HM Land Registry

Business Gateway

Developer pack

Electronic Document Registration Service

Submission guide

v2.1

Part 1 - Application to Change Register

Step 1

Provide general details, Title numbers, postcode/Local Authority/references etc

Step 2

Identify which applications are being submitted. E.g. Discharge, Transfer, Charge

Step 3

Specify against each application if you are going to be submitting a document. (The only types that will allow no document are DIS and COA)

Step 4

Provide details of any supporting documents to be sent alongside the application.

Step 5

Provide details of any representatives.

Lodging Conveyancer must be provided. Key number details will be picked up automatically from the details of the user making the submission

It is probably easiest here to always provide Lodging, Certified and Identity with ids of 1, 2, and 3, then provide incremented Id's for any representing conveyancers.

Step 6

Provide details of which parties are involved in the application

- *Step 6a -* For each party specify which roles they have for which applications, e.g. lender/borrower for a charge, transferor/transferee for a TR1
- *Step 6b -* For each party provide details of who's representing them. There are 5 possibilities here:
    1) Representation Not Provided: don't fill in the representativeId at all.
    2) Represented by lodging conveyancer: provide the id from LodgingConveyancer in step 5
    3) Represented by another conveyancer: provide the id from relevant Representing Conveyancer in Step 5

4) Not Represented - Identity already checked: provide the Id from Certified in Step 5

5) Not Represented - Identity Evidence attached: provide the Id from IdentityEvidence in Step 5. For each party linked to this, you must have an 'Identity Form' in the Supporting Documents list in Step 3

• *Step 6c -* Provide Party Address for services. There are 3 options here:

1) Existing Property Address: provide AddressForServiceTypeContent.A1

2) For existing proprietors you can use their existing address: AddressForServiceTypeContent.B1

3) Otherwise you need to specify the actual address, there must be a postal address, but then you can have 2 additional addresses which can be postal/dx/email

Step 7

Provide additional party notifications.

Part 2 – Attachments

For each Application (which has a document) submit the attachment to the Attachment service.

When filling in the details use the Application Priority or Supporting Document Id as the Attachment Id.

The Application Service is the Service Id for the Application to Change Register Service (Currently 104)

Part 3 - Collect attachment results

When you submit attachments, we perform some asynchronous processing on them, including Virus Scanning. Once this processing is complete we produce a result indicating if we've accepted the attachment. To collect your results:

Submit a request to the Outstanding Requests service.

For each result with a service of 105

If NewResponse is true (if you set ShowOnlyNewResponses to true in your request, you can ignore this check)

Submit the message Id to the Attachment poll service.

A response of type 30 means it was accepted

A response of type 20 means it was rejected

Part 4 - Requisition Monitoring

If a requisition is raised by our caseworkers, this is made available to you via Business Gateway.

This will come up in the Outstanding Requests Service under Service 107

Using the same logic as Part 3 to find any requisitions, submit the message Id's from the Outstanding Request response to the Correspondence Poll service.

These messageId's are not message Id's you provide, they are generated by us, so the only way to collect requisitions is to use Outstanding Requests.

The response from the poll service will contain the Message Id and External reference from the application it relates to.

Part 5 - Responding to Requisitions

Responses to requisitions must be sent via Business Gateway.

These are handled using the attachment service detailed in Part 2 except you now have some extra options.

If you need to provide a new copy of a document you've already told us about, simply provide the attachment Id again.

If it's a completely new document, you can specify the ApplicationType or DocumentName to say what it is.

We return the attachment id we generated for that document in the final response (which is collected in Part 3).

Repeat Part 3 accordingly (this is intended to be a scheduled task, so shouldn't need anything new here).

Part 6 - Collect Results

When the application is completed the results are made available in Business Gateway.

The best way to pick these up is to use the Outstanding Requests service already detailed above.

These results are under service 104. The Type 30 response indicates the application has been processed, with the relevant response fields completed to indicate whether it was processed, early completed, cancelled etc.

Part 7 - Early Completion

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If your application is completed subject to Early Completion you will have been notified in the result collected in Part 6.

When the discharge finally arrives, we create a new response and make it available to you via Business Gateway.

This works the same as Part 4 in that we generate the Message Id to assign to the new message.

These will appear under Service 108.