



Online Submission Tool: Interest Amendment

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Revision History

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Overview

This module will provide you with information to amend interests using the Online Submission Tool. When performing an interest amendment, changes are made to the interest register number and will affect all Interests.

Objectives

As a result of this module you will:

- Be able to amend an existing interest register.
- Be able to upload authorizations and attachments and link them to applications.

What Is an Interest Amendment?

An interest amendment allows a previously registered Interest to be changed or amended. This amendment is at the discretion of the registrant and does not necessarily reflect observance of contract law. This process allows you to amend or change features of an interest register number.

Amendments may be used to:

- Add better disclosure, whether by revealing terms of an agreement that were not previously revealed, or by attaching the full legal agreement.
- Add additional titles or interests to an interest register number.
- Change one or several of the terms, such as the value of an interest or the scheduled expiry date.
- To amend an easement, the dominant tenement must authorize the amendment.

The disclosure provided by any amendment that is registered takes effect only from the date of registration of the amendment. Therefore, any individual that has registered an interest in the meantime is not bound by the amendment.

Note: Judgments may only be amended by registration in the Saskatchewan Personal Property Registry.

Note: Postponements may not be amended. If terms or the priority among holders is being changed, you should discharge the existing postponement and register a new one.

Interest Amendment – The Basics

The following provides a brief high-level description of the steps needed to amend an interest. For detailed instructions, refer to the step-by-step instructions.

1. Create a new packet or select an existing packet
 - You may choose to add this transaction to an existing packet or create a new packet for the transaction.
2. Create new or select existing transaction
 - Select transaction type and click **Create** or **Select** from an existing transaction.
3. Identify interest
 - To complete this section you need either the interest register number or the interest number for the interest register that you wish to amend.
4. Amend interest register information
 - Add, delete, or amend details.
 - Detach existing documents and/or upload new document(s).
 - Attach new titles or interests to interest register.
 - Identify share structure and add holder(s).
 - Select conditions.

5. Request a title print (optional)
 - Use the **Request Title Print** function if you want to order a copy of the title as it will appear once the transaction is registered.
6. Add authorizations and attachments
 - The **Manage Authorization & Attachments** area will allow you to link the necessary supporting documentation to the transaction.
7. Save and validate application, create summary report, and submit the packet
 - Once you are satisfied the transaction you have created is complete, it is time to validate the transaction. If all transactions in the packet have been completed and successfully validated, you are ready to create a summary report and submit the packet.

Note: A summary report must be created after validation and prior to submitting the packet.

Note: You should save your work as you go through your application.

Step-By-Step Reference

The following provides detailed instructions that will guide you through successfully submitting your interest amendment transaction.

Step 1: Create a New Packet or Select an Existing Packet

You may create a new packet or you may include the interest amendment in an existing packet.

The screenshot shows a web interface titled "Select or Create Packet" with a "Hide this section" link. It contains two radio buttons: "Create in a New Packet" and "Add to Existing Packet".

1. Select the **Create in a New Packet** or **Add to Existing Packet** radio button. The system will open the **Select or Create Packet** screen.

The screenshot shows the "Select or Create Packet" screen with the "Create in a New Packet" radio button selected. The form is titled "Packet Header Info" and is divided into two main sections: "Packet Information" and "Account Information".

Packet Information:

- Submitting Party: Train50 10 Research Dr, Regina, Saskatchewan, Canada
- Client No: 400031930 [Find](#) Packet Type: Title Processing
- Client Ref. No: [] Packet No: []
- Packet Description: []

Account Information:

- Account Number: 300001082
- New Account Password: []

At the bottom, there are three buttons: "Save", "Continue", and "Clear". The "Add to Existing Packet" radio button is also visible at the bottom left.

2. If the packet is to be submitted under a different client number, enter the new **Client No:** and click the **Find** link. The system will display the name and address of the new submitting party.
3. The account information can be changed if this packet is to be charged to a different account. Enter the **Account Number** and **Account Password** for that account.
4. Enter an optional **Packet Description** to help you identify the packet in the **Packets List**.

5. Click **Save** or **Continue**. The system will generate a packet number and refresh the screen allowing you to carry on with the transaction.

Note: If you entered a client reference during login, it is carried forward to this field. You can change or remove it if required. This number is for your information and is another way to distinguish this packet from others. The Client Ref. No. will appear on your ISC invoice for this packet.

Note: To continue working on an existing packet, select the **Add to Existing Packet** radio button. See the OLS Common Elements module for details on using this option.

Step 2: Create New or Select Existing Transaction

At this point, the system allows you to create an interest amendment transaction or select an existing transaction to continue working on a previously created transaction.

Select or Create Transaction for Packet 200080314 Hide this section

New Interest Transaction:

Select Transaction Type Interest Registration Interest Discharge Interest Amendment Interest Assignment
 Judgment Registration

Create

Select Existing Interest Transaction:

Select

View Packet Content Create Summary Report Add Interest Submit Packet Cancel Packet

1. To create a new transaction, select the **Interest Amendment** radio button and click **Create**. The system will open the **New Interest Setup** screen.

Note: To continue working on an existing transaction, select the transaction from the **Select Existing Interest Transaction** drop down and click **Select**. The system will open the **Interest Amendment** screen.

Step 3: Identify Interest

Identify Interest Hide this section

Interest Amendment Description:

Search Interest Register By:

Interest Register No: * When performing an Interest Amendment, changes are made to the Interest Register and will affect all Interests.

Interest No:

1. Enter an optional **Interest Amendment Description**. This description will be used to identify this transaction in this packet.
2. Click the appropriate radio button.
3. Enter the **Interest Register Number** or **Interest Number** in the field and click **Find**. The **Amend Interest Register Information** screen appears. Current Information is displayed on the left, and there are fields on the right to enter the amended Information.

Amend Interest Register Information Hide all sections

Interest Register Number: 200013073 **Interest Type:** CNV Mortgage

Number of Interests: 1 ?

Interest No.	Interest Holder(s)	Title Details
200019956	Bank of Next Town	200022401

Amend the interest register information, to undo amendment for a field (leave current value) press the corresponding [restore current] button.

Field	Current Information	Action	Amended Information	
Interest Value \$:	15000.00	No Change	<input type="text" value="15000.00"/>	<input type="button" value="Restore Current"/> ?
Feature Number:		No Change	<input type="text"/>	<input type="button" value="Restore Current"/>
Scheduled Expiry Date:		No Change	<input type="text" value="DD-MMM-YYYY"/>	<input type="button" value="Restore Current"/>
Holder's Mortgage or Interest Reference Number:		No Change	<input type="text"/>	<input type="button" value="Restore Current"/>
Description of Interest:		No Change	<input type="text"/>	<input type="button" value="Restore Current"/>

Detach Document Information Select documents, based on the following document numbers, that should be detached. Click the document number to view the document.

Detach?	Document Number	DSL Number
<input type="checkbox"/>		

?

Step 4: Amend Interest Register Details

Amend Interest Register Information Hide all sections

Interest Register Number: 200013073 **Interest Type:** CNV Mortgage

Number of Interests: 1 Display Interests

Interest No.	Interest Holder(s)	Title Details
200019956	Bank of Next Town	200032401

Amend the interest register information, to undo amendment for a field (leave current value) press the corresponding [restore current] button.

Field	Current Information	Action	Amended Information	
Interest Value \$:	15000.00	Amend To	25000.00	Restore Current
Feature Number:		No Change		Restore Current
Scheduled Expiry Date:		No Change		Restore Current
Holder's Mortgage or Interest Reference Number:		No Change		Restore Current
Description of Interest:		Amend To	Some description of the mortgage.	Restore Current

Detach Document Information Select documents, based on the following document numbers, that should be detached. Click the document number to view the document.

Detach?	Document Number	DSL Number
<input type="checkbox"/>		

[Go To Add Attachments](#)

1. Enter any changes you need to make in the appropriate field(s) on the **Amend Interest Register Information** screen. Once you make a change and leave the field, the wording in the Action column changes. The options are “Amend To,” “No Change,” or “Deleted.” The **Restore Current** button undoes the changes that you made.

Note: In the **Scheduled Expiry Date** field, the calendar icon may be used to enter the date.

Note: The system will limit you to 180 characters in the **Description of Interest** field.

Note: Clicking on the title hyperlink will give you the standard results list. The **Display Interests** button will give you the standard results list if you have more than one interest to view. See the **OLS Common Elements** module for details.

2. If you need to remove an existing document, click the appropriate check box in the **Detach Document Information** area.

Note: Old world documents cannot be detached, but you may add a new document to an old world registration. Old world instruments are prefaced by “CNV” followed by the interest type.

Attach New Items to Interest Register

In some cases, you may need to attach items to the Interest Register in addition to amending details about the Interest Register.

The screenshot shows a section titled "Detach Document Information" with a sub-header "Select documents, based on the following document numbers, that should be detached. Click the document number to view the document." Below this is a table with three columns: "Detach?", "Document Number", and "DSL Number". To the right of the table is a button labeled "Go To Add Attachments" and a help icon. Below the table is a section titled "Attach new Items to Interest Register" with a "Show this section" link. Underneath, there are three radio button options: "No Conditions", "Free and Clear", and "Conditional Registration", each with a help icon.

1. Open the **Attach new items to Interest Register** section by clicking the **Twisty** or **Show this section** link.

Note: This section is closed because attaching a new item is only one amendment option.

The screenshot shows the "Attach new Items to Interest Register" section with a "Hide this section" link. It features a "Go To Title Search" button with a help icon. Below this is a form with "Attachment Type" (a dropdown menu set to "Title") and "Enter Number" (a text input field). There are "Add" and "Delete Selected" buttons. Below the form is a table with columns: "Delete?", "Attachment Type", "Number", "Holder/Owner", "Application", and "Indicator". At the bottom, there is an "Interest Holder Setup" section with "Number of Fractional Shares" (a text input field with a help icon and a "Create Shares" button with the note "Shares Must be Created prior to Interest Holder Setup") and "Current Share" (a dropdown menu with a "Delete Share" button).

2. Select an **Attachment Type:** from the drop down.

Note: You may also click **Go To Title Search** to search for a title.

3. Enter the **Title, Share, Abstract, Parcel, Interest,** or **Previous Application Number** in the field.

4. Click **Add**. The screen refreshes with the holder/owner and other information displayed.
5. Select “Dominant” or “Benefiting” from the Indicator drop down box if applicable.

Note: When amending an interest, the interest must be registered against the parcel if the interest type of the interest register number is one of the following:

- Restrictive Covenant – Mutual
- Restrictive Covenant – Non-Mutual
- Easement – Mutual
- Easement – Non-Mutual
- Party Wall Agreement

6. Enter the number of fractional shares and click **Create Shares**.

Note: The minimum mineral fraction is 1/20 per commodity per parcel.

7. For each share listed in the **Current Share**: drop down, enter the fractional share and specify the share holder(s).

Note: The total of all fractional shares must add up to 1/1.

Select Conditions

Conditions

No Conditions [?](#)

Free and Clear [?](#)

Conditional Registration [?](#)

1. Click the radio button for the appropriate conditions for this transaction.
 - No Conditions – You will accept registration of the transfer subject to any interests registered against the title or existing in the Judgment Registry at the time the application is processed.
 - Free and Clear – You will accept transfer only if there are no interests on the title at the time the application is processed.
 - Conditional Registration – You will accept registration of the transfer subject to interests registered on the title or existing in the Judgment Registry at a particular date and time the title was searched. Enter the date as dd-mmm-yyyy and the time as hh:mm:ss.

Note: If the title does change, your application would be rejected to provide you with the opportunity to search and view the title again. You would then be required to resubmit the application.

Step 5: Request a Title Print (optional)

If you request title prints for this transaction, you will receive and be charged for each title print for every title affected by the interest register number. See the OLS **Common Elements** module for details on completing this step.

Step 6: Add Authorizations and Attachments

Authorizations and attachments are documents that form part of the packet and are added to the packet prior to submission. The OLS tool has the ability to upload documents as well as store and retrieve documents for future use.

See the OLS **Common Elements** module for details on completing this step.

Step 7: Validate Application, Create Summary Report, and Submit Packet

Validate Application

You should **Validate** your application when you are satisfied that all required elements are correct. If errors are encountered during the validation, a pop-up message box will be displayed and the screen will be repositioned to the **Validation Errors** section.

Note: If you have multiple applications in your packet, validate each application prior to submitting the packet.

Each transaction type has a specific number of applications that will determine whether a packet will be validated online. Generally, application validation will take a couple of minutes, however it could take longer for packets with a very large number of applications, setups, or interests affecting a large number of titles.

Note: If you exceed the maximum number of applications within your packet or if your transaction contains more than the system allotted attached items, validation will take place off-line. The maximum number of items in an OLS application group before validation is done offline is:

<i>Application Type</i>	<i>Maximum</i>	<i>Item Type</i>
Title Transfer	15	Applications
Transform	100	Applications
Interest Registration	100	Interests
Interest Discharge	15	Interests
Transmission	15	Titles
Surviving Joint Tenant	15	Titles
Alternate Authority	15	Titles/Interests
Commodity Split	100	Applications
Interest Assignment	100	New Shares
Interest Amendment	100	New Interests
Judgment Registration	101	Interests

When offline, the OLS system performs an automated check of the assembly of each application within the packet to ensure that all requirements of ISC's business rules are met. Once the offline validation has been completed, notification of a successful or of a failure of offline validation will be sent to the user's notifications field on the OLS homepage and the packet will be returned to "Draft" status.

Generally, the validation process will take a couple of minutes, however it could take longer for transactions with a very large number of applications, setups or interests affecting a large number of titles. The packet status will change to "Being Validated" while validation is being performed. You will not be able to open or work on the packet until the offline validation has completed.

Create Summary Report

For this application, create the summary report from within this application. For a multi-application packet, click **View Packet Content** to create the full summary report for all applications within the packet.

Submit Packet



1. Click **Submit Packet**. The system will display the following confirmation screen. This page contains information from the packet header and an estimate of the fees for this packet.

This packet will be submitted for data validation. You will be notified on the OLS Home page if there are any validation errors, otherwise the packet will be submitted to the queue for processing.

Packet Header Info

Packet Information		Account Information
Submitting Party: Train50	10 Research Dr, Regina, Saskatchewan, Canada	Account Number: <input type="text" value="000001082"/>
Client No: 400031930	Packet Type: Title Processing	
Client Ref. No:	Packet No: 200080268	
Packet Description:		
Status: Draft	Expiry Date: 11-Jan-2013	

Packet Confirmation Date:
This information is being provided for information purposes only. The date may not reflect the actual date of submission, because submission does not occur until you have continued submission of this packet by clicking on the button.

Confirmation Date: Thursday, July 12, 2012 2:13:06 PM

Estimated Fees:
(Note - Final cost will be determined at registration, this is an estimate only.)

Total estimated fees for the packet are: \$50.00

Continue submission of this packet?

2. Once you have verified the accuracy of the information, click **OK** to submit the packet. The system takes you to the **All Packets** view of the Packet Management tab. The packet status will change from “Draft” to “Pending Submit.”

Note: If you need a copy of this confirmation report, you may print it from here.

Note: Clicking **Cancel** only cancels submission of the packet.

Notables

- Always amending at interest register level.
- Judgments may only be amended by registration in the Saskatchewan Personal Property Registry.
- Postponements may not be amended. If terms or the priority among holders is being changed, you should discharge the existing postponement and register a new one.
- In the **Scheduled Expiry Date** field, the calendar icon may be used to enter the date.
- The system will limit you to 180 characters in the **Description of Interest** field.
- Old world documents cannot be detached. Old world instruments are prefaced by “CNV” followed by the interest type.
- Clicking on the title hyperlink will give you the standard results list. The **Display Interests** button will give you the standard results list if you have more than one interest to view.