

# Application for Registration

Please complete the white boxes on pages 1 & 2 using Typescript or BLOCK CAPITALS

# A

Form 100A

Application Number

## 1. County

Folio(s) affected

If insufficient space continue on a separate sheet and enter "see list"

## 2. Queries to be sent and documents returned to:-

Postcode \_\_\_\_\_ DX \_\_\_\_\_  
Telephone (code) \_\_\_\_\_

Applicant's Land Registry Code  
Applicant's Reference

Day Code

## 3. Clients

## 4. Fees and Priority (Describe each dealing concisely and indicate whether it affects the **Whole** or **Part** of the Folio)

List applications in <b>priority</b> order	Current Market Value (£)	Fee Paid (£)
	<b>Tick if required</b>	<b>Fee Paid (£)</b>
<b>Certificate of Charge</b>	<input type="checkbox"/>	
<b>New Land Certificate (new folio)</b>	<input type="checkbox"/>	
<b>Uncertified Copy Map (new folio)</b>	<input type="checkbox"/>	
<b>Certified Copy Map (new folio)</b>	<input type="checkbox"/>	

New Folio Number

Received

I/We enclose a crossed cheque/postal order  
Payable to DoF General Account for

<b>TOTAL FEE</b>	
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**5. Documents Lodged - List ALL documents lodged (attach a continuation sheet if necessary)**

Date	Document	Parties	Checked
			Date: _____

**6. Special directions**

Complete where any document is to be returned to a person or firm not mentioned on a panel 2

Description of document _____
Addressee _____
_____
_____ Postcode _____

**7. Change of address**

This panel should be completed if the address of any person named (or to be named) on the folio is to be updated.

Please update the address of _____
_____
To read _____
_____ Postcode _____

**8. Checklist**

- |  |   |
|--|---|
| a. Have you enclosed the appropriate fee and signed and dated the cheque? <input type="checkbox"/> | e. Where the application refers to a map is the map enclosed and does it meet the current requirements? <input type="checkbox"/>  |
| b. Have all deeds been executed, dated and witnessed? <input type="checkbox"/>                     | f. Have all the necessary Land Certificates and Certificates of Charge been lodged? If not have you lodged a request for an order to produce/dispense with production and appropriate fee? <input type="checkbox"/> |
| c. Have appropriate SDLT form been enclosed? <input type="checkbox"/>                              |   |
| d. Has Certificate of Identity been filled in, as appropriate? <input type="checkbox"/>            |   |

If you have any query about the completion of this form please ring our Customer Information Unit on 0300 200 7803 OR e-mail [customerinformation.landregistration@finance-ni.gov.uk](mailto:customerinformation.landregistration@finance-ni.gov.uk)

**9. Declaration by applicant or solicitor**

All information provided will be processed in accordance with DoF privacy Notice set out at <https://www.finance-ni.gov.uk/publications/lps-privacy-notice>

I/We certify that the information supplied is correct.

Signature of applicant or solicitor \_\_\_\_\_

Date \_\_\_\_\_