



APPROVED SUPPORTING DOCUMENTS FOR ELECTRONIC FORMS



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Version 1.0

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Contents

Change Record 2

1. Introduction 3

2. Approved Supporting Documents 3

 2.1 Supporting Documents submitted with a Form 17 3

 2.2 Supporting Documents submitted with a Strata Property Act Filing Form..... 3

 2.3 Supporting Documents submitted with a Declaration 4

Change Record

Version	Date	Page	Description
1.0	August 16, 2016		Initial release. The information in this document was previously published in the Director's Requirements for Electronic Filing (DR 01-11) (https://www.ltsa.ca/sites/default/files/DR-01-11-Directors-Requirements-for-Electronic-Filing.pdf), which has been renamed Electronic Filing of Land Title Documents.

1. Introduction

Under part 10.1 of the *Land Title Act* (Act), a 'Supporting Document' is

- any document required by the Act or by any other enactment to be submitted in conjunction with an application for registration, or
- in relation to an application to deposit a plan, any document required or allowed by the Act or by any other enactment to be submitted in conjunction with the application.

The Director of Land Titles has established requirements for electronic land title forms and supporting documents in Electronic Land Title Forms and Supporting Documents (DR 03-11) published at [https://ltsa.ca/sites/default/files/Electronic Land Title Forms and Supporting Documents DR 03-11.pdf](https://ltsa.ca/sites/default/files/Electronic_Land_Title_Forms_and_Supporting_Documents_DR_03-11.pdf). This includes designating the supporting documents that may be submitted electronically as published in this document.

2. Approved Supporting Documents

2.1 Supporting Documents submitted with a Form 17

2.1.1 The Supporting Documents that may be submitted in conjunction with a Form 17 Fee Simple, Form 17 Charge Notation or Filing and a Form 17 Cancellation of Charge, Notation or Filing are listed in the Form 17 Help Guide published at <https://ltsa.ca/docs/Form-17-Help-Guide.pdf>.

2.2 Supporting Documents submitted with a Strata Property Act Filing Form

2.2.1 The following Supporting Documents may be submitted in conjunction with a Strata Property Act Filing Form:

- (a) Special Resolution Designating Limited Common Property
- (b) Special Resolution to Remove Designated Limited Common Property
- (c) Resolution Changing Contribution Calculations under s. 100
- (d) Election Not to Proceed with Phased Strata Plan
- (e) Form D – Strata Corporation Change of Mailing Address
- (f) Form E – Certificate of Strata Corporation, including a Form E to Amend Bylaws under s. 8
- (g) Form I – Amendment to Bylaws
- (h) Form O – Leasehold Strata Plan Schedule
- (i) Form P – Phased Strata Plan Declaration or Amended Declaration and, where applicable, a court certified copy of the court order extending the time
- (j) Form V – Schedule of Unit Entitlement
- (k) Form W – Schedule of Voting Rights
- (l) Form X – Strata Corporation Mailing Address
- (m) Form Y – Owner Developers' Notice of Different Bylaws
- (n) Form Z.1 – Amended Schedule of Interest on Destruction

- (o) Amalgamation Agreement
- (p) Court Order Appointing Administrator
- (q) Model Strata Lot Lease

2.3 Supporting Documents submitted with a Declaration

- 2.3.1 Any Supporting Document required by the Act or by any other enactment to be submitted in support of a form that is not listed in part 2.1 or 2.2, must be submitted with a Declaration.

Examples of Supporting Documents required to be submitted with a Declaration are

- (a) Trust Instruments required under the Act
- (b) Beneficiary consents required under the *Wills, Estates and Succession Act*.