



The Register

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E-Filing

U P D A T E

Thanks to your letters...

The LTSA has heard that paper filing is an essential choice to meet the needs of B.C.'s legal professionals.



"As a result...we are not taking steps to see mandatory use" of electronic filing

Godfrey D. Archbold
President and Chief Executive Officer

(Excerpt from letter to Jim Taylor, Q.C. dated January 21, 2009)

Both paper and electronic filing will continue to be available to you. The choice remains yours.

Your Voice was Heard

Land UPDATE

We Can E-File For You!

Throughout our 40 year history of serving the legal profession, West Coast's procedures for filing land documents have always emphasized thoroughness, accuracy and attention to detail. Although most of our clients and B.C.'s legal professionals prefer to file the majority of their land documents by the traditional paper method, we are committed to bringing this quality service to electronic filing as well.

If you choose the optional method of electronic filing, there are many benefits to using West Coast to e-file your land documents through the Electronic Filing System (EFS):

- We will conduct a thorough pre-inspection of your electronic documents (*whether or not you request a pre-index*);
- We will advise you of any errors or omissions, so that you can rectify the problem before submission, thereby preventing a s.308 Defect Notice being issued;
- We are able to pay Property Transfer Tax on your behalf. Our fee for this service is calculated at \$3.00 per \$1,000.00 disbursed with a **minimum of \$10.00** and a **maximum of \$50.00**, *no matter how high the disbursement*;
- We are very conversant and up-to-date with LTO practices and procedures necessary for successful registration of your electronic documents;
- We will keep you informed of any changes in electronic forms or new requirements for filing through EFS.

It is a very simple, straightforward process for West Coast to e-file your electronic documents. You can either e-mail your filing instructions and

your documents (in PDF format) to info@wcts.com or you can go to our website www.wcts.com and follow the link for E-Filing, whichever method you prefer.

If you have any questions about EFS, please call Marsha Cromwell in our **New Westminster** Land department at 604.659.8600 or toll-free at 1.800.553.1936.

E-Filing Forms

New versions of the electronic forms are introduced on a regular basis. In many cases, the changes involve specific enhancements to the forms, such as new schedules with expanded text space, or the inclusion of new types of transactions. Other forms may have no significant visible changes but some changes were made to their EFS functionality.

Following is a list of the current version of common electronic forms:

Form	Version
Form A	16
Form B	15
Form C - Charge	15
Form C - Release	15
Form 17 - Fee Simple	5
Form 17 - Charge, Notation or Filing	5
Form 17 - Cancellation of Charge, Notation or Filing	6
Claim of Lien	15
PTT Form	19
Form Declaration	15

You will still be able to upload the old version of the electronic forms, but you will receive the following warning:

"The form version you have submitted is still acceptable, however, this version is being phased out - please download the current version using the Download Form Templates screen".

Letter Prefixes for Land Documents

The letter prefix used in each Land Title Office in 2009 is the same letter prefix that was used in 2008 and 2007 (*see Chart below*). Depending on which cash wicket your paper documents are filed through, the registration number for *Lower Mainland* documents will often contain seven digits.

In the past, the letter prefix for registration numbers assigned to land documents changed at the beginning of January each year. This system worked very well for many years and one could often determine the year a document was filed just by knowing the letter prefix. Now it will be necessary to obtain a copy of the document to determine if it was filed in 2007, 2008 or 2009.

The letter prefix used for documents filed through the Electronic Filing System (EFS), is **CA**. This letter prefix has not changed since EFS was first introduced in 2004.

Following is a list of the current letter prefixes used in each Land Title Office in 2009.

Paper Filing	Prefix
Lower Mainland <i>Vancouver</i> <i>New Westminster</i> <i>Prince George</i> <i>Prince Rupert</i>	BB
Kamloops <i>Kamloops</i> <i>Nelson</i>	LB
Victoria	FB
Electronic Filing	Prefix
Lower Mainland Kamloops Victoria	CA

Corporate

U P D A T E

TILMA

Orders in Council 189, 190 and 191, to bring into force sections of the *Trade, Investment and Labour Mobility Agreement Implementation Act (TILMA)* which amend the *Business Corporations Act*, *Partnership Act* and *Cooperative Association Act*, have been approved and ordered March 5, 2009, effective March 30, 2009.

In addition to the amendments to the Acts, a new Regulation for each of these Acts was made. These changes support the streamlining of extra-provincial registrations of corporations, limited partnerships, limited liability partnerships and cooperative associations between **British Columbia** and **Alberta**. TILMA does not apply to societies, general partnerships or sole proprietorships.

Benefits to BC/AB Corporations

- A corporation will only have to deal with its home jurisdiction to effect registration in both jurisdictions;
- Requirement for filing annual returns in the extra-provincial jurisdiction is eliminated;
- Maintenance filings (e.g. updating attorney for service) only has to be filed in the home jurisdiction;
- Dissolution, amalgamation and other such events in the home jurisdiction will be sent electronically to the extra-provincial jurisdiction.

Corporate Online (COLIN)

- New self-serve transactions have been introduced to register a BC Company in Alberta, to file a change of attorney and to file a change of head office;
- Certificates of good standing cannot be requested for extra-provincial companies with a home jurisdiction of Alberta;

- Annual reports for extra-provincial companies with a home jurisdiction of Alberta are no longer required;
- Statements of extra-provincial registration are no longer available as a self-serve transaction for registering companies with a home jurisdiction of Alberta.

Name Requests Online (NRO)

- NRO has been enhanced to assist BC businesses with extra-provincial registration in Alberta.

Extra-Provincial Companies

TILMA has also brought in changes that affect the restoration of extra-provincial companies:

- the term “*restoration*” of an extra-provincial company will be changed to “*reinstatement*”;
- conversion of a limited reinstatement to a full reinstatement has been eliminated;
- full or limited court-ordered reinstatements have been eliminated.

If you have any questions about TILMA, please contact our Victoria office at 250.405.6000 or toll free at 1.800.667.7767. They will be pleased to assist you.

Court

U P D A T E

Trial Scheduling

There will be no regular Chambers available on **May 20-22, 2009** as there are Judges/Masters conferences on those dates. Only *emergency* applications will be heard and those must be arranged through the Court Registry first.

For more information on Trial scheduling, go to the “Registry News & Updates” section of our Website (www.wcts.com) and click on “*Memos, Updates & Notices*”. The link to scheduling for the 2009 Court Calendar is provided there.

West Coast

U P D A T E



Peggy Forrester Retires

In our Newsletter issues for the past 8 years, West Coast has celebrated staff members who have reached significant anniversary milestones. We are proud to acknowledge that it is our experienced and conscientious staff who have contributed greatly to our success throughout our 40 year history of serving the legal profession.

Now it is time to acknowledge a truly remarkable staff member who retired on March 6, 2009. **Peggy Forrester** was a Manager in our Land department since 1980 and was always a loyal and enthusiastic ambassador for West Coast. Peggy decided to retire because she felt that now is the right time to broaden her horizons and seek out some of those roads less travelled.

Her cheerful personality, team player spirit and depth of experience will be sorely missed.

On behalf of Wayne Crookes, Owner/President, Shelley Porter, General Manager, the Land Department and all the staff at West Coast:

“Thank you, Peggy, for your years of dedicated service. You will be missed by all of us at West Coast who have had the pleasure of knowing and working with you over the years.”

Good Luck, Peggy!

Staff Anniversary

On February 15th, 2009, **Celia Galleto**, in our **Accounting** department in our *New Westminster* office, celebrated her **10th** Anniversary with West Coast. On behalf of Wayne Crookes, Owner/President and all the staff, we would like to congratulate Celia for her many years of dedicated service and say:

"Thank You For a Job Well Done!"



Wayne Crookes, Owner/President and Celia Galleto

Website Upgrades

West Coast is pleased to announce that we are updating and enhancing our website www.wcts.com. Our re-designed site will have a new look and many simplified, user-friendly features. The launch of the enhanced site is expected to take place by the end of April.

New features include:

- a **client login** that will store your contact information and any standing instructions for jobs that you do often.
- a **new service form** that is quicker and easier to complete, especially for filing electronic documents through EFS for Land documents and CSO for Court documents.
- **personalized tracking** - you will be sent a reply acknowledging receipt of the file and the name of the person handling it.

The new site will continue to show, under the "Areas of Service" tab, a non-exhaustive list showing over 80 areas of service that we provide and which office(s) to contact.

If you have any comments or suggestions that you would like included in our new site before the late-April launch date, please contact Cyndy Patterson in our Client Services department at cyndy@wcts.com.

Requests by E-Mail

E-mail is quick, easy and direct from you to us and vice versa. Each of our offices has an established computer that is monitored throughout the day to ensure your e-mail requests are processed in a timely manner.

Our central e-mail address is info@wcts.com. From this address, your work will be forwarded to the appropriate office where the work will be processed.

In addition to getting information back to you quickly by phone or fax, we are also happy to e-mail you. Just note your e-mail address in the space provided on our invoice and mark the e-mail box.

Newsletters and Updates by E-Mail

We continue to be very encouraged by our clients' positive response to our environmental invitation to "Help Us Go Green".

If you would like to receive our newsletters and updates **via e-mail**, please contact our Client Services department at 604.659.8610, or toll free at 1.800.553.1936 or via e-mail at info@wcts.com and ask to be added to our e-mail list.



The Register is the newsletter of **West Coast Title Search Ltd.** It is available free of charge and we encourage you to use the information to assist you with your work.

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