

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 0630 hours on 25 January 2010 and replaces on that date the Notice of 1 June 2009 in respect of electronic applications to discharge registered charges.

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 applications may be delivered

3. Applications may be delivered only between--
 - (a) 06.30 hours and 2200 hours on any Monday to Friday which is not 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
 - (b) 0700 and 1700 on any Saturday which is not Christmas Day

Who may deliver electronic applications to discharge registered charges

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

- (i) entered into the Land Registry's *Portal Memorandum of Understanding: Access to cancel registered charges* on behalf of the lender, and
- (ii) 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 applicant must provide the following particulars—
 - (a) the title number of the registered title,
 - (b) the date of the registered charge (if there is one),
 - (c) identification of the registered charge where there is more than one charge registered in favour of the same proprietor in the registered title,
 - (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 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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Joe Timothy
Director of Legal Services
20 January 2010