of this message is shown below:



The screenshot shows a web browser window titled "Errors - Windows Internet Explorer" with the URL "https://appst1.bcorline.gov.bc.ca/UI_GUI_WEB/efsError.jsp". The page content includes the BC Land Title & Survey logo, a navigation menu on the left, and a main message area. The message area contains the following text:

UPLOAD COMPLETED. Click here for important warning

The following error(s) and/or warning(s) occurred:

- WARNING - BE ADVISED - The package you have submitted requires a preliminary inspection by Land Title Office staff prior to the issuance of Application Numbers. The inspection of your submission will occur during regular Land Title Office business hours (Monday through Friday from 9AM to 3PM excluding statutory holidays).

A NOTICE OF RECEIPT will be returned when this package is accepted. If the package can not be accepted by the Registrar a NOTICE OF REJECTION will be sent and the submitted package will be shown as DECLINED. [1102]

At the bottom of the message window, there are buttons for "Close" and "Print", and a "Privacy" link in the bottom right corner.

Applications awaiting preliminary inspection will be shown in the Submission Management screen as **Queued for Review**. Submissions shown as Queued for Review can not be deleted.

The screenshot shows the 'Submission Management' page for Folio 2009.BM CPL. The interface includes a navigation menu on the left, a 'Submit' button, and a table of submissions. The table has columns for Submission Status, Process Date, FOLIO, Submission Date, and Submitted By. One entry is highlighted with a red arrow pointing to the 'Queued for Review' status.

Submission Status	Process Date	FOLIO	Submission Date	Submitted By
Queued for Review	May 09, 2009	2009.BM CPL	May 09, 2009	GARY LEGAL ASSISTANT
Hold	-	2009.ABC TRUCK	March 21, 2009	GARY LEGAL ASSISTANT

2. A notice of receipt with the application number, date and time will be sent when the package has been inspected and accepted by the Land Title Office. The package status will be changed in the Submission Management screen to **Received** and the submissions will be imprinted with the application number, time and date.

3. If the package is not be accepted by the Registrar, a notice containing the reasons for refusal and Land Title Office contact information will be sent. The Submission Management screen will indicate that the submission is **Declined**.

This screenshot shows the 'Submission Management' page with a table containing five entries. A red arrow points to the 'Declined' status entry. The table columns are Submission Status, Process Date, FOLIO, Submission Date, and Submitted By.

Submission Status	Process Date	FOLIO	Submission Date	Submitted By
Queued for Review	May 09, 2009	2009.BM CPL	May 09, 2009	GARY LEGAL ASSISTANT
Hold	-	2009.ABC TRUCK	March 21, 2009	GARY LEGAL ASSISTANT
Received	May 04, 2009	2009.SMITH	May 02, 2009	GARY LEGAL ASSISTANT
Declined	March 26, 2009	2009.CAVEAT	March 26, 2009	GARY LEGAL ASSISTANT
Received	March 21, 2009	2009.HEMMINGS	March 21, 2009	GARY LEGAL ASSISTANT

The notifier message showing the reasons for declining to register and Land Title Office contact information will be sent to the submitter's e-mail address or BC OnLine mailbox depending on the submitter's notification preferences.

Example of a Rejection Notice Declining to Register:

bc Land
Title & Survey

Sign Off • News • User Guides • Price List • Hours of Operation • Links • Site Map • BC OnLine HELP

Notifier Log Detail

Folio: 2009.BM CPL May 09, 2009 06:52 PM

PB65463 / 609385
BC OnLine Mailbox

Rejection Notice is sent to the BC Online Mailbox or the email address that you specified

Print

Title Search
Document Services
Other Services
EFS - Submit
EFS - Management
Submission Management
PTT Account Management
Notifier Log Inquiry
Request Plan Number
Download Form Templates
EFS Bulletins

previous

Help ?

2009.BM CPL - REJECTION NOTICE

2009-05-09 18:50:27

FOLIO: 2009.BM CPL
SUBMITTER'S NAME: GARY LEGAL ASSISTANT

THE DOCUMENT PACKAGE SUBMITTED HAS BEEN INSPECTED AT THE LAND TITLE OFFICE AND THE APPLICATION TO REGISTER HAS BEEN DECLINED BY THE REGISTRAR

THE REASONS FOR REJECTION WILL BE LISTED HERE.

CONTACT INFORMATION WILL BE HERE.

E.G. CONTACT JANE SMITH 604-660-2121

4. Applications filed where the submitter has selected the option that the application(s) be treated as **On Hold** or **Deferred** will receive an information message stating that the application requires preliminary inspection as noted in Item 1 above. However, the package will not receive preliminary inspection until the application is submitted to the Land Title Office. Deferred applications will receive preliminary inspection on the deferred date. Applications submitted outside of normal business hours or on weekends will receive preliminary inspection on the next business day.

The Form 17 Help Guide can be viewed on the LTSA's website under [User Guides and Publications](#) and lists all possible electronic transaction types and supporting documents which may be attached to the electronic Form 17.

www.ltsa.ca