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SCOTTISH STATUTORY INSTRUMENTS

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**2004 No. 318**

**REGISTERS AND RECORDS**

**The Register of Sasines (Application Procedure) Rules 2004**

*Made* - - - - - *1st July 2004*  
*Laid before the Scottish*  
*Parliament* - - - - - *6th July 2004*  
*Coming into force* - - - - - *28th November 2004*

The Scottish Ministers, in exercise of the powers conferred by section 5(2) of the Abolition of Feudal Tenure etc. (Scotland) Act 2000(1) and of all other powers enabling them in that behalf, and after consultation with the Lord President of the Court of Session, hereby make the following Rules:

**Citation and commencement**

1. These Rules may be cited as the Register of Sasines (Application Procedure) Rules 2004 and shall come into force on 28th November 2004.

**Application form**

2. An application for the recording of a deed in the Register of Sasines shall be made on the form set out in the Schedule to these Rules.

**Completion of application form**

3. An application for recording a deed in the Register of Sasines shall—
- (a) specify a county to which the deed applies in relation to which the application is made; and
  - (b) specify the person or persons on whose behalf the application is made.
4. The application shall be signed by the applicant or the applicant's agent.

**Information as regards recording fee**

5. On making an application the applicant shall submit sufficient information as will enable the Keeper of the Registers of Scotland to be satisfied that the fee payable for recording the deed under section 25 of the Land Registers (Scotland) Act 1868(2) has been tendered.

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(1) 2000 asp 5.  
(2) 1868 c. 64.

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### **Acceptance of a deed for recording**

6. No deed shall be accepted for recording in the Register of Sasines unless presented for registration together with an application for recording of that deed made in accordance with Rules 2 to 5 above.

St Andrew's House, Edinburgh  
1st July 2004

*HUGH HENRY*  
Authorised to sign by the Scottish Ministers

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SCHEDULE

Article 2

*Form of application for recording a deed in the Register of Sasines*

REGISTERS OF SCOTLAND EXECUTIVE AGENCY  
APPLICATION FOR RECORDING IN THE REGISTER OF SASINES  
Please complete this form in Black Type, in accordance with the guidance notes

S A F

1. Presented by Name Address DX Number

[Empty box for agent details]

Keeper of the Registers of Scotland  
Meadowbank House  
153 London Road  
Edinburgh EH8 7AU  
Telephone: 0131 659 6111

FOR OFFICIAL USE ONLY

| 2. FAS Number | 3. Agent's Tel No. (Include STD Code) | 4. Agent's E-mail address | 5. Agent's Reference |
|---------------|---------------------------------------|---------------------------|----------------------|
| [ ]           | [ ]                                   | [ ]                       | [ ]                  |

6. County(ies)

- |                                      |   |   |                                       |
|--------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Aberdeen    | <input type="checkbox"/> Angus                          | <input type="checkbox"/> Argyll             | <input type="checkbox"/> Ayr          |
| <input type="checkbox"/> Banff       | <input type="checkbox"/> Berwick                        | <input type="checkbox"/> Bute               | <input type="checkbox"/> Caithness    |
| <input type="checkbox"/> Clackmannan | <input type="checkbox"/> Dumbarton                      | <input type="checkbox"/> Dumfries           | <input type="checkbox"/> East Lothian |
| <input type="checkbox"/> Fife        | <input type="checkbox"/> Barony and Regality of Glasgow | <input type="checkbox"/> Inverness          | <input type="checkbox"/> Kincardine   |
| <input type="checkbox"/> Kinross     | <input type="checkbox"/> Stewartry of Kirkcudbright     | <input type="checkbox"/> Lanark             | <input type="checkbox"/> Midlothian   |
| <input type="checkbox"/> Moray       | <input type="checkbox"/> Nairn                          | <input type="checkbox"/> Orkney and Zetland | <input type="checkbox"/> Peebles      |
| <input type="checkbox"/> Perth       | <input type="checkbox"/> Renfrew                        | <input type="checkbox"/> Ross and Cromarty  | <input type="checkbox"/> Roxburgh     |
| <input type="checkbox"/> Selkirk     | <input type="checkbox"/> Stirling                       | <input type="checkbox"/> Sutherland         | <input type="checkbox"/> West Lothian |
| <input type="checkbox"/> Wigtown     |   |   |                                       |

7. Deed Type [ ]

|  |  |                         |
|--|--|-------------------------|
| 8. Is the Deed to be registered for Preservation ?<br>No <input type="checkbox"/> Yes <input type="checkbox"/> | 9. Is the Deed to be registered for Preservation and Execution ?<br>No <input type="checkbox"/> Yes <input type="checkbox"/> | 10. No. of Extracts [ ] |
|--|--|-------------------------|

11. Granter(s)

|             |                 |
|-------------|-----------------|
| Surname [ ] | Forename(s) [ ] |
| Address [ ] |                 |

|             |                 |
|-------------|-----------------|
| Surname [ ] | Forename(s) [ ] |
| Address [ ] |                 |

and/or Firm, Company, Council etc [ ]

Address [ ]

Any Additional Granters? Yes

UID Number :

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REGISTERS OF SCOTLAND EXECUTIVE AGENCY  
APPLICATION FOR RECORDING IN THE REGISTER OF SASINES

S A F

**12. Applicant(s)**

Surname Forename(s)

Address

Surname Forename(s)

Address

and/or Firm, Company, Council etc

Address

Any Additional Applicants? Yes

**13. Subject(s)**

House Name Sub-building/Plot Number Street No

Street Name/Name of subjects

Locality Town Post Code

House Name Sub-building/Plot Number Street No

Street Name/Name of subjects

Locality Town Post Code

Any Additional Subjects? Yes

14. Consideration/Amount of Loan - if in writ 15. Value/Amount of Loan - if not in writ 16. Fee

17. Method of Payment 18. Payment Additional Information

19. Search Sheet Number(s)

20. Dual Registration  
Where the deed being registered requires to be dual registered, and either the burdened or benefitted property is registered in the Land Register, please specify the appropriate Title Number(s)

21. I/We apply for recording of the aforementioned deed to which this application relates in the County/ies and on behalf of the Applicants listed herein  
I/We certify that the information supplied on this form is accurate and correct to the best of my/our knowledge  
Signature Date

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APPLICATION FOR RECORDING IN THE REGISTER OF SASINES

S A F

**Additional Granter(s) (11.1)**

|   |             |
|---|-------------|
| Surname   | Forename(s) |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| and/or Firm, Company, Council etc                     |             |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| and/or Firm, Company, Council etc                     |             |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| and/or Firm, Company, Council etc                     |             |
| Address   |             |
| Any Additional Granters? Yes <input type="checkbox"/> |             |

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REGISTERS OF SCOTLAND EXECUTIVE AGENCY  
APPLICATION FOR RECORDING IN THE REGISTER OF SASINES  
Additional Applicant(s) (12.1)

S A F

|   |             |
|---|-------------|
| Surname   | Forename(s) |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| and/or Firm, Company, Council etc                       |             |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| and/or Firm, Company, Council etc                       |             |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| Surname   | Forename(s) |
| Address   |             |
| and/or Firm, Company, Council etc                       |             |
| Address   |             |
| Any Additional Applicants? Yes <input type="checkbox"/> |             |

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REGISTERS OF SCOTLAND EXECUTIVE AGENCY  
APPLICATION FOR RECORDING IN THE REGISTER OF SASINES

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**Additional Subject(s) (13.1)**

|   |                          |            |
|---|--------------------------|------------|
| House Name  | Sub-building/Plot Number | Street No  |
| [Redacted]  |                          |            |
| Street Name/Name of subjects                          |                          |            |
| [Redacted]  |                          |            |
| Locality  | Town                     | Post Code  |
| [Redacted]  | [Redacted]               | [Redacted] |
| House Name  | Sub-building/Plot Number | Street No  |
| [Redacted]  |                          |            |
| Street Name/Name of subjects                          |                          |            |
| [Redacted]  |                          |            |
| Locality  | Town                     | Post Code  |
| [Redacted]  | [Redacted]               | [Redacted] |
| House Name  | Sub-building/Plot Number | Street No  |
| [Redacted]  |                          |            |
| Street Name/Name of subjects                          |                          |            |
| [Redacted]  |                          |            |
| Locality  | Town                     | Post Code  |
| [Redacted]  | [Redacted]               | [Redacted] |
| House Name  | Sub-building/Plot Number | Street No  |
| [Redacted]  |                          |            |
| Street Name/Name of subjects                          |                          |            |
| [Redacted]  |                          |            |
| Locality  | Town                     | Post Code  |
| [Redacted]  | [Redacted]               | [Redacted] |
| House Name  | Sub-building/Plot Number | Street No  |
| [Redacted]  |                          |            |
| Street Name/Name of subjects                          |                          |            |
| [Redacted]  |                          |            |
| Locality  | Town                     | Post Code  |
| [Redacted]  | [Redacted]               | [Redacted] |
| House Name  | Sub-building/Plot Number | Street No  |
| [Redacted]  |                          |            |
| Street Name/Name of subjects                          |                          |            |
| [Redacted]  |                          |            |
| Locality  | Town                     | Post Code  |
| [Redacted]  | [Redacted]               | [Redacted] |
| Any Additional Subjects? Yes <input type="checkbox"/> |                          |            |

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## EXPLANATORY NOTE

*(This note is not part of the Rules)*

These Rules prescribe the form to be used when making an application for recording of a deed in the Register of Sasines and set out requirements for completion of the application form. These Rules regulate applications for recording and provide that a deed shall not be recorded in the Register of Sasines unless it is accompanied by a correctly completed application form and sufficient information to enable the Keeper to be satisfied that the correct recording fee has been tendered.