



Ministry of Government Services
ServiceOntario

Regulatory Services Branch

Central Production & Verification
Services Branch

Bulletin No. 2013-03

***Land Registration
Reform Act***

DATE: JULY 19, 2013

**RENEWAL PROCESS FOR
ACCOUNTS AUTHORIZED
BY THE DIRECTOR OF
LAND REGISTRATION TO
SUBMIT ELECTRONIC
REGISTRATIONS**

This Bulletin updates and replaces Bulletin No. 2013-01 dated January 22, 2013 to reflect the new extension date of all Registration Agreements that expire within the months of January through to November 30, 2013.

In 2008, the Ministry of Government Services introduced new criteria related to obtaining authorization to register documents in the electronic land registration system (ELRS) in accordance with the *Land Registration Reform Act*. In order to obtain authorization, Teraview Account Holders are required to satisfy the Director of Land Registration (Director) that they meet the new criteria by submitting an application for authorization. They are also required to enter into a Registration Agreement with the Ministry. Once the Director is satisfied that the requirements are met, authorization is granted for a period of no less than five years.

The first of the Registration Agreements executed under this process began to expire in early 2013. In order to ensure continuity for account holders while the Ministry finalized the renewal process, the expiry date of Registration Agreements that expire within the months of January through to and including November, 2013, is extended to November 30, 2013.

During this extension period, Account Holders will continue to be bound by the terms of their Registration Agreement. Continued use of the electronic land registration system for the purpose of submitting documents electronically for registration will constitute the account holders' acceptance of the terms of this extension.

To renew a Registration Agreement that is set to expire, Teraview Account Holders are required to complete the **Authorization Renewal Form**, which can be found on the Ministry website, and submit it to the Director. By signing and submitting the renewal form, the Teraview Account Holder or, if the Account Holder is not an individual, a designated Account Holder Representative, is confirming that the Account Holder still meets the three criteria which must be met by anyone who wishes to submit documents for registration in the electronic land registration system. They are also agreeing to be bound by the terms of the Electronic Land Registration Agreement, as it may be amended by the Director from time to time pursuant to section 9 of the Agreement, and by the original Indemnification Agreement if one was required during the initial sign-up.

The Authorization Renewal Forms can be submitted to the Director by mail or email but must include notarized colour photocopies/ scanned images of any identification or other documentation required. Alternatively, Teraview Account Holders can apply for authorization renewal by scheduling an appointment and attending any Land Registry Office in person, with original identification and other required supporting documents.

Account Holders are encouraged to complete and submit the Authorization Renewal Form to the Director at least two weeks prior to the expiration date to provide sufficient time for processing and to ensure there is no disruption to their ability to submit documents for registration in the electronic land registration system.

Information about the authorization renewal process, including the forms, can be found on the ServiceOntario website at www.serviceontario.ca/landregistration, by selecting 'Electronic Registration' from the menu on the left side of the page.

New Teraview Account Holders who require authorization from the Director to register documents electronically will use the existing application process. Information about the application process, including the Application Guide, is on the same website listed above.

Questions regarding authorization renewals, the extension period, or new applications may be directed to the Ministry at (416) 314-3138 or toll-free at 1-866-262-8135 or emailed to ELRSAuthorization@ontario.ca.

***Original signed by
Kate Murray***

Katherine M. Murray
Director of Titles

***Original signed by
Robert Mathew***

Robert Mathew
Director of Land Registration