

eForm

On the electronic form, click on **More Signatures**. A copy of Form D "Executions Continued" will be appended to the form.

(3) The date of execution, given in year, month and day, must be indicated in the space provided in Item 7. Years shall be entered using the last 2 digits (e.g. "89" for 1989). Months should be designated by number (e.g. "2" for February).

User Guide

INDIVIDUAL TRANSFEROR

(1) For natural persons, under the "Transferor(s) Signature(s)" column, the transferor name must be typed or printed immediately below the signature of the transferor.

(2) Under the "Officer Signature(s)" column, the name, address and professional capacity (e.g. solicitor, notary or commissioner) must be typed or printed immediately below the signature of the certifying officer.

EXAMPLE:

7. EXECUTION(S): **				
Officer Signature(s)	Execution Date			Transferor(s) Signature(s)
	Y	M	D	
<u>Ian Jack Smith</u> Ian Jack Smith 100 Burrard Street Vancouver, B.C. V6C 1A1 Solicitor	89	3	15	<u>John Peter Doe</u> John Peter Doe

eForm

On the electronic form, enter the name, address, and particulars of the officer, and the names of the executing parties who will sign the paper copy of the form. The information appears as on the paper form.

Digital Signature. Once the electronic form is completed, a paper copy must be printed out and executed in accordance with Part 5 of the *Land Title Act*. The name and particulars of the officer must be entered before the digital signature is affixed. A lawyer or notary who is a subscriber must then affix their digital signature before the form is electronically submitted. The digital signature is a certification that the lawyer or notary has in their possession a signed true copy, or a copy of that copy (e.g., a facsimile).

To affix the digital signature to the form, click on the box at the right of the certification statement. Once a digital signature is affixed, the form cannot be modified in any way. Thus it is advisable to save an unsigned copy of the form before affixing a digital signature. For detailed procedures see the *Land Titles Electronic Filing System Reference Manual*.

(3) Please note that the definition of an officer is limited to a person before whom an affidavit may be sworn under the *Evidence Act*, R.S.B.C. 1996, c. 124, sections 60, 63 and 64.

(4) The officer signature must appear directly opposite the transferor signature certified by the officer. If one officer is certifying more than one transferor signature, add "as to all signatures" or "as to the signatures of ..." immediately below the officer signature.

EXAMPLE:

7. Execution(s): **				
Officer Signature(s)	Execution Date			Transferor(s) Signature(s)
	Y	M	D	
<u>William Jack Johns</u> William Jack Johns 101 Douglas Street Victoria, B.C. V8A 1A2 Notary Public (as to all signatures)	89	4	3	<u>John Peter Allan</u> John Peter Allan <u>Mary Lynn Glen</u> Mary Lynn Glen

CORPORATE TRANSFEROR

(1) In the case of a transfer executed by a corporation, use the format shown in the following example and ensure that the name of the authorized signatory is typed or printed immediately below the signature. Please note that the affixation of a corporate seal is no longer required for *Land Title Act* purposes. The provisions of subsections (2), (3) and (4) under the heading **INDIVIDUAL TRANSFEROR** also apply to this form of execution.

EXAMPLE:

7. EXECUTION(S): **				
Officer Signature(s)	Execution Date			Transferor(s) Signature(s)
	Y	M	D	
<u>Jim Joe Brown</u> Jim Joe Brown 2500 West Georgia St. Vancouver, B.C. V7C 2P4 Notary Public	89	3	26	ABC Limited by its authorized signatory <u>John Lee Doe</u> John Lee Doe

(2) If a company seal is affixed, it must not obliterate or obscure any signature or information entered in this Item. In the case of a corporate attorney, it is the seal of the attorney that is to be affixed rather than that of the transferor.

EXECUTION BY INDIVIDUAL ATTORNEY

(1) In the case of a transfer executed by an attorney, use the appropriate format shown in the following example. If a power of attorney is already filed in the land title office, enter the filing number immediately below the signature. The provisions of subsections (2), (3) and (4) under the heading **INDIVIDUAL TRANSFEROR** also apply to this form of execution.

EXAMPLE:

7. EXECUTION(S): **				
Officer Signature(s)	Execution Date			Transferor(s) Signature(s)
	Y	M	D	
<u>Sue Mary Love</u> Sue Mary Love 2727-1499 4th Ave. Prince George, B.C. V2C 4Y9 Solicitor	89	3	13	JOHN LEE DOE by his Attorney JOHN JOE SMITH <u>John Joe Smith</u> D.F. 667801

EXECUTION BY CORPORATE ATTORNEY

(1) In the case of a transfer executed by a corporate attorney, it must be clear that the signatory is an authorized signatory of the corporate attorney and that the corporate attorney is acting as the attorney for the transferor. The provisions of subsections (2), (3) and (4) under the heading **INDIVIDUAL TRANSFEROR** also apply to this form of execution.

EXAMPLE:

7. EXECUTION(S): **				
Officer Signature(s)	Execution Date			Transferor(s) Signature(s)
	Y	M	D	
<u>Jane Sue Brown</u> Jane Sue Brown 1700-1250 2nd Ave. Kamloops, B.C. V9C 9Y5 Solicitor	89	3	13	JOHN LEE DOE by his Attorney ABC LIMITED by its authorized signatory <u>John Joe Smith</u> John Joe Smith

eForm

If there is insufficient space on the electronic form, click on **More Signatures** and enter this information on Form D "Executions Continued".

LACK OF CERTIFICATION

(1) If the transferor signature cannot be certified by an officer, enter "SEE AFFIDAVIT OF EXECUTION" and attach an affidavit that complies with Part 5 of the *Land Title Act*. Note that the affidavit will be part of Form A and must have a page number.

eForm

For electronic forms, enter this information on a Declaration form. If the Declaration is completed prior to submitting the transfer document, include the Declaration with the submission. If the Declaration is created after submission of the transfer document, the Declaration is filed using the Corrective Declaration process. For information on filing Declarations, see the Land Titles Electronic Filing System Reference Manual.

(2) The affidavit must state the reason why officer certification cannot be obtained. The reason must be sufficient for the registrar to accept the affidavit in lieu of the officer certification. In those cases where the affidavit evidence of execution is submitted, the registrar is not likely to exercise his discretion unless officer certification is simply impossible to obtain under the circumstances or the transfer was executed outside British Columbia.

(3) In those cases where the freehold transfer document is executed outside British Columbia, the registrar will accept that it is difficult to obtain an officer's certification in all cases and will accept the affidavit of execution in lieu of an officer certification.

EXAMPLE:

7. EXECUTION(S): **				
	Execution Date			
	Y	M	D	
Officer Signature(s)				Transferor(s) Signature(s)
SEE AFFIDAVIT OF EXECUTION	89	3	13	<i>John Charles Doe</i> John Charles Doe

**LAND TITLE ACT
FORM B
(Section 225)**

Province of
British Columbia

MORTGAGE-PART 1 (This area for Land Title Office use) **PAGE 1 of (number) pages**

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF THE MORTGAGED LAND: *
[PID] [LEGAL DESCRIPTION]

3. BORROWER(S) [MORTGAGOR(S)]: (including postal address(es) and postal code(s)) *

4. LENDER(S) [MORTGAGEE(S)]: (including occupation(s), postal address(es) and postal code(s)) *

5. PAYMENT PROVISIONS: **

(a) Principal Amount: \$	(b) Interest Rate:	(c) Interest Adjustment Date	Y	M	D
(d) Interest Calculation Period:	(e) Payment Dates:	(f) First Payment Date:			
(g) Amount of each periodic payment:	(h) Interest Act (Canada) Statement. The equivalent rate of interest calculated half yearly not in advance is % per annum	(i) Last Payment Date:			
(j) Assignment of Rents which the applicant wants registered? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, page and paragraph number:	(K) Place of payment:	(l) Balance Due Date:			