

AFR BUNDLE CHECKLIST

Note: Authorized lawyers are reminded that there must be one AFR bundle for each PID unless the Form 8 Opinion of Title applies equally to each of the PIDs.

This checklist does not replace or limit the requirements relating to AFR Bundle submission as set out in the Land Registration Act, Land Registration Administration Regulations, or Registrar General Directives. Authorized lawyers are expected to follow the LRA and all regulations and directives, regardless of whether or not they are listed on this checklist. If you have any questions please contact the help line at 1-866-518-4640.

√	Item	Authority
	<p>Form 23 [AFR Bundle Cover Page]: are all documents that are listed on the form included in the bundle and is the form signed with an original signature of the lawyer who submitted the AFR/registered the parcel?</p> <p>Note: A Form 4 is not required if a solicitor-client relationship exists between the authorized lawyer who registers the parcel and the parcel owner.</p>	Land Registration Administration Regulation 9(4)(a)
	Are all PIDs that are covered by the bundle included on the Form 23	
	Is a copy of the abstract of title included in the bundle and is it legible?	LRA clause 37(4)(c) & LR Administration Regulations clause 2(2)(a)
	<p>Is the authorized lawyer relying upon a back-title that has been previously submitted in an AFR bundle by him/her/the firm?</p> <p>Note: the previously-filed AFR Bundle number (which is retrieved from the <i>Property Online</i> parcel details view) must be noted on the Form 23 and is there a notation on the abstract to indicate the place on the previously filed abstract where the back title connects.</p>	Registrar General Directive 2003-02
	<p>Is Form 5 signed by ALL parcel owners/agents?</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Except for Form 5, if a parcel is owned by more than one person, any registered owner or person entitled to be a registered interest holder may sign and submit a form that is required to be signed by the owner or registered owner of a parcel/ 2. Forms 4 & 5 may be faxed copies 	<p>Land Registration Administration Regulations subsection 3(15)</p> <p>LR Administration Regulations subsection 3(14)</p> <p>Registrar General Directive 2003-05.</p>

√	Item	Authority
	<p>Does/do the Form 4 (if applicable) and Form 5(s) cover all the PIDs listed on Form 23</p> <p>Note: A Form 5 may list more than one PID if the information covered by the Form is identical for each of the PIDs].</p>	<p>Land Registration Administration Regulations subsections 9(4)(b) & (c)</p>
	<p>Are all PIDs that are covered by the bundle listed on the Form 8 Opinion of Title?</p> <p>Note: In order to place more than one PID on the Form 8, the information on the form must be identical for all listed PIDs.</p>	<p>LRA clause 37(4)(b)</p>
	<p>Is Form 8 signed by the lawyer who signed the Form 23?</p>	<p>LRA clause 37(4)(b)</p>
	<p>Does Form 8 contain original signatures of the lawyer? <i>(This form cannot be a faxed copy.)</i></p>	
	<p>Is the Form 8 dated the same date as the Form 29 (registration of the parcel)?</p>	
	<p>Form 29 Statement of Registered and Recorded Interests [system generated] Does this form contain an original signature of the lawyer who signed the Form 23 and whose name appears on the top of the Form 29? <i>(This form cannot be a faxed copy.)</i></p>	<p>Land Registration Administration Regulations clause 9(4)(f)</p>
	<p>Is there a separate Form 29 signed for each PID, which appears on the Form 23?</p>	
	<p>Does the Form 29 match the Form 8 respecting the registered interests, benefits/appurtenances, burdens/qualifications and recorded interests for all PIDs?</p>	
	<p>If the bundle includes registrable documents that have not been registered pursuant to the Registry Act, is there a cheque to cover the recording fees for this document/these documents?</p> <p>Note: the document(s) will be kept in the AFR bundle and not registered under the Registry Act because once in land registration system it no longer applies to the parcel</p>	<p>Land Registration General Regulations Appendix 1 subsection 4(b) and LR Administration Regulations clause 9(4)(d)</p>
	<p>Do the documents and certificate explain your opinion in sufficient detail? (eg, long division - show your work)</p>	<p>NSBS Prof Standards</p>

√	Item	Authority
	Parcel Description - Have I included a copy of the parcel description from the approved PDCA in the AFR?	NSBS routine audit