Instrument Type: _____

The following checklist has been created from best practices of Land Code First Nations across Canada.

Administrative Procedures

☐ Official record(s) of incoming mail, courier and/or hand delivered document(s), including phone calls and emails pertaining to the transaction

☐ Official receipt of Registration Fees and other applicable fees

☐ One (1) signed original document (including any consents that may be required) for processing and to retain in the Lands File System. (see document management policy)

Parcel Research

☐ FNLRS Parcel Abstract Report (PAR) – Review and confirm interests/encumbrances on parcel

☐ Review Lands File System to ensure there no outstanding issues; cross reference with housing and other departments as may be required

Internal Review

☐ Lands Office Checklist - Due diligence tasks were reviewed from the cover letter, document, parcel abstract report (PAR), tax search, etc.:
  o Legal Description – Lot, Plan, Reserve, PIN
  o Parties – Lessor, Lessee, Addresses
  o Execution Date - date signed on the Land Registry Form
  o Applicant – Legal firm, Contact, Phone/email
  o Transaction Details - Proposed use, Term, Expiry Date
  o Compliance with Law(s)
  o Letter from Locatee (if applicable) CP interest runs with legal description on Lease
  o Outstanding Mortgage – if yes, letter of undertaking that it will be discharged from title
  o Reviewed by Property Manager
  o Original Certified – Officer's signature by Land Registry Form, or Affidavit of Witness
  o Lands File – reviewed for any outstanding items
  o Survey – complies with survey requirements
  o Taxation – Folio/Roll number for cross referencing, ensure Fees paid to date (if applicable)
  o Utilities – review for outstanding issue and/or fees are paid to date (if applicable)
  o Complete – sign & date checklist is complete to best of knowledge
  o Other …
  NOTE: Any outstanding issues are clearly identified on the checklist, hold registration until issues are clarified

- ❑ Land Registry Form – reviewed to comply with registry requirements:
    - o Sec. 1 – Applicant name & contact information
    - o Sec. 2 – PIN, legal description, reserve name, see PAR
    - o Sec. 3 – Type of Interest & Registration No.), see PAR
    - o Sec. 4 – "Instrument" marked
    - o Sec. 5 – Name of the Transferor and address, see PAR
    - o Sec. 6 – Name of the Transferee and address
    - o Sec. 7 – Declaration included
    - o Sec. 8 – Execution(s):
        - a) Officer Signature - the Notary or Law office signed, including clear contact information
        - b) Execution Date – Clearly dated and not predated
        - c) Party Signature – signed and clear
        - Additional execution(s), checked same as above
- ❑ Additional Consents – required consents are attached to the transaction
    - o one (1) signed original copy per document

Approved Package

- ❑ All documents received First Nation approvals
- ❑ Scan Form/Instrument/Consents into one (.PDF) document
- ❑ Save file to Lands Upload Folder, rename file for easy retrieval

CITRIX – Add Instrument

- ❑ Log into CITRIX XenApp, open ILRS App
- ❑ Ensure FNLRS is selected
- ❑ Go to Instruments Tab & Click on "Add Instrument"
- ❑ Complete online application *Note: enter detail in remarks field (e.g. Lease #, Sublease #)
- ❑ Save and Upload corresponding PDF file saved in Lands Upload Folder
- ❑ Once uploaded, and final review, click on the Edit button and change status radio button to "Received" to submit the instrument for Registration
- ❑ File original document(s) in secure location (e.g. fireproof cabinet) in the Land File System

Return Registration

- ❑ Instrument is correctly reflected on the Parcel Abstract Report
- ❑ Each original has been stamped with registration number and date
- ❑ File one original copy in Land File System
- ❑ Return all remaining originals to the Applicant including the updated Parcel Abstract Report and Registration Fee receipt
- ❑ Official record of outgoing mail, courier and/or hand delivered documents

Update Internal Systems

- ❑ Complete and distribute Interdepartmental Form (if applicable)
- ❑ Update Electronic Lands Inventory and/or Asset Management System (if applicable)