

Notice 15 –Electronic applications to discharge registered charges

Notice given under Schedule 2 to the Land Registration Rules 2003

Currency of notice

1. This Notice, which is made under rules 14 and 115(1)(a) of, and Schedule 2 to, the Land Registration Rules 2003, shall be current for the purposes of Schedule 2 on and after 15 September 2008.

Electronic applications to discharge registered charges

2. Arrangements have been made for dealing with electronic applications to discharge a registered charge of a registered estate in a single registered title, through Land Registry Portal access.

When the service is not available

3. Applications may *not* be delivered—
 - (a) during the period beginning immediately after 0100 hours and ending immediately before 0400 hours on the same day,
 - (b) on Christmas Day, Good Friday or a day specified as or proclaimed to be a bank holiday in England and Wales in or under section 1 of the Banking and Financial Dealings Act 1971, and
 - (c) during the period beginning at 0700 hours and ending at 1200 hours on a Sunday designated by the registrar as a day on which data maintenance is to take place.

Who may deliver electronic applications to discharge registered charges

4. An application to discharge a registered charge may only be delivered by the registered proprietor of that charge who has —
 - (a) entered into the Land Registry's *Portal Memorandum of Understanding: Access to cancel registered charges* as the lender, and
 - (b) accepted the Land Registry's *Portal Conditions of Use* and complies with those conditions of use.

Limitation

5. Applications may only be made in respect of the discharge of a registered charge of a registered estate in a single registered title.

Particulars to be provided

6. The registered proprietor of the registered charge in respect of which the application is delivered, must provide the following particulars—
 - (a) the title number of the registered title,
 - (b) the date of the registered charge,
 - (c) identification of the registered charge where there is more than one charge registered in favour of the same lender,
 - (d) confirmation that the application is to discharge the registered charge,
 - (e) the applicant's name,
 - (f) notification, under rule 115(1)(a) of the Land Registration Rules 2003, of the discharge of the registered charge by the applicant,
 - (g) the applicant's reference, and
 - (h) if the information document is to not to be despatched to the applicant, the name, address and any reference of the person or firm to whom it is to be despatched.

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Peter Collis CB HonRICS CCMi
Chief Land Registrar
8 September 2008