



DIRECTIVE
Land Registry

SECTION: General

NUMBER: 2001-012

**SUBJECT: Registration and Scanning
of Documents and Plans
with References to Color**

PURPOSE

Instrument standards under regulation, require that documents and plans submitted for registration shall be of sufficient clarity to permit photocopying and microfilming on registry office equipment and provides discretionary authority for the Registrar to accept such other attached instruments and documents as, in the opinion of the registrar, are suitable for acceptance in a form other than that prescribed.

From time to time, documents and plans are submitted which refer to items that are defined by the use of a color. (i.e. As outlined in red on the attached plan)

REFERENCE

Instruments Standards Regulation - Registry Act
Instrument Standards Section 21(1) - Regulation 83-130 – Land Titles Act

DIRECTIVE

- Registrants are requested to make every effort to avoid the use of references to colors in documents and on plans submitted for registration.
- At the discretion of the Registrar, documents and plans that make reference to colors may be rejected on submission, if in the opinion of the Registrar there, is an alternative way for the reference to be made by shading or cross-hatching.
- The registrar may accept documents and plans for registration containing references to color, if the document or plan is too complex to utilize shading or cross-hatching to properly differentiate the extent of what is affected. The documents and plans will be scanned in black and white.
- Original documents will be returned to the registrant after the document has been imaged for online viewing and no paper copy will be retained in the Registry Office.
- For plans that are large enough to require a separate registration number for filing and imaging purposes, a duplicate original, complete with color definition is required for filing at the Provincial Land Registration Office.

DATE EFFECTIVE 2011-11-22

ISSUED

REVISED 2017-01-04

Page 1 of 1