

**Any parts of the form that are not typed should be completed in black ink and in block capitals.**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at { HYPERLINK "https://www.gov.uk/government/organisations/land-registry" }.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our { HYPERLINK "https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" }.

HM LAND REGISTRY USE ONLY

Record of fees paid

Particulars of under/over payments

Reference number  
Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Enter the title number of each title that requires an entry to be made in that register.

Place 'X' in the appropriate box.

Give a brief description of the part affected, for example 'edged red on the plan to the transfer dated .....'

To find out more about our fees visit { HYPERLINK "https://www.gov.uk/government/collections/fees-land-registry-guides" }

Remember restrictions in deeds may apply to other deeds of lower priority in this

1 Local authority serving the property:  
{ MERGEFIELD RC\_ORGANISATION\_I\_COUNCIL }  
Full postcode of property (if any):  
{ MERGEFIELD RC\_PROPDETAIL\_I\_POSTCODE }

2 Title number(s) of the property:  
{ MERGEFIELD RC\_PROPDETAIL\_FW\_TITLE\_NO }

3 The application affects  
{ FORMCHECKBOX } the whole of the title(s)  
{ FORMCHECKBOX } part of the title(s) as shown:

4 Application, priority and fees

Applications in priority order	Price paid/Value (£)	Fees paid (£)
Transfer	{ MERGEFIELD RC_PROPDETAIL_FW_P RICE \# "£,##.00;(£,##.00)" }	{ MERGEFIELD RC_COSTS_FW_LRF EE }

list, unless you specify otherwise.

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 7.

List the documents lodged with this form. We only need certified copies of deeds or documents you send to us with HM Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies

Provide the full name(s) of the person(s) applying to change the register. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

Complete as appropriate where the applicant is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

This panel must always be completed.

A key number is only available to professional customers,

<pre>{ IF { MERGEFIELD RC_ORGANIS ATION_FW_M TGNOMTG } = "Mortgage" "Charge" "" }</pre>		
<pre>{ IF { MERGEFIELD RC_ORGANIS ATION_FW_H 2B_name }= "" "" "Charge" }</pre>		
Total fees (£)		{ =SUM(ABOVE) \# "#,##0.00" }

Fee payment method

{ FORMCHECKBOX }

cheque made payable to 'Land Registry'

{ FORMCHECKBOX }  
Registry

direct debit, under an agreement with Land

5 Documents lodged with this form:

Transfer Deed

```
{ IF { MERGEFIELD
RC_ORGANISATION_FW_MTGNO
MTG } =
"Mortgage" "Mortgage Deed" "" }
```

```
{ IF {
MERGEFIELD
RC_ORGANISA
TION_FW_H2B_
name }= "" ""
Help to Buy
Deed" }
```

6 The applicant:

```
{ MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }
```

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

7 This application is sent to Land Registry by

Key number (if applicable):

Name: { MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME }

such as solicitors.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

Complete this panel if you want us to notify someone else that we have completed this application.

Place 'X' in the appropriate box.

In this and panel 10, each proprietor may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Address or UK DX box number:

{ IF { MERGEFIELD BRANCHINFO\_DX\_NO }= "" "{ MERGEFIELD BRANCHINFO\_HOUSE \f", "{ MERGEFIELD BRANCHINFO\_AREA \f", "{ MERGEFIELD BRANCHINFO\_POSTAL\_TOWN \f", "{ MERGEFIELD BRANCHINFO\_COUNTY \f" "{ MERGEFIELD BRANCHINFO\_POSTCODE } "{ MERGEFIELD BRANCHINFO\_DX\_NO }" }

Email address: { MERGEFIELD CALCULATION\_FEE\_EARNER\_EMAIL }  
Reference: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Phone no: { MERGEFIELD BRANCHINFO\_PHONE\_NO }

Fax no: { MERGEFIELD BRANCHINFO\_FAX\_NO }

8 Third party notification  
Name:  
Address or UK DX box number:

Email address:  
Reference:

9 The address(es) for service for each proprietor of the registered estate(s) to be entered in the register is

{ FORMCHECKBOX } the address of the property (where this is a single postal address)

{ FORMCHECKBOX } the address(es) for service from the transfer/assent

{ FORMCHECKBOX } (for existing proprietors who are remaining in the register) the current address(es) for service in the register

{ FORMCHECKBOX } the following address(es):

Where a charge has an MD reference we will ignore an address given in this panel unless the charge is in favour of a United Kingdom bank and neither the charge form nor any agreement we have with the lender specifies an address for service.

For permitted addresses see note to panel 9.

Complete as appropriate where the lender is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

If this statement applies (i) place 'X' in the box and (ii) enclose Form DI.

Section 27 of the Land Registration Act 2002 lists the registrable dispositions.

Rule 57 of the Land Registration Rules 2003 sets out the disclosable overriding interests that you must tell us about.

**Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" }, { HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registry-evidence-of-identity-requirements-pg67a" } and in { HYPERLINK "https://www.gov.uk/completing-the-evidence-of-identity-panels-on-forms-ap1-fr1-ds2" } both of which can be found on the GOV.UK website.**

Place 'X' in the appropriate box.

Conveyancer is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and

10 Name and address(es) for service of the proprietor of any new charge to be entered in the register:  
{ MERGEFIELD fssm\_RC\_Property }

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

11 Disclosable overriding interests

{ FORMCHECKBOX } This application relates to a registrable disposition and disclosable overriding interests affect the registered estate.

12 Confirmation of identity

When registering transfers, charges, leases and other dispositions of land, or giving effect to a discharge or release of a registered charge, Land Registry relies on the steps that conveyancers take, where appropriate, to verify the identity of their clients. These checks reduce the risk of property fraud.

Where a person was not represented by a conveyancer, Land Registry requires 'evidence of identity' in respect of that person, except where the first alternative in panel 13(2) applies.

'Evidence of identity' is evidence provided in accordance with any current direction made by the Chief Land Registrar under section 100(4) of the Land Registration Act 2002 for the purpose of confirming a person's identity.

If this application is to register a transfer, lease or charge, or to give effect to a discharge in Form DS1 or a release in Form DS3 complete one of the following

{ FORMCHECKBOX } I am a conveyancer, and I have completed panel 13

{ FORMCHECKBOX } I am not a conveyancer, and I have completed panel 14

includes solicitors and licensed conveyancers.

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1 Where the application is sent to Land Registry by a conveyancer

3

(1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge, for each party to each disposition that is to be registered state in the table below the details of the conveyancer (if any) who represented them.

Where a party is not represented by a conveyancer you must also complete (2) below.

Place 'X' in the box in the second column if the person or firm who is sending the application to HM Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

A separate box is provided, or can be added, for each party, as required by panel 13(1). That includes separate boxes for attorneys and donors where appropriate.

Name of transferor, landlord, transferee, tenant, borrower or lender		Conveyancer's name, address and reference
{ MERGEFIELD fssm_RC_VEND1NAME } { MERGEFIELD fssm_RC_VEND2NAME } { MERGEFIELD fssm_RC_VEND3NAME } { MERGEFIELD fssm_RC_VEND4NAME }	{ F O R M C H E C K B O X }	{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name } { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address } { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_dxno } Reference: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }
{ MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } { MERGEFIELD fssm_RC_PURCH4NAME }	{ F O R M C H E C K B O X }	Reference:
{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_name }	{ F O R M C H E C K B O X }	Reference:

{ MERGEFIELD RC_ORGANISATION_FW_H2B_name }	{ F O R M C H E C K B O X }	Reference:
	{ F O R M C H E C K B O X }	Reference:

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3 for each lender, state in the table below the details of the conveyancer (if any) who represented them.

Where a lender is not represented by a conveyancer you must also complete (2) below.

Place 'X' in the box in the second column if the person or firm who is sending the application to HM Land Registry represented that party in

Name of lender		Conveyancer's name, address and reference
	{ F O R M C H E C K B O X }	Reference:

the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

A separate box is provided, or can be added, for each party, as required by panel 13(1). That includes separate boxes for attorneys and donors where appropriate.

{  
F  
O  
R  
M  
C  
H  
E  
C  
K  
B  
O  
X  
}

Reference:

(2) Evidence of identity

Where any transferor, landlord, transferee, tenant, borrower or lender listed in (1) was not represented by a conveyancer

Place 'X' in the appropriate box(es).

{ FORMCHECKBOX } I confirm that I am satisfied that sufficient steps have been taken to verify the identity of

-----  
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and that they are the registered proprietor or have the right to be registered as the registered proprietor

Insert the name of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom you give this confirmation.

{ FORMCHECKBOX } I enclose evidence of identity in respect of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom I have not provided the confirmation above

Evidenc

e of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in {HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" and {HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registry-evidence-of-identity-requirements-pg67a" } available on the GOV.UK website.

14 Where the application is sent to Land Registry by someone who is not a conveyancer  
 (1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge (ie a mortgage), for each party to each disposition that is to be registered, state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

If the party is not

Name of transferor, landlord, transferee, tenant, borrower or lender	Conveyancer's name, address and reference
--	---

represented insert 'none' in the second column.

A separate box is provided, or can be added, for each party, as required by panel 14(1). That includes separate boxes for attorneys and donors where appropriate.

	Reference:

If the party is not represented insert 'none' in the second column.

A separate box is provided, or can be added, for each party, as required by panel 14(1). That includes separate boxes for attorneys and donors where appropriate.

Place 'X' in the appropriate box(es).

**Evidence of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/completing-the-evidence-of-identity-panels-on-forms-ap1-fr1-ds2"**

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3, for each lender state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

Name of lender	Conveyancer's name, address and reference
	Reference:
	Reference:

(2) Evidence of identity

{ FORMCHECKBOX } for each applicant named in panel 6 is enclosed

{ FORMCHECKBOX } for each unrepresented transferor, landlord, transferee, tenant, borrower or lender listed in (1) is enclosed

} available on the GOV.UK website.

If a conveyancer is acting for the applicant, that conveyancer must sign.

If no conveyancer is acting, the applicant (and if the applicant is more than one person then each of them) must sign.

15

Signature of conveyancer: \_\_\_\_\_

Date:

OR

Signature of applicant: \_\_\_\_\_

Date:

**WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.