

# HM Land Registry

## Application for official copy of an exempt information document

# EX2

**Use one form per document.**

**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 [www.gov.uk/land-registry](http://www.gov.uk/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.

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

If the document relates to many titles, you only need to quote one.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

If the document relates to many properties, you only need to quote the property relating to the title number quoted in panel 2.

Some register entries refer to documents being filed under a different title number.

To find out more about our fees visit [www.gov.uk/government/collections/fees-land-registry-guides](http://www.gov.uk/government/collections/fees-land-registry-guides)

Place 'X' in the appropriate box.

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

HM LAND REGISTRY USE ONLY  
Record of fees paid

Particulars of under/over payments

Reference number  
Fees debited £

| 1   | Local authority serving the property:  |             |              |   |  |
|---|--|-------------|--------------|---|--|
| 2   | Title number(s) of the registered estate(s) to which the document relates:   |             |              |   |  |
| 3   | Property:  |             |              |   |  |
| 4   | Title number under which this document is filed:   |             |              |   |  |
| 5   | Application and fee<br><table border="1"><thead><tr><th>Application</th><th>Fee paid (£)</th></tr></thead><tbody><tr><td>Official copy of an exempt information document</td><td></td></tr></tbody></table><br>Fee payment method<br>cheque made payable to 'Land Registry'<br><br>direct debit, under an agreement with Land Registry | Application | Fee paid (£) | Official copy of an exempt information document |  |
| Application                                     | Fee paid (£)   |             |              |   |  |
| Official copy of an exempt information document |  |             |              |   |  |

Provide the full name(s) of the person(s) applying for an official copy of the exempt document. Where a conveyancer lodges the application, this must be the name of the client(s), not the conveyancer.

This panel must always be completed.

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.

Insert date, parties and nature of document.

|   |  |
|---|--|
| 6 | The applicant:   |
| 7 | This application is sent to Land Registry by<br><input data-bbox="632 288 1372 338" type="text"/> Key number (if applicable):<br>Name:<br>Address or UK DX box number:<br><br>Email address:<br>Reference: |
|   | Phone no: <input data-bbox="1102 593 1102 642" type="text"/> Fax no: <input data-bbox="1102 593 1548 642" type="text"/>  |
| 8 | The applicant applies for an official copy of the following document that has been designated an exempt information document:  |

9 State the reason(s) why you consider an official copy of the edited information document is not sufficient for your purposes:

10 State why you consider that none of the information omitted from the edited information document is prejudicial information:

OR

If you accept that some or all of the information is prejudicial information, give details and state why you consider that the public interest in providing an official copy of the exempt information document outweighs the public interest in not doing so:

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

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Signature of applicant  
or their conveyancer: .....

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.