



## Isle of Man Land Registry

**Practice Directive : PD 02/2020**

**Issued on: 25 February 2020**

### **Permitted Electronic Applications (Temporary Presentation Method)**

The Registrar for the purposes of the Land Registration Act 1982 considers it desirable in connection with the administration and operation of the Land Registry that applicants should be able to submit applications to the Land Registry via email. The email address will be [landapplications@gov.im](mailto:landapplications@gov.im) ('the Application mailbox').

**In accordance with Rules 17 and 98 of the Land Registry Rules 2000 and Article 9 of the Land Registration General Fees and Duty Order 2019 and Land Registration Fixed Fees Order 2019 I direct that:**

1. Any application to create or alter a registered title or any disposition affecting a registered title may be submitted to the Application mailbox in the manner directed in this Practice Directive. This applies to all application Forms.
2. The prescribed application forms may be submitted in electronic copy (in Word or PDF form) to the Application mailbox. The time the email is actually received will be the time of presentation for the purposes of rule 11 of the Land Registry Rules 2000.
3. The Land Registry will acknowledge receipt of the application and provide an Application reference number which may be used as the payment reference.
4. Once a payment reference has been provided the fee is payable. The application will be held under rule 12(3) and not progressed until the prescribed fee has been paid. If the prescribed fee is not paid within 5 working days of the electronic presentation of an application such application will be rejected. Payment can be made by cheque or BACS citing the payment reference.
5. All documents bearing a signature or other mode of execution which are required to be submitted as part of an application under Parts 4 and 5 of the Land Registry Rules 2000 must also be submitted as originals (in hard copy) within the same 5 day period with the Application number cited.
6. The rejection of an application under this Practice Directive shall not prejudice any right of the applicant to make a fresh application for the same purpose, but nothing in this paragraph operates to preserve any priority attaching to the rejected application.
7. These Directions are made with immediate effect and shall be effective from 25 February 2020 until revoked by the Registrar.

Given in Douglas this 25 day of February 2020 under the Registrar's seal.

[SEALED]

Nicholas Arculus  
Land Registrar, Solicitor (England and Wales)

## **EXPLANATORY NOTE:**

1. *From the period 28 February 2020 to 9 March 2020 as a result of technical work being undertaken to improve the Land Registry's operational platform the Registrar will be unable to record applications submitted during that time on the title register.*
2. *To address this the Registrar will be maintaining a day list recording applications received over that period and recording the relative priority between applications.*
3. *These Directions will provide a method to facilitate the efficient operation of this day list and serve as a pilot for the continuation of electronic applications in future.*
4. *These Directions relate to the requirements to be satisfied before an application is accepted by the Registrar to have been presented to the Land Registry and the conditions which need to be satisfied to ensure all necessary documents are received in hardcopy for due consideration by the Registrar.*
5. *Applications submitted by email should have a subject heading set out as follows: [ Form [eg 1, 2 or 4 –main form type only]/Advocate reference/First line of address] eg [Form 3/ARC34.543/4 Candles Row]*
6. *If the mechanism for presentation of applications proves workable the Registrar may continue to accept applications in the manner and on the conditions contained in this Directive.*