

# AUTHORIZED SUBSCRIBER REGISTER MEMBERSHIP APPLICATION FORM

## Purpose of this Form

This Authorized Subscriber Register (ASR) membership application form is to be used for three purposes:

1. It is to be used by an organization in order to submit an application for membership in the ASR on behalf of one or more of its employees.
2. For existing members of the ASR, it is to be used by the organization and the member to request an update or cancellation of a membership.
3. Where an organization has divisions or subsidiaries that submit land title documents under a different legal name, a member for that organization may be authorized to sign on behalf of these other entities. In this case, a separate and complete ASR application must be submitted for each entity.

*Freedom of Information and Protection of Privacy Act (FOIPPA)*: The personal information on this form is collected, used and disclosed under the authority of the *FOIPPA* and the *Land Title Act* for the purposes of administering the Authorized Subscriber Register. Questions regarding the collection, use and disclosure of personal information may be directed to the Director, Policy and Legislation, Suite 200, 1321 Blanshard Street, Victoria, BC, V8W 9J3. For telephone inquiries, call toll-free 1-877-577-LTSA (5872) and ask to be redirected.

## Brief Instructions

The following are some brief instructions for completing and submitting this application form. More detailed instructions for completing the form are provided in the [ASR Membership Guide](#).

**NOTE:** This form must be completed electronically using Adobe Acrobat® (Professional or Standard edition, Version 9 and up) and must be printed and signed before it is submitted to the LTSA.

## Completing an Application for Membership

1. The organization completes Part 1 and Part 2 of this application form electronically, using Adobe Acrobat. If an organization has more than one candidate for membership, the organization completes a separate Part 2 for each candidate.
2. The organization prints the completed Part 1 and Part 2, and Schedule C – List of forms and notices of interest.
3. An authorized representative of the organization, who will act as the organization's primary contact regarding the application and membership, must sign Part 1 of the form. The candidate must sign Part 2 of the form.
4. Where a candidate is a BC commissioner, a photocopy of the candidate's commission must be attached to the completed Part 2 of the form for that candidate.
5. The organization submits the completed Part 1 and Part 2, completed Schedule C, and the copy of the candidate's commission, where applicable, to the LTSA. The application may be submitted by:
  - Mail or hand-delivery to ASR Registration and Renewal, Suite 500 - 11 Eighth Street, New Westminster, BC V3M 3N7; or
  - Scanning the completed and signed application as a PDF document and sending it by email to [asr@ltsa.ca](mailto:asr@ltsa.ca).

## Completing a request to update or cancel a membership

For a request to update or cancel a membership, the requirements for completing the form will vary depending on the nature of the request. See the appropriate section of the [ASR Membership Guide](#) for detailed instructions on using this form to request an update or cancellation.

# ASR Membership Application Form – Part 1

## A. Purpose of this Application

This form is being submitted to (choose one)

Additional information (optional)

## B. Organization and Organization Representative

Legal name of organization

Full name of organization as it will appear on land title documents

Representative's Name

Position

Mailing Address

City

Province

Postal Code

Email Address

Telephone

Fax

## ASR Membership Application Form – Part 1

### C. Execution on Behalf of the Organization

I am the organization representative named above and am authorized to submit this application on behalf of the organization and the candidate(s) named in Part 2 of this application.

The organization acknowledges and agrees to:

- (i) the representations and warranties of the organization in this application; and
- (ii) the terms and conditions of this application, including [Schedule A](#).

By submitting this application, the organization is requesting that the candidate(s) named in Part 2 of this application be authorized to electronically sign on behalf of the organization the land title forms and natures of interest selected in Part 2, Section B.

Signature \_\_\_\_\_ Date signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_