

**Notice given under Schedule 2 to the Land Registration Rules 2003
Notice 22**

**Applications in connection with court proceedings, insolvency and tax liability
under rule 140 by email**

Interpretation

1. In this notice—
 - (a) "business day" means a day when the Land Registry is open to the public under Rule 216,
 - (b) "CIT application" means an application to the registrar under rule 140 of the Rules in connection with court proceedings, insolvency and tax liability,
 - (c) "HMRC" means Her Majesty's Revenue and Customs,
 - (d) "the Rules" means the Land Registration Rules 2003 (SI 2003/1417) as amended from time to time, and a reference to a rule by number is to the rule so numbered in the Rules.

Currency of notice

2. This Notice is made under rule 132(1) and (2) of, and Schedule 2 to the Rules and shall be current for the purposes of Schedule 2 on and after **30 January 2016**. It replaces on that date the Notice of 3 September 2014 in respect of 'Applications in connection with court proceedings, insolvency and tax liability under rule 140 by email'.

The delivery of CIT applications by email

3. Arrangements have been made—
 - (a) for delivering CIT applications by email, subject to paragraphs 4 to 11 inclusive, and
 - (b) for issuing the results of certain CIT applications by email to HMRC only, subject to paragraphs 12 to 15.

Who may deliver a CIT application by email

4. CIT applications by email may be made only by a qualifying applicant as defined in rule 140.

How applications must be delivered

5. CIT applications by email may be made only by using one of the approved secure networks listed in Schedule 2 to this notice.
6. CIT applications by email must be sent directly to one of the addresses listed in Schedule 1 to this notice.

When the service is available

7. CIT applications by email may be made at any time on a business day except that—

- (a) when the business day in question follows a day which is not a business day, then applications cannot be made before 0800 hours on that business day, and
- (b) when the business day in question is followed by a day which is not a business day, applications may not be made after 1600 hours on that business day.

Other conditions and limitations on applications

- 8. The CIT applications by email must be made in Land Registry Form CIT, completed in accordance with rule 140, and attached to the email.
- 9. Other forms referred to in rule 140(3), 140(4) and 140(4A) must also be completed and attached to the same email if any of the searches or copies referred to in those paragraphs are required.
- 10. Attachments must—
 - (a) be either in Tagged Image File/Tagged Image File Format (TIFF), Portable Document Format (PDF), Graphical Interchange File Format (GIF) or a file complying with Joint Photographic Expert Group standards (JPEG).
 - (b) not exceed 10 megabytes in size for each single document.
- 11. For security reasons, the results of CIT applications by email will be issued by post or DX only, not by email, except where paragraphs 12 to 15 apply.

Conditions and limitations on the issuing of results by email to HMRC

- 12. If HMRC so requests, the results of a CIT application made by HMRC where only a search of the Index of Proprietors' names was requested will be issued by email, but only if all the conditions and limitations in paragraphs 13 to 15 are met.
- 13. The application must include only an application for a search of the Index of Proprietors Names, and comprise only a Form CIT and form PN1.
- 14. The result will be issued to one of the approved secure networks listed in Schedule 2 to this notice.
- 15. The result will be sent wrapped in a password protected file chosen by the registrar, and the registrar will notify the applicant of the password by a means he deems sufficiently secure.

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Alasdair Lewis
Deputy Chief Land Registrar and
Director of Legal Services
25 January 2016

SCHEDULE 1
Email addresses referred to in paragraph 6

The electronic address to be used is that set out in Column 2 against the name of the relevant office in Column 1.

1. Name of Land Registry Office	2. Electronic Address
Birkenhead	rule140.birkenheadoffice@landregistry.gov.uk
Coventry	rule140.coventryoffice@landregistry.gov.uk
Croydon	rule140.croydonoffice@landregistry.gov.uk
Durham	rule140.durhamoffice@landregistry.gov.uk
Fylde	rule140.fyldeoffice@landregistry.gov.uk
Gloucester	rule140.gloucesteroffice@landregistry.gov.uk
Kingston Upon Hull	rule140.hulloffice@landregistry.gov.uk
Leicester	rule140.leicesteroffice@landregistry.gov.uk
Nottingham	rule140.nottinghamoffice@landregistry.gov.uk
Peterborough	rule140.peterboroughoffice@landregistry.gov.uk
Plymouth	rule140.plymouthoffice@landregistry.gov.uk
Telford	rule140.telfordoffice@landregistry.gov.uk
Wales/Cofrestrfa Tir Swyddfa Cymru	rule140.walesoffice@landregistry.gov.uk
Weymouth	rule140.weymouthoffice@landregistry.gov.uk

SCHEDULE 2
Approved secure networks referred to in paragraph 5 and 14

Network name	Received from e-mail address ending with
Public Sector organisations connected to the GSI	.gsi.gov.uk
Public sector organisations connected to the GSX community within the GSI	.gsx.gov.uk
The Police National Network or Criminal Justice Exchange	.police.uk and .pnn.police.uk
Private sector organisations connected to the Police National Network	.scn.gov.uk
The Criminal Justice Secure e-mail service	.cjsm.net
Private sector organisations connected to the GSI who meet the required security standards	.gse.gov.uk
English and Welsh local authorities connected to the GCSX community	.gcsx.gov.uk