



Changes to E-filing Directions for Supporting Documents

COVID-19 Update

May 15, 2020

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Change Record			
Version	Date	Page	Description
1.0	March 24, 2020	All	Initial Release.
1.1	March 25, 2020	1, 2, 3, 4	Added certificates issued by vital statistics or other government authority
		3, 4, 5	Added court certified documents for a transmission of charge
		5	Added <i>Strata Property Act</i> Form H
1.2	April 16, 2020	6	Added Form Y Owner Developers Notice of Different Bylaws Form W – Schedule of Voting Rights
		2, 4	Added Affordable Housing Agreement
1.3	April 30, 2020	1	<i>Land Title Act</i> Form 12
		3, 4	<i>Securities Act</i> Notice in letter form signed by the British Columbia Securities Commission
		5	<i>Securities Act</i> revocation in letter form signed by the British Columbia Securities Commission
		3, 5	<i>Personal Property Security Act</i> Form 1 and 2
1.4	May 7, 2020	1	Provincial or Federal Transfer of Administration and Control
		3, 5	Notice of Human Resource Facility Agreement signed under the direction or authority of the minister
1.5	May 15, 2020	1	Certificate of Vesting under section 262 of the <i>Land Title Act</i>

1. CHANGES TO DIRECTIONS FOR SUPPORTING DOCUMENT

The Director of Land Titles will allow designates to have possession of a true copy rather than the original under s. 168.43(3) of the *Land Title Act* for the following supporting documents.

The Director will update this list as needed to address issues related to Covid-19.

2. FORM 17 FEE SIMPLE

Electronic Form 17 Fee Simple	True copy of supporting document allowed for:
Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Certificate as to Highway	<input type="checkbox"/> <i>Land Title Act</i> Form 12
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or
Change of Name - Amalgamation of Companies	<input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Escheat	<input type="checkbox"/> Copy of the ministerial order for assignment or restoration of title s.5 <i>Escheat Act</i> , or <input type="checkbox"/> Court Certified copy of Court Order s. 4(5) <i>Escheat Act</i> and where applicable a copy of the letter of acknowledgment of service from the Escheat Officer and/or letter of acknowledgment of payment/receipt from the Escheat Office, or <input type="checkbox"/> Grant of property signed by the Governor in Council under the <i>Escheat Act</i> , Canada
Foreclosure	<input type="checkbox"/> Court certified copy of the final order of foreclosure and a court certified copy of the order nisi, if any <input type="checkbox"/> Add application for mergers in the additional information textbox
Transfer of Administration and Control	<input type="checkbox"/> Provincial or Federal Transfer of Administration and Control <input type="checkbox"/> And if applicable a Certificate of Vesting
Transmission to Executor or Administrator	<input type="checkbox"/> Court certified Grant of Probate or Letters of Administration and the disclosure statement with the assets and liabilities of the deceased or where applicable

	<ul style="list-style-type: none"> <input type="checkbox"/> A certified copy of the court order presuming death
Transmission to Surviving Joint Tenant	<ul style="list-style-type: none"> <input type="checkbox"/> Original Certificate issued by the appropriate governmental authority, vital statistics or <input type="checkbox"/> Certified copy of letters probate or administration
Vesting by Court Order	<ul style="list-style-type: none"> <input type="checkbox"/> Court certified copy of the Court order Or where applicable <input type="checkbox"/> Form C Form of Conveyance under the <i>Court Order Enforcement Act</i>

3. FORM 17 CHARGE, NOTATION OR FILING

Electronic Form 17 Charge, Notation or Filing	True copy of supporting document allowed for:
Affordable Housing Agreement	<ul style="list-style-type: none"> <input type="checkbox"/> Letter signed by the minister responsible for the Ministry of Lands, Parks and Housing or an authorized signatory of BC Housing Management Commission
Builders Lien (By Court Order)	<ul style="list-style-type: none"> <input type="checkbox"/> Court certified copy of the Court Order
Certificate of Pending Litigation	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Land Title Act</i> Form 31 or <input type="checkbox"/> <i>Land Title Act</i> Form 32 or <input type="checkbox"/> <i>Land Title Act</i> Form 33 (<i>Family Law Act</i>) or <input type="checkbox"/> <i>Land Title Act</i> Form 33 (<i>Family Relations Act</i>) or <input type="checkbox"/> <i>Land Title Act</i> Form 34 and <input type="checkbox"/> The originating process or, if applicable, the notice of motion or other document by which the claim is made or where applicable <input type="checkbox"/> Form 1 (section 23 (1) of the <i>Civil Forfeiture Act</i>) <p>This transaction will receive preliminary examination prior to receiving immediate application number, date and time.</p>
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Land Title Act</i> Form 31 <input type="checkbox"/> And the originating process or, if applicable, the notice of motion or other document by which the claim is made

	This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Change of Name	<input type="checkbox"/> For an individual: Original Certificate issued by the appropriate governmental authority <input type="checkbox"/> For a company: Proof of change of name or amalgamation obtained from the corporate registry website <input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Change of Name – Amalgamation of Companies	
Change of Name – Amalgamation of Companies – Lease	
Change of Name – Amalgamation of Companies –Right to Purchase	
Escheat	<input type="checkbox"/> Copy of the ministerial order for assignment or restoration of charge s.5 <i>Escheat Act</i> , or <input type="checkbox"/> Court Certified copy of Court Order s. 4(5) <i>Escheat Act</i> and where applicable a copy of the letter of acknowledgment of service from the Escheat Officer and/or letter of acknowledgment of payment/receipt from the Escheat Office, or <input type="checkbox"/> Grant of property signed by the Governor in Council under the <i>Escheat Act, Canada</i>
Foreclosure of Lease Foreclosure of Mortgage Foreclosure of Right to Purchase	<input type="checkbox"/> Court certified copy of the final order of foreclosure and a court certified copy of the order nisi, if any <input type="checkbox"/> Add application for mergers in the additional information textbox
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Notice of Human Resource Facility Agreement signed under the direction or authority of the minister
Injunction	<input type="checkbox"/> Court certified copy of the court order This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Judgment	<input type="checkbox"/> Certificate or where applicable <input type="checkbox"/> Court certified copy of the court order <input type="checkbox"/> For a renewal of judgment, attach an image of the original registered judgment; apply for a renewal in the additional information field
Notice of Maintenance Order	<input type="checkbox"/> <i>Land Title Act</i> Form 42 Notice of Maintenance Order
Notice of Property Agreement (<i>Family Law Act</i>)	<input type="checkbox"/> Director of Land Titles Form 41 Notice of Property Agreement
<i>Personal Property Security Act</i> Notice	<input type="checkbox"/> <i>Personal Property Security Act</i> Form 1

<i>Personal Property Security Act</i> Notice of Extension	<input type="checkbox"/> <i>Personal Property Security Act</i> Form 2
<i>Personal Property Security Act</i> Notice of Assignment	
<i>Securities Act</i> Charge	<input type="checkbox"/> Notice in letter form signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time. This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Securities Act</i> Charge, Modification	<input type="checkbox"/> Copy of the modification in letter form signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form G
Transmission to Executor/Administrator – Charge (No PTT)	<input type="checkbox"/> Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure statement that correctly describes the charge affected and where applicable <input type="checkbox"/> A certified copy of the court order presuming death
Transmission to Executor/Administrator – Lease	
Transmission to Executor/Administrator – Right to Purchase	
Transmission to Surviving Joint Tenant – Charge (No PTT)	<input type="checkbox"/> Original Certificate issued by Vital Statistics or <input type="checkbox"/> If the certificate is issued outside BC, the appropriate governmental authority or <input type="checkbox"/> Court certified copy of letters probate or administration
Transmission to Surviving Joint Tenant – Lease	
Transmission to Surviving Joint Tenant – Life Estate	
Transmission to Surviving Joint Tenant – Right to Purchase	
Transmission to Trustee in Bankruptcy (No PTT)	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Transmission to Trustee in Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Vesting By Court Order of Lease	<input type="checkbox"/> Court certified copy of the Court Order
Vesting By Court Order of Mortgage	
Vesting By Court Order of Right to Purchase	
<i>Wills, Estates and Succession Act</i> Charge	<input type="checkbox"/> Court certified copy of the court document that grants the registrable charge <i>Effective March 31, 2014</i>

4. FORM 17 CANCELLATION OF CHARGE, NOTATION OR FILING

Electronic Form 17 Cancellation of Charge, Notation or Filing	True copy of supporting document allowed for:
Affordable Housing Agreement	<input type="checkbox"/> Letter signed by authorized signatory for BC Housing Management Commission
Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of court order
Certificate of Pending Litigation	<input type="checkbox"/> Originally signed letter from Solicitor or petitioner where the action is neither discontinued nor dismissed, copy of the Notice of Change of Solicitor where applicable or <input type="checkbox"/> Court certified copy of court order or <input type="checkbox"/> Certificate of the court or where applicable <input type="checkbox"/> Form 3 (section 23 (3) of the <i>Civil Forfeiture Act</i>)
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> Court certified copy of the court order and certificate
Charge (by Court Order) (No PTT)	<input type="checkbox"/> Court certified copy of the court order and, if applicable, certificate
Charge by Court Order (With PTT)	<input type="checkbox"/> Court certified copy of the court order) and, if applicable, certificate
Claim of Builders Lien by Court Order	<input type="checkbox"/> Court certified copy of the certificate of the registrar of the court
Court Order – <i>Family Maintenance Enforcement Act</i>	<input type="checkbox"/> Court certified copy of the court order
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Written consent of the minister responsible for the <i>Human Resource Facility Act</i>
Injunction	<input type="checkbox"/> Court certified copy of the court order
Judgment (by Court Order or Certificate)	<input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> Acknowledgment of Payment in Form 55
Life Estate (with Death Certificate)	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority
Notice of Maintenance Order (Court Order)	<input type="checkbox"/> Court Certified Copy of the Court Order
Notice of Property Agreement (Court Order)	<input type="checkbox"/> Court Certified Copy of the Court Order
Right to Purchase (by Court Order)	<input type="checkbox"/> Court certified copy of the court order
<i>Personal Property Security Act</i> Notice	<input type="checkbox"/> <i>Personal Property Security Act</i> Form 2
<i>Securities Act</i> Charge	<input type="checkbox"/> Revocation in letter form signed by British Columbia Securities Commission
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form H

<i>Wills, Estates and Succession Act Charge (Court Order)</i>	<input type="checkbox"/> Court certified copy of the court order <i>Effective March 31, 2014</i>
<i>Wills, Estates and Succession Act Notation</i>	<input type="checkbox"/> Evidence satisfactory to the Registrar i.e. certified copy of court order <i>Effective March 31, 2014</i>

5. STRATA PROPERTY ACT FILING FORM

Strata Property Act Filing Form	True copy of supporting document allowed for:
	Form D - Strata Corporation Change of Mailing Address
	Form E – Certificate of Strata Corporation, including a Form E to Amend Bylaws under s. 8
	Form I – Amendment to Bylaws
	Form V – Schedule of Unit Entitlement
	Form X – Strata Corporation Mailing Address
	Form Y – Owner Developers Notice of Different Bylaws
	Form W – Schedule of Voting Rights