



Online Submission Tool: Transforms

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Revision History

Version #	Revision Date	Summary of Changes	Pages Changed
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Overview

This module will provide you with information to complete a variety of Transforms. You will also learn some of the features located under the Transform tab.

Objectives

As a result of this module users will be able to:

- Be able to read and interpret the online Transform Approval Certificate (TAC).
- Be able to create title setups for each parcel individually.
- Be able to create title setups for each parcel identically.
- Be able to create title setups for each parcel using existing title information.

What Is a Transform?

A transform is the process of taking an approved survey plan of currently titled parcels or abstracts, changing the parcels from one shape to another (through a consolidation or subdivision), and subsequently issuing new titles to the surveyed land. The transform process is also used to change the parcel class code of a particular parcel of land. One of the requirements when issuing these titles is a Transform Approval Certificate (TAC).

Note: You may transform surface and mineral parcels.

To complete a transform, ensure that you have your **Transform Approval Certificate** (TAC) number as this is required to complete the transform packet process. You also require a transform/multiple transfer authorization, consent of mortgagee to transform (if applicable), and transform affidavit of value.

Note: Within a transform packet, interests may also be registered or discharged. Only interests that affect the Transform can be included. The interest can affect other land but must affect land in the transform as well. However, a transform and transfer cannot be in the same packet nor can you have two transforms in the same packet.

Transform – The Basics

The following provides a brief high-level description of the steps needed to transform a title into another. 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. Input TAC number
 - Input the Transform Approval Certificate (TAC) number into the OLS tool to see a list of source and target parcels that you will use to raise titles to the newly created parcels.
3. Select parcels and setup titles
 - Use the online TAC to identify the target parcels to be set up. This process provides three title setup options, and you will also setup the new ownership structure for each new title.
4. 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.
5. Add authorizations and attachments

- The **Manage Authorization & Attachments** area will allow you to link the necessary supporting documentation to the transaction.
6. 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 transform transaction.

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

You may create a new packet or you may include transform in an existing packet. However, a transform and transfer cannot be in the same packet, nor can you have two transforms in the same packet.

The screenshot shows a window titled "Select or Create Packet" with a "Hide this section" button in the top right. Below the title bar, there are two radio buttons: "Create in a New Packet" (which is selected) 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" window 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 (with a "Find" link)
- Client Ref. No: [empty field]
- Packet Type: Title Processing (dropdown menu)
- Packet No: [empty field]
- Packet Description: [empty text area]

Account Information:

- Account Number: 300001082
- New Account Password: [masked with asterisks]

At the bottom of the form, 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: Input TAC Number

1. Enter an optional **Transform Description** and click **Create**. This description will be used to identify this transaction in the packet.
2. Enter the TAC number into the **Enter Transform Number** field.
3. Click **View TAC**. The system displays an online version of the TAC.

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
<input type="checkbox"/> 100900224	Lot 15-Blk/Par 31-Plan 300000047 Ext 0	Parcel (Generic)	<input type="checkbox"/> 100900268	Lot 15-Blk/Par 31-Plan 300000058 Ext 0	Parcel (Generic)	
<input type="checkbox"/> 100900257	DRA 124-17 19 2 Ext 0 DESCRIPTION 5	Road Allowance	<input type="checkbox"/> 100900279	Lot 14-Blk/Par 31-Plan 300000058 Ext 0	Parcel (Generic)	
<input type="checkbox"/> 100900235	Lot 14-Blk/Par 31-Plan 300000047 Ext 0	Parcel (Generic)	<input type="checkbox"/> 100900280	DRA 124-17 19 2 Ext 1	Road Allowance	
<input type="checkbox"/> 100900257	DRA 124-17 19 2 Ext 0 DESCRIPTION 5	Road Allowance	<input type="checkbox"/> 100900291	Blk/Par 5X1-Plan 300000058 Ext 0	Street Intersection	
<input type="checkbox"/> 100900257	DRA 124-17 19 2 Ext 0 DESCRIPTION 5	Road Allowance	<input type="checkbox"/> 100900303	Blk/Par 51-Plan 300000058 Ext 0	Street (Vested)	
<input type="checkbox"/> 100900246	Blk/Par B-Plan 300000036 Ext 2	Parcel (Generic)	<input type="checkbox"/> 100900314	Blk/Par B-Plan 300000036 Ext 3	Parcel (Generic)	

Note: The system provides the ability to view title information for the source (surrendered) parcels. Click the check box to the left of the source parcel number and click the **List Titles** button. The system displays the title information below the TAC.

Note: The right-hand column in the listing named Setup Item(s) indicates the setup number(s) in this transaction where a particular parcel is setup. This allows you to keep track of the parcels you have dealt with.

Step 3: Select Parcels and Setup Titles

The online TAC allows you to select target parcels to set up individually or as a group. You may also choose to have the previous title owner information carried forward, but only if a single source parcel has created the new parcel.

The TAC view also displays a list of the new parcel(s) that are approved to be created. From this list, the user can choose to create separate setups, use the same setup data and/or use the original setup (title) data for the new parcels.

Note: The process to transform surface and mineral parcels is identical.

Transform Approval Certificate (TAC) Hide this section

Client Reference Number: Transform Number: 10000090 Request Number: 200020144 Approval Date: 29-May-2002

Parcel Type: Surface Transform Print List

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
<input type="checkbox"/>	100900224 Lot 15-Blk/Par 31-Plan 300000047 Ext 0	Parcel (Generic)	<input type="checkbox"/>	100900268 Lot 15-Blk/Par 31-Plan 300000058 Ext 0	Parcel (Generic)	
<input type="checkbox"/>	100900257 ORA 124-17 19 2 Ext 0 DESCRIPTION 5	Road Allowance	<input type="checkbox"/>	100900279 Lot 14-Blk/Par 31-Plan 300000058 Ext 0	Parcel (Generic)	
<input type="checkbox"/>	100900235 Lot 14-Blk/Par 31-Plan 300000047 Ext 0	Parcel (Generic)	<input type="checkbox"/>	100900280 ORA 124-17 19 2 Ext 1	Road Allowance	
<input type="checkbox"/>	100900257 ORA 124-17 19 2 Ext 0 DESCRIPTION 5	Road Allowance	<input type="checkbox"/>	100900291 Blk/Par SX1-Plan 300000058 Ext 0	Street Intersection	
<input type="checkbox"/>	100900257 ORA 124-17 19 2 Ext 0 DESCRIPTION 5	Road Allowance	<input type="checkbox"/>	100900303 Blk/Par S1-Plan 300000058 Ext 0	Street (Vested)	
<input type="checkbox"/>	100900246 Blk/Par B-Plan 300000036 Ext 2	Parcel (Generic)	<input type="checkbox"/>	100900314 Blk/Par B-Plan 300000036 Ext 2	Parcel (Generic)	

Setup parcels individually
 Setup parcels identically
 Setup parcels using current information

Begin Setup

1. Identify new parcel(s) for title setup by clicking the check box to the left of the new parcel you wish to setup.

Note: If you are setting up a mineral parcel, you will click the check box to the left of the mineral commodity rather than the parcel no.

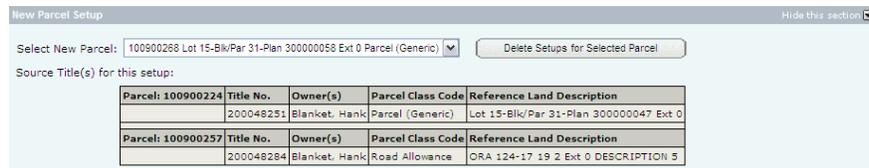
2. Identify how you would like to setup the title(s) by clicking one of the radio buttons:
 - Setup Parcels Individually - This option allows you to setup each parcel with its own unique setup data using the “Select New Parcel” drop down list displayed in a **New Parcel Setup** section.
 - Setup Parcels Identically - This option allows you to use the same setup data for a group of new parcels. New

titles created in this manner can still be opened individually and edited without affecting the other new titles in the group.

- Setup Parcels Using Current Information - This option populates the setup fields with information from the original title. This option is most commonly used when dealing with remainder parcels. Setups can be individually opened and edited as required. When dealing with a remainder parcel, this option allows you to setup the new title using the following information from the current title: ownership structure, fractional share, current client number, owner name, and address.

Note: In order for a title to be a remainder parcel it must meet the criteria of being owner-retained from the original parcel of land.

3. Click **Begin Setup**. One of the following screens will appear depending upon the setup option you chose:



Setup Parcels Individually

New Parcel Setup Hide this section

Select New Parcel:

Parcels included in this bulk setup:

Parcel Number	Legal Land Description	Parcel Class Code
100900268	Lot 15-Blk/Par 31-Plan 300000058 Ext 0	Parcel (Generic)
100900279	Lot 14-Blk/Par 31-Plan 300000058 Ext 0	Parcel (Generic)

Source Title(s) for this setup:

Parcel: 100900224	Title No.	Owner(s)	Parcel Class Code	Reference Land Description
	200048251	Blanket, Hank	Parcel (Generic)	Lot 15-Blk/Par 31-Plan 300000047 Ext 0

Parcel: 100900235	Title No.	Owner(s)	Parcel Class Code	Reference Land Description
	200048262	Blanket, Hank	Parcel (Generic)	Lot 14-Blk/Par 31-Plan 300000047 Ext 0

Parcel: 100900257	Title No.	Owner(s)	Parcel Class Code	Reference Land Description
	200048284	Blanket, Hank	Road Allowance	ORA 124-17 19 2 Ext 0 DESCRIPTION 5

Setup Parcels Identically

New Parcel Setup Hide this section

Select New Parcel:

Source Title(s) for this setup:

Parcel: 100900246	Title No.	Owner(s)	Parcel Class Code	Reference Land Description
	200048273	Blanket, Hank	Parcel (Generic)	Blk/Par B-Plan 300000036 Ext 2

Setup Parcels Using Current Information

Note: Although the **Setup Parcels Individually** and the **Setup Parcels Using Current Information** screens are identical, the ownership structure is automatically completed for you when you choose to Setup Using Current Information whereas you must complete the ownership setup when you choose Setup Parcels Individually.

Specify Ownership Structure

New Owner(s):

Single Owner ?

Tenant In Common Number of New Titles (Setups): ?

Joint Tenants ?

Joint Tenants with no survivorship ?

New ownership structure cannot be changed once setups have been created. To change ownership structure, delete current setup items.

1. Specify the ownership structure by clicking one of the radio buttons. Your options are:
 - Single Owner – A single individual, a single corporate entity, or another single relevant party (as listed in *The Land Titles Act, 2000* or *The Land Titles Regulations, 2001*) owns one title.

- Tenant in Common – Two or more individuals own a portion or a fractional share in a parcel, with one title being created for each Tenant in Common. For example, two owners with equal shares would each have a title with $\frac{1}{2}$ ownership and be able to deal with their respective share separately.

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

Note: If Tenant in Common is chosen as the ownership structure, the system defaults to a multiple title setup with two titles. Additional titles may be added by using the Number of New Titles (Setups): drop down box. The system will create the number of setups specified. When entering the Title Details (see next step), you may only view the Setup Currently Displayed selected from the drop down. For each setup, you will need to specify an ownership structure and complete the details as described in the Enter Title Details step.

Note: It is also possible for one or more of the fractional shares to be held jointly.

Note: Fractional shares do not need to be equal but must represent 100% ownership in the parcel.

- Joint Tenants – Two or more individuals own one title. There is an automatic right of survivorship should one of the owners die.
- Joint Tenants with no Survivorship – Two or more individuals own one title. If one of the other joint owners

die, no right of survivorship exists. This structure is most commonly used when owners are trustees and the trust document specifically directs the trustees to hold the title on this basis.

2. Click **Continue**. The system opens the **Setup Creation** section to accept entry of the new title details.

Enter Title Details

Title 1 Hide this section ▾

Fractional Title Share: / New Title Value: \$ (New Title Value represents the title's share in the parcel.)

Reduced Fee Transaction ?

Owner 1:

No client selected

Selection Change Options

Create New ?

Select from Packet ?

Search for Client ?

Quick Selection by Client Number

Client Number:

Quick Add

Delete Owner

1. Enter the **Fractional Title Share** for this title's share in the parcel.

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

2. Enter the **New Title Value** rounded down to the nearest dollar. This value must be consistent with the information in the affidavit of value. Do not include decimals, cents or \$ signs.

NOTE: Surface title values must be greater than \$1 while mineral title values may be \$1.

3. Specify the new owner.

Note: If you need to add an additional owner(s) in a joint tenant situation, click **Add Owner** and complete the necessary details.

Select Conditions



The screenshot shows a web form titled "Conditions" with a "Hide this section" button in the top right corner. The form contains three radio button options, each with a help icon (question mark in a circle):

- 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 4: 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 5: 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 6: Save and 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.

Information Services Corporation

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

- Within a transform packet, interests can also be registered or discharged. Only interests that affect the transform can be included. The interest can affect other land but must affect land in the transform as well. However, a transform and transfer cannot be in the same packet nor can you have two transforms in the same packet.
- There are three parcel setup options available as follows:
 1. Create title setups for each parcel individually.
 2. Create title setups for each parcel identically.
 3. Create title setups for each parcel using existing title information.
- The minimum **mineral** fraction is 1/20 per commodity per parcel.
- The share ownership for each setup must equal 100% for each parcel. Anything less than or more than 100%, will result in a validation error.