

# Director's Requirements DR 06-11

**DOCUMENT TITLE:** Required Electronic Filing of Land Title Documents

**ISSUER:** Director of Land Titles

**APPLICATION:** All Land Title Offices

**RELATIONSHIP TO PREVIOUS POLICY:** Version 2.2

**APPROVAL:**



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Craig D. Johnston, Director of Land Titles

**EFFECTIVE DATE:** March 22, 2017

**FILE NUMBER:** *Land Title Act*

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Change Record			
Version	Date	Page	Description
2.0	March 31, 2014	All	<p>This version is a general update of version 1.4. Version 1.4 and its change record have been archived.</p> <p>Removed temporary exemption for public utilities, telecommunications, oil and gas companies.</p> <p>Added expiration date of exemptions for Local governments with populations of 20,000 or more; Treaty First Nations; Federal Government; and Local governments with populations of 5,000 or more.</p> <p>Historical requirements related to the phased implementation of Required E-filing included as Schedule B.</p>
2.1	January 9, 2017	6          17-24	<p>Removed Local governments with populations of 20,000 or more; Treaty First Nations; Government of Canada; and Local governments with populations of 5,000 or more from the Class of Applicants Exempt from e-filing.</p> <p>Added expiration date of exemption for All Applicants with type of document requiring preliminary inspection, specifically Caveat, Certificate of Pending Litigation, Provincial Expropriations, Injunction, Provisional Indefeasible Title, <i>Securities Act</i> Charge and the release of all of the above.</p> <p>Added expiration date of exemption for Members of the Public Filing In-Person (Registered Owners) for type of document Form C – Release, except Form C – Release of Claim of Builders Lien.</p> <p>Added Phase 4 to 7 Requirements and exemptions to Schedule B – Record of phased introduction of required e-filing.</p>

2.2	March 22, 2017	5, 6	<p>Updated 5.2.2 by removing the following types of documents as exemptions to required E-filing:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p> <ul style="list-style-type: none"> <li>• Form C Release, except Form C – Release of Claim of Builders Lien</li> </ul>
		7	Remove 5.2.3 Table of Exemptions that listed the types of applications expiring on March 1, 2017

# 1. Purpose

This document sets out when land title documents must be submitted electronically to the land title office under Part 10.1 of the *Land Title Act (Act)*.

# 2. Authority

The authority for these requirements is based in section 168.111 of the *Act*, which provides the Director of Land Titles (Director) with the authority to require that land title documents only be submitted electronically.

The specific authority for these requirements within section 168.111 is outlined below:

- Section 168.111(1)(b) – to direct that one or more of a class of applications, instruments, plans, plan applications, returns, or other documents only be submitted electronically to the land title office
- Section 168.111(1)(c) – to designate the land title districts to which a direction under section 168.111(b) applies
- Section 168.111(2) – to direct that a requirement to submit documents electronically applies to a class of persons or in specified circumstances
- Section 168.111(3) – to exercise discretion in accepting a document that is not submitted electronically despite a requirement to do so, where the Director decides it is appropriate in the circumstances.

# 3. Definitions

The following terms are used in this document:

<b>Act</b>	means the <i>Land Title Act</i> , RSBC 1996, c. 250.
<b>Director</b>	means the Director of Land Titles appointed under section 9 of the <i>Act</i> .
<b>Land title document</b>	means a document, including a plan, submitted for registration to the land title office.
<b>LTSA</b>	means the Land Title and Survey Authority of British Columbia.
<b>Registrar</b>	means a registrar appointed under section 10 of the <i>Act</i> .

# 4. Background

The introduction of electronic filing has enabled significant improvements to the submission and processing of land title documents. These include the use of digital certificates to improve the security of land title documents and the use of assisted and automated examination of common land title applications to improve the speed and efficiency of processing at the land title office.

As the percentage of land title documents being submitted electronically increased, the challenges and costs associated with maintaining parallel processes for manual and electronic submissions were found to be unsustainable. After extensive consultation with stakeholders, the

LTSA determined that it was in the best interests of both its customers and the land title register system to pursue a vision where virtually all land title documents are filed electronically. In 2012, the LTSA completed a phased introduction of requirements to file land title documents electronically. Currently, electronic filing is required for most documents, subject to some limited exemptions and exceptions.

## 5. Requirement to file land title documents electronically

### 5.1 Requirement

- 5.1.1 Except as provided in parts 5.2 and 5.3, any land title document for which an electronic form has been designated by the Director in [Electronic Land Title Forms and Supporting Documents](#) (DR 03-11) must be filed electronically and not in hardcopy form.
- 5.1.2 The requirement to file land title documents electronically applies to all land title districts.

### 5.2 Exemptions from requirement

- 5.2.1 The table below sets out the exemptions to the requirement to file land title documents electronically.
- 5.2.2

Class of Applicant or Application Type	Type of Document that is Exempt
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file that document. See <a href="#">Schedule B</a> for effective dates of previous requirements.
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a release of the same that is made in person at the land title office or by mail by the lien claimant.

Class of Applicant or Application Type	Type of Document that is Exempt
<b>Member of the Public Filing In-Person (Registered Owners)</b>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release of Claim of Builders Lien</li> <li>• Form 17 – Transmission, change of name, change of address, and</li> <li>• Form 22 Application for Duplicate Indefeasible Title,</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	<p>An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i>.</p>
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with population under 5,000</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.</p>

### **5.3 Exception to requirement in extraordinary circumstances**

- 5.3.1 Where extraordinary circumstances, such as an applicant's unrecoverable computer system failure or circumstances that result in financial hardship make the electronic submission of a land title document impractical, an applicant or an applicant's agent or solicitor may apply to the Registrar for an exception to a requirement to file a land title document electronically.
- 5.3.2 An application for an exception must be made in a form similar to that provided in [Schedule A](#).
- 5.3.3 Where an application for an exception is approved by the Registrar, the original application, endorsed by the Registrar, must be included with the land title documents in hardcopy form that are submitted to the land title office.

## **6. Other electronic filing requirements and resources**

### **6.1 Additional Director's requirements**

The following documents set out other requirements related to electronic filing:

- Electronic Filing of Land Title Documents (DR 01-11)  
<https://itsa.ca/sites/default/files/Electronic%20Filing%20of%20Land%20Title%20Documents%20DR%2001-11.pdf>
- Certification Authority (DR 02-11)  
<https://itsa.ca/sites/default/files/DR-02-11-Directors-Requirements-for-a-Certification-Authority.pdf>
- Electronic Land Title Forms and Supporting Documents (DR 03-11)  
<https://itsa.ca/sites/default/files/Electronic%20Land%20Title%20Forms%20and%20Supporting%20Documents%20DR%2003-11.pdf>
- Authorized Subscriber Register (DR 01-13)  
<https://itsa.ca/sites/default/files/Authorized%20Subscriber%20Register%20DR%2001-13.pdf>

### **6.2 Resources**

For more detailed information and resources on electronic filing, see the LTSA's E-filing User Guides and Publications page at <https://itsa.ca/practice-information/e-filing-user-guides-and-publications>.



## Schedule A

### Letter requesting Registrar's exception to file in hardcopy form

Date: \_\_\_\_\_

To: The Registrar, \_\_\_\_\_ Land Title Office,

Re: Application to the Registrar under s. 168.111(3) *Land Title Act* to submit the attached Form \_\_\_\_\_ (state the name of the form(s) in hardcopy form)

(Legal Description)

(PID No.)

I hereby certify that I am solicitor/authorized agent/applicant (as the case may be) for \_\_\_\_\_ the applicant for registration of the attached document/plan (as the case may be).

I certify that the attached document/plan cannot be submitted electronically for the following reason(s):

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Signature of Solicitor/Authorized Agent/Applicant  
(Delete inappropriate descriptor)

## Schedule B

### Record of the phased introduction of required e-filing

#### Phase 1 Requirements and exemptions (July 1, 2011 to May 6, 2012)

Land Title Forms Required To Be Electronically Filed	Effective Date
Posting Plan and associated application and certificate	July 1, 2011
Form A – Freehold Transfer of Fee Simple	January 16, 2012
Form B – Mortgage	January 16, 2012
Form C – Charge	January 16, 2012
Form C – Release	January 16, 2012

Phase 1 Exemptions From Requirements To File Electronically (effective July 1, 2011 to May 6, 2012)	
Class of Applicant	Type of Form
<b>All Applicants</b>	Any Land Title Form that is submitted as part of a package where the package includes one or more other documents, such as a Form 17 or survey plan, that are not required to be filed electronically.
	Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge, Form C – Release or posting plan that has been executed in hardcopy form prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
<b>Member of the Public Filing In-Person (Registered Owners)</b>	Any application to register a Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge or Form C – Release made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.

<p><b>Government Applicants</b></p> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>Any Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge or Form C – Release tendered for submission to a land title office in which a Government Applicant is identified as the applicant for registration and is the owner of the charge or interest in respect of which the application is made.</p>
<p><b>Public Utility, Telecommunications, Oil and Gas Statutory Rights of Way and Leases</b></p>	<p>Any Form C – Charge application for Statutory Right of Way, application for Lease or assignment of either of the above, or Form C – Release of either a Statutory Right of Way or Lease tendered for submission by:</p> <ol style="list-style-type: none"> <li>a) a public utility as defined in and regulated by the <i>Utilities Commission Act</i>, R.S.B.C. 1996, c. 473,</li> <li>b) a Canadian carrier as defined by and regulated under the <i>Telecommunications Act</i>, S.C. 1993, c. 38,</li> <li>c) a person carrying out oil and gas activity as defined by and regulated under the <i>Oil And Gas Activities Act</i>, S.B.C. 2008, c. 36, or</li> <li>d) a company carrying out oil and gas activity as defined by and regulated under the <i>National Energy Board Act</i>, R.S.C., 1985 c. N-7</li> </ol> <p style="padding-left: 40px;">(hereinafter referred to as a “Utility, Telecommunications or Oil Company”),</p> <p>in which the Utility, Telecommunications or Oil Company is the owner of the charge or interest and, as of October 31, 2011, employed and continues to employ one or more employees who are British Columbia commissioners for taking affidavits appointed under s. 56 of the <i>Evidence Act</i>, R.S.B.C. 1996, c. 124 who are not lawyers or notaries public, who attend to the preparation, execution or submission of the above-mentioned Forms for registration in the land title office.</p> <p>In order to qualify for this exemption, a Utility, Telecommunications or Oil Company must provide evidence of its qualifications for this exemption and must be approved in writing by the Director. Contact the Registrar for instructions.</p>

**Phase 2 Requirements and exemptions (May 7, 2012 to October 31, 2012)**

<b>Land Title Forms Required To Be Electronically Filed - Effective May 7, 2012</b>
Land Title Forms required under Phase 1
Claim of Builders Lien
Form A – Freehold Transfer of Life Estate, Determinable Fee Simple and Fee Simple on Condition
Form 17 (including any supporting documents)
Strata Plan not requiring local government or provincial approving officer's approval
Forms and applications under the <i>Strata Property Act</i> , S.B.C 1998, c. 143
Reference, Explanatory or Statutory Right of Way Plan filed in support of a Form C – Charge or Form C – Release
Statutory Right of Way Plans not accompanying a Form C – Charge
Reference Plan pursuant to s.100 of the <i>Land Title Act</i>
Public Official Plan

<b>Phase 2 Exemptions From Requirements To File Electronically (effective May 7 to October 31, 2012)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Form</b>
<b>All Applicants</b>	Any Land Title Form that is submitted as part of a package where the package includes one or more other documents, such as a survey plan requiring local government or provincial approving officer approval by the land title office, that are not required to be filed electronically.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>

<b>Phase 2 Exemptions From Requirements To File Electronically (effective May 7 to October 31, 2012)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Form</b>
<b>All Applicants (cont.)</b>	A hardcopy Land Title Form, Posting Plan or Claim of Builders Lien that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.
<b>Member of the Public Filing In-Person (Registered Owners)</b>	An application to register a Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge, Form C – Release, Form 17 – Transmission, change of name, change of address, or Form 22 Application for Duplicate Indefeasible Title, made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.
<b>Strata Corporations With 7 or Fewer Strata Lots</b>	Any application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i> .
<b>Government Applicants</b> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	A Land Title Form tendered for submission to a land title office in which a Government Applicant is identified as the applicant for registration and is the owner of the charge or interest in respect of which the application is made.
<b>Public Utility, Telecommunications, Oil and Gas Statutory Rights of Way and Leases</b>	Any Form C – Charge application for Statutory Right of Way, application for Lease or assignment of either of the above, or Form C – Release of either a Statutory Right of Way or Lease tendered for submission by: <ul style="list-style-type: none"> <li>a) a public utility as defined in and regulated by the <i>Utilities Commission Act</i>, R.S.B.C. 1996, c. 473,</li> <li>b) a Canadian carrier as defined by and regulated under the <i>Telecommunications Act</i>, S.C. 1993, c. 38,</li> </ul>

**Phase 2 Exemptions From Requirements To File Electronically  
(effective May 7 to October 31, 2012)**

Class of Applicant or Application Type	Type of Form
	<p>c) a person carrying out oil and gas activity as defined by and regulated under the <i>Oil And Gas Activities Act</i>, S.B.C. 2008, c. 36, or</p> <p>d) a company carrying out oil and gas activity as defined by and regulated under the <i>National Energy Board Act</i>, R.S.C., 1985 c. N-7</p> <p style="text-align: center;">(hereinafter referred to as a "Utility, Telecommunications or Oil Company"),</p> <p>in which the Utility, Telecommunications or Oil Company is the owner of the charge or interest and, as of October 31, 2011, employed and continues to employ one or more employees who are British Columbia commissioners for taking affidavits appointed under s. 56 of the <i>Evidence Act</i>, R.S.B.C. 1996, c. 124 who are not lawyers or notaries public, who attend to the preparation, execution or submission of the above-mentioned Forms for registration in the land title office.</p> <p>In order to qualify for this exemption, a Utility, Telecommunications or Oil Company must provide evidence of its qualifications for this exemption and must be approved in writing by the Director. Contact the Registrar for instructions.</p>

**Phase 3 Requirements and exemptions** (November 1, 2012 to March 31, 2014)

<b>Land Title Forms Required To Be Electronically Filed - Effective November 1, 2012</b>
Land Title Forms required under Phase 1 and Phase 2
All <i>Strata Property Act</i> and <i>Land Title Act</i> plans including Posting, Subdivision, Statutory Right of Way, Reference and Explanatory Plans

<b>Phase 3 Exemptions From Requirements To File Electronically (effective November 1, 2012 to March 31, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Form</b>
<b>All Applicants</b>	A Land Title Form that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A Land Title Form that is submitted as part of a package where the package includes one or more other documents which are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.

<p><b>Member of the Public Filing In- Person (Registered Owners)</b></p>	<p>An application to register a Form A – Freehold Transfer of Fee Simple, Form B – Mortgage, Form C – Charge, Form C – Release, Form 17 – Transmission, change of name, change of address, or Form 22 Application for Duplicate Indefeasible Title, made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<p><b>Strata Corporations With 7 or Fewer Strata Lots</b></p>	<p>An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i>.</p>
<p><b>Government Applicants</b></p> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>A Land Title Form tendered for submission to a land title office in which a Government Applicant is identified as the applicant for registration and is the owner of the charge or interest in respect of which the application is made.</p>
<p><b>Public Utility, Telecommunications, Oil and Gas Statutory Rights of Way and Leases</b></p>	<p>Any Form C – Charge application for Statutory Right of Way, application for Lease or assignment of either of the above, or Form C – Release of either a Statutory Right of Way or Lease tendered for submission by:</p> <ul style="list-style-type: none"> <li>e) a public utility as defined in and regulated by the <i>Utilities Commission Act</i>, R.S.B.C. 1996, c. 473,</li> <li>f) a Canadian carrier as defined by and regulated under the <i>Telecommunications Act</i>, S.C. 1993, c. 38,</li> <li>g) a person carrying out oil and gas activity as defined by and regulated under the <i>Oil And Gas Activities Act</i>, S.B.C. 2008, c. 36, or</li> <li>h) a company carrying out oil and gas activity as defined by and regulated under the <i>National Energy Board Act</i>, R.S.C., 1985 c. N-7</li> </ul> <p style="text-align: center;">(hereinafter referred to as a “Utility, Telecommunications or Oil Company”),</p> <p>in which the Utility, Telecommunications or Oil Company is the owner of the charge or interest and, as of October 31, 2011, employed and continues to employ one or more employees who are British Columbia commissioners for taking affidavits appointed under s. 56 of the <i>Evidence Act</i>, R.S.B.C. 1996, c. 124 who are not lawyers or notaries</p>



	<p>public, who attend to the preparation, execution or submission of the above-mentioned Forms for registration in the land title office.</p> <p>In order to qualify for this exemption, a Utility, Telecommunications or Oil Company must provide evidence of its qualifications for this exemption and must be approved in writing by the Director. Contact the Registrar for instructions.</p>
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**Phase 4 Requirements and exemptions (April 1, 2014 to August 30, 2014)**

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in <a href="#">Electronic Land Title Forms and Supporting Documents</a> (DR 03-11)

<b>Phase 4 Exemptions From Requirements To File Electronically (effective April 1, 2014 to August 30, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.

<p><b>Member of the Public Filing In- Person (Registered Owners)</b></p>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<p><b>Strata Corporations With 7 or Fewer Strata Lots</b></p>	<p>An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i>.</p>
<p><b>Government Applicants</b></p> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia</li> <li>• Treaty First Nation</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.</p>

**Phase 5 Requirements and exemptions** (August 31, 2014 to October 30, 2014)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in <a href="#">Electronic Land Title Forms and Supporting Documents</a> (DR 03-11)

<b>Phase 5 Exemptions From Requirements To File Electronically (effective August 31, 2014 to October 30, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.

<p><b>Member of the Public Filing In- Person (Registered Owners)</b></p>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<p><b>Strata Corporations With 7 or Fewer Strata Lots</b></p>	<p>An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i>.</p>
<p><b>Government Applicants</b></p> <ul style="list-style-type: none"> <li>• Government of Canada</li> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 20,000</li> <li>• Treaty First Nation</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.</p>

**Phase 6 Requirements and exemptions** (October 31, 2014 to December 30, 2014)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in <a href="#">Electronic Land Title Forms and Supporting Documents</a> (DR 03-11)

<b>Phase 6 Exemptions From Requirements To File Electronically (effective October 31, 2014 to December 30, 2014)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.

<p><b>Member of the Public Filing In- Person (Registered Owners)</b></p>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 - Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<p><b>Strata Corporations With 7 or Fewer Strata Lots</b></p>	<p>An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i>.</p>
<p><b>Government Applicants</b></p> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 20,000</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.</p>

**Phase 7 Requirements and exemptions** (December 31, 2014 to February 28, 2017)

<b>Land Title Forms Required To Be Electronically Filed - Effective April 1, 2014</b>
Any land title document for which an electronic form has been designated by the Director in <a href="#">Electronic Land Title Forms and Supporting Documents</a> (DR 03-11)

<b>Phase 7 Exemptions From Requirements To File Electronically (effective December 31, 2014 to February 28, 2017)</b>	
<b>Class of Applicant or Application Type</b>	<b>Type of Document that is Exempt</b>
<b>All Applicants</b>	A land title document that has been executed prior to the effective date of a requirement to electronically file under s. 168.111(1)(b).
	A land title document that is submitted as part of a package where the package includes one or more other documents that are exempt.
	<p>Applications <b>requiring preliminary inspection</b>, specifically:</p> <ul style="list-style-type: none"> <li>• Caveat (<i>Land Title Act</i>, s. 282)</li> <li>• Certificate of Pending Litigation (<i>Land Title Act</i>, ss. 215-217)</li> <li>• Provincial Expropriations (<i>Expropriations Act</i>, ss. 6(1), 16(2), 18(5), 19(2) and 23(1))</li> <li>• Injunction (<i>Land Title Act</i>, s. 284)</li> <li>• Provisional Indefeasible Title (<i>Land Title Act</i>, s. 193), and</li> <li>• <i>Securities Act</i> Charge (<i>Securities Act</i>, s. 151)</li> </ul> <p>Note: this exemption includes releases of any of the above</p>
<b>Builders Lien Claimant Filing In-Person</b>	An application to file a Claim of Builders Lien Form or a Form C – Release of the same made in person at the land title office or by mail by the lien claimant.



<p><b>Member of the Public Filing In- Person (Registered Owners)</b></p>	<p>An application to register a</p> <ul style="list-style-type: none"> <li>• Form A – Freehold Transfer of Fee Simple</li> <li>• Form B – Mortgage</li> <li>• Form C – Charge</li> <li>• Form C – Release</li> <li>• Form 17 – Transmission, change of name, change of address</li> <li>• Form 22 - Application for Duplicate Indefeasible Title</li> </ul> <p>that is made in person at a land title office or by mail by the registered owner of the affected land and where the owner is identified as the applicant for registration on the form.</p>
<p><b>Strata Corporations With 7 or Fewer Strata Lots</b></p>	<p>An application to register a statutory form or other filing, other than a plan, under the <i>Strata Property Act</i>.</p>
<p><b>Government Applicants</b></p> <ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Local government authority located in British Columbia with populations of less than 5,000</li> <li>• Nisga'a Nation</li> <li>• Nisga'a Village</li> </ul>	<p>A land title document submitted to a land title office in which the designated government is identified as the applicant for registration and is the owner of the interest in respect of which the application is made.</p>