

**FOR SAME DAY ACCEPTANCE, DOCUMENTS MUST BE RECEIVED BY 4.P.M.**

LAND  
REGISTRY  
DATE  
STAMP  
**ONLY**



**THE LAND REGISTRY**  
LANDS AND SURVEY DEPARTMENT

## DOCUMENT SUBMISSION RECORD

Version 1.2 – May 2009

Submitted By:		Your Ref: (if applicable)	
Return Address:		Your Client (if applicable):	
Tel:		Real Estate Agent (if applicable):	
Fax:		Doc Log No: (Office Use Only)	
Email:			

Registration Section:		Block:		Parcel:	
Registration Section:		Block:		Parcel:	
Registration Section:		Block:		Parcel:	
Registration Section:		Block:		Parcel:	

Instrument	Stamp Duty	Registry Fees	Instrument	Stamp Duty	Registry Fees
Cheque No:			Amount:	CI\$	
Cheque No:			Amount:	CI\$	
Cheque No:			Amount:	CI\$	

**NOW TURN OVER AND COMPLETE CHECKLIST**



FOR OFFICE COMPLETION ONLY

### Document Return Advice

Return Date:

Returned by:

The enclosed documents are being returned as they are not currently compliant for Registration and/or the Assessment of Stamp Duty. Please review the highlighted item(s) overleaf and specific requirements detailed below;

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Unless payment has been submitted in full, the return of this document signifies the recommencement of the 45 day submission periods, after which time late penalty payments may apply. You should therefore complete these outstanding requirements and resubmit the documentation immediately, or contact the Department on 244 3420 if you require additional assistance.

# DOCUMENTS CHECKLIST

*All relevant sections must be completed*

YOUR DOCUMENTS WILL BE RETURNED IF ANY OF THE FOLLOWING APPLY AND THE REQUIREMENTS ARE NOT CORRECTLY COMPLETED

## COMPLETE FOR ALL DOCUMENTS -

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> All documents to be printed in duplex format   | <input type="checkbox"/> Documents to be in conformity with any attached schedule. For example, a Lease to Mr & Mrs Smith cannot be submitted in the name of Mr Smith only  |
| <input type="checkbox"/> Documents to be completed in full, stating full names (or as recorded on the existing Register), with signatures witnessed by a Justice of the Peace, Notary Public or member of authorised Land Registry staff, and correctly dated<br><br><i>(Notary Public's whose commissions do not expire must state so on the Registration Form)</i><br><br><i>Witnessing is not required for Conversion of Title (RL34) or Rectifications / Deletions to the Land Register (RL37)</i> | <input type="checkbox"/> Copy of current Certificate of Good Standing to be enclosed if a company is involved in the transaction, with the capacity (ie. Director) of signatories stated on the document. Signatories must be approved to transact land by the Articles of Association, or Board Resolution (the latter to be provided if used)<br><br><i>Retail banks submitting Charge related documents are exempt from this requirement</i> |
| <input type="checkbox"/> Full address to be stated, including postal / zip code  | <input type="checkbox"/> Permission to hold land to be provided from the Financial Secretary if the company is Exempt (applies to both Freehold and Leasehold transactions)   |
| <input type="checkbox"/> Amendments to be initialed by all parties. The use of correction fluid is not permitted   | <input type="checkbox"/> Any restrictions on the property to be complied with, or otherwise removed (eg. Planning restriction, Caution)   |
| <input type="checkbox"/> The required (or estimated) Registration Fees & Stamp Duty to be enclosed. For details of fees visit <a href="http://www.caymanlandinfo.ky">www.caymanlandinfo.ky</a> or contact 244 3420   |   |

## COMPLETE APPROPRIATE SECTION

### Transfers of Land, Lease or Other Interest (Forms RL1-7)

- |  |   |
|--|---|
| <input type="checkbox"/> Detail of how the purchasers are proposing to hold the land (eg. Joint proprietor) to be stated   | <input type="checkbox"/> Copy of Purchase Agreement, or Declaration that no Purchase Agreement was signed, to be enclosed   |
| <input type="checkbox"/> Priced inventory to be enclosed if a deduction is being made for Chattels, stating whether chattels are new or used and indicating approximate current value  | <input type="checkbox"/> If Ad-valorem Stamp Duty is paid on the Purchase Transfer Forms to be in conformity with Purchase Agreement to ensure Stamp Duty paid on Purchase Agreement is applied to Transfer |
| <input type="checkbox"/> Certified copies of relevant documents to be provided for reduced rate Stamp Duty through Caymanian citizenship. For details of requirements visit <a href="http://www.caymanlandinfo.ky">www.caymanlandinfo.ky</a> or contact 244 3420 | <input type="checkbox"/> Removal of Caution form (RL35) to be completed and enclosed if a Caution was previously Registered   |
| <input type="checkbox"/> Land Certificate to be returned, if issued. If lost, please call 244 3420 for more details  | <input type="checkbox"/> Correspondence from the Financial Secretary relating to waiver or abatement of Stamp Duty to be enclosed if applicable   |
|  | <input type="checkbox"/> Certified copy of birth/marriage certificates for related parties to be provided if Transfer is for Natural Love & Affection   |

### Leases (Form RL8)

- Plan indicating the leased area, and stating its size to be enclosed for all Leases of Part
- Consent of the Chargor to be enclosed if there is a Charge against the property (unless the Chargor has previously provided deemed consent for Leases)
- Documentation to remove existing Lease from Premises to be enclosed if existing Leases are Registered over the Premises (RL14 Surrender of Lease during Lease Term or Section 62 Declaration after expiry)

### Grant of Easement (Form RL15)

- Registry Map Extract (or equivalent) detailing where the easement is granted to be enclosed
- If granting a Right of Way, detail of width and nature of the Right (eg. Pedestrian, Vehicular, Public) is to be stated
- Consent of the Chargor to be enclosed if there is a Charge against the property

### Charges (Forms RL10 - 13)

- Variation or Removal of Charge to specify which charge is to be varied or removed

### Official Searches (Forms RL 27- 28)

- Proprietor of the Parcel and Legal Practitioner / Purchaser to sign in consent of the Official Search

Even if these requirements are completed your documents may still be returned, as each is unique and it is not possible to address all scenarios in this checklist. The Land Registry is able to provide you with generic advice regarding the submission of documents either by visiting our counter at Britcay House, Eastern Avenue, weekdays between 9.30am and 4pm, or by calling 244 3420. You are encouraged to contact us in advance of your submission, to avoid any subsequent delays.

PLEASE NOTE THAT DOCUMENTS MUST BE SUBMITTED WITHIN 45 DAYS OF FIRST SIGNATURE TO AVOID PENALTY INTEREST BEING APPLIED. SEPARATE REQUIREMENTS AND DEADLINES APPLY TO THE ASSESSMENT OF STAMP DUTY