



**POLICY ON INDEXING
LAND REGISTRY DOCUMENTS AND PLANS
IN THE PROVINCE OF NEW BRUNSWICK**

**Revised October 17, 2007
2011-12-11,
2013-07-12
2013-11-18**

1.	INTRODUCTION.....	1
2.	GENERAL PROVISIONS REGISTRY.....	2
2.1	GRANTOR-GRANTEE	2
2.2	DATE.....	2
2.3	INDIVIDUAL-ENTERPRISE	2
2.4	DESCRIPTION OF INDEX	3
2.5	CONTENTS OF INDEX.....	4
2.6	NAMES TO BE INDEXED	5
2.7	MULTIPLE PARTIES	6
2.8	TRUSTS AND ESTATES.....	6
2.9	REVISIONS.....	8
2.10	REJECTIONS	8
2.11	JUDGMENTS	8
2.12	EMPLOYEES' LIENS.....	9
2.13	MECHANICS' LIENS.....	9
2.14	POWERS OF ATTORNEY	9
2.14.1	<i>Specific Power of Attorney.....</i>	9
2.14.2	<i>General Power of Attorney.....</i>	9
2.15	CERTIFICATE OF TITLE UNDER THE QUIETING OF TITLES ACT	9
2.16	DISCONTINUANCE	10
2.16.1	<i>Discontinuance of Highway.....</i>	10
2.16.2	<i>Discontinuance of Crown Reserved Road</i>	10
2.17	CHANGE OF NAME ACT	10
2.18	DOUBLE INDEXING (REGISTRY SYSTEM ONLY)	10
3.	INDIVIDUAL NAMES	12
3.1	HYPHENATED NAMES	12
3.2	PREFIXES.....	13
3.3	SURNAMES BEGINNING WITH SAINT OR ST:	13
3.4	SUFFIXES/DESIGNATION.....	13
3.5	TITLES.....	14
3.6	MC AND MAC	14
3.7	INITIALS	14
3.8	O', D', L'	15
4.	ENTERPRISE NAMES.....	16
4.1	SUBTYPES	16
4.2	GOVERNMENT DEPARTMENTS.....	16
4.3	COMPANIES.....	17
4.4	ARTICLES	17
4.5	MUNICIPALITIES.....	17
4.6	NUMBERED COMPANIES.....	18
4.7	DIRECTOR, VETERANS' LAND ACT	19
4.8	BILINGUAL COMPANY NAMES	19
4.9	"CAISSES POPULAIRES" & CREDIT UNIONS	19

4.10	CHANGE OF NAME/AMALGAMATION	20
4.11	SHERIFF.....	20
4.12	LONG NAMES.....	20
5	LAND TITLES DOCUMENTS.....	22
5.1	GENERAL PROVISIONS	22
5.2	DOCUMENT TYPES	22
	<i>Form 1 (Application for First Registration of Title).....</i>	<i>22</i>
	<i>Form 11(Amendment).....</i>	<i>23</i>
	<i>Form 12 (Postponement)</i>	<i>23</i>
	<i>Form 13 (Transfer).....</i>	<i>23</i>
	<i>Form 13.2 (Sheriff's Transfer).....</i>	<i>23</i>
	<i>Form 13.3 (Tax Sale Transfer)</i>	<i>23</i>
	<i>Form 18 (Release of Covenantor).....</i>	<i>24</i>
	<i>Form 22 (Surrender of Lease)</i>	<i>24</i>
	<i>Form 24 (Caveat).....</i>	<i>24</i>
	<i>Form 26 (Order to Withdraw Caveat) (5502).....</i>	<i>24</i>
	<i>Form 28 (Withdrawal of Caveat) (6520).....</i>	<i>24</i>
	<i>Form 29 (Application for Stop Order).....</i>	<i>24</i>
	<i>Form 30 (Stop Order) (4800).....</i>	<i>24</i>
	<i>Form 31.1 (Withdrawal of Stop Order) (4802).....</i>	<i>25</i>
	<i>Form 32 (Affidavit to Prevent Registration) (4810)</i>	<i>25</i>
	<i>Form 32.1 (Withdrawal of Affidavit to Prevent Registration) (6520)</i>	<i>25</i>
	<i>Form 33 (Certificate of Pending Litigation).....</i>	<i>25</i>
	<i>Form 34 (Application to Register Memorial of Judgment).....</i>	<i>25</i>
	<i>Form 36.1 (Withdrawal of Judgment).....</i>	<i>26</i>
	<i>Form 41 (Application for Registration of Transmission)</i>	<i>26</i>
	<i>Form 48 (Application of Survivor) & Form 48.1 (Application of Survivors).....</i>	<i>26</i>
	<i>Form 51 (Recall of Document)</i>	<i>26</i>
	<i>Consent to Rectification of Title Register and Notation of Title Register Rectification (Form 49 & 52).....</i>	<i>26</i>
	<i>Notice of Intention to Rectify Title Register and Notation of Title Register.....</i>	<i>27</i>
	<i>Rectification (Form 50 & 52).....</i>	<i>27</i>
	<i>Form 57 (Application to Register Debenture) &Form 56 (Debenture).....</i>	<i>27</i>
	<i>Form 58 (Partial Discharge of Debenture).....</i>	<i>27</i>
	<i>Form 59 (Notice of Crystallization of Debenture).....</i>	<i>27</i>
6.	TECHNOLOGY ISSUES.....	28
6.1	SORT ORDER OF INDEX	28
6.2	REGISTRANT USER NAME	28
6.3	QUOTATION MARKS.....	28
6.4	DOUBLE CLICKING.....	28
7.	PLAN INFORMATION.....	29
7.1	PLAN NAME (AMENDED NOVEMBER 29, 2002).....	29
	<i>7.1.1 Subdivision Development Agreement.....</i>	<i>30</i>

7.2	SURVEYOR NAME.....	30
7.3	OWNER(S)	30
7.4	PLAN TYPE CODES	31
7.5	PLAN ORIENTATION CODES	31
8.	CONDOMINIUMS	31
8.1	DECLARATION.....	31
8.2	BY-LAW.....	31
9.	INSTRUMENT TYPE CODES.....	31
9.1	PLAN ORIENTATION CODES.....	31

1. INTRODUCTION

This policy sets out the rules by which registered documents or filed plans are indexed. It establishes the general method of indexing, and provides specific rules for particular types of documents or plans. It should be posted in each Registry Office in an accessible place for the public to reference.

The data fields described in this policy are the data fields used in PLANET to enter the Registry and Land Titles information.

The screenshot displays the 'Index Documents' application window. The title bar reads 'Index Documents: 10.5'. The main window has a tan background and is titled 'Index Documents'. It is divided into several sections:

- Document Information:** This section contains several input fields: 'Document Number', 'Document Type Code' (with a 'LOV-E' button), 'Registration Date/Time', 'Registration System' (set to 'Land Titles'), 'Registrant User Number' (with a 'LOV-E' button), 'County', 'Language of Document' (set to 'English'), 'Registrant User Name', 'Parcel Location', and 'PDBA Number'.
- Grantors:** This section is divided into two sub-sections:
 - Individuals:** A table with columns for 'Last Name', 'First Name', 'Middle Name', and 'Qualifier'. It contains one empty row.
 - Enterprises:** A table with columns for 'ID', 'Enterprise Name', 'Sub Type', and 'Qualifier'. It contains one empty row and a 'LOV-E' button below it.
- Grantees:** This section is also divided into two sub-sections:
 - Individuals:** A table with columns for 'Last Name', 'First Name', 'Middle Name', and 'Qualifier'. It contains one empty row.
 - Enterprises:** A table with columns for 'ID', 'Enterprise Name', 'Sub Type', and 'Qualifier'. It contains one empty row and a 'LOV-E' button below it.

At the bottom of the window, there is a status bar that says 'PIDs Associated with Document: 0'. Below this are several buttons: 'Delete', 'Document PID Data', 'Problem Report', 'Submit', and 'Cancel'.

2. GENERAL PROVISIONS REGISTRY

2.1 Grantor-Grantee

There shall be available an index to the documents registered during the year and for prior years as specified in the electronic search, dividing it into two parts, Grantor and Grantee.

The Grantor and Grantee are defined as:

Grantor - this index identifies parties who are givers of interests in property, for example, "Grantors" in a deed.

Grantee - this index identifies parties who are receivers of interests in property, for example, "Grantees" in a deed.

There shall be on-line access to a Provincial Registration index. The on-line access will allow access to the index by Grantor or Grantee names.

"Third Parties" are to be indexed, and they may appear as either Grantor or Grantee, depending on whether they are giving or receiving an interest in the property.

In the Grantor index, grantees shall appear in chronological order by document number for each Grantor, and vice versa.

Parties are indexed in the language that appears on the document.

2.2 Date

Any place the date is required in PLANET, the format for the date field is:

YYYY-MM-DD

You must use the dashes, and a zero to fill in a space.

Example: June 9, 1965 will be indexed: 1965-06-09

2.3 Individual-Enterprise

Each Grantor and Grantee index shall be further divided into two sections:

Individual - including only "natural" persons, sorted firstly by last name, secondly by first name, and thirdly by middle name (except for special cases provided for in Section 3)

The fields are defined as follows on the electronic input form:

- Last name maximum 30 characters
- First name maximum 24 characters
- Middle name maximum 24 characters

Enterprise - including all parties to documents who are not "natural" persons, indexed in strictly alphabetical order (except for special cases provided for in Section 4)

The field is defined as follows on the electronic input form:

- Enterprise name Maximum 100 characters

If it is unclear whether a party is an individual or an enterprise, it shall be "double indexed".

If there is not enough room in the field for the entire name, contact your Regional Land Registry Manager.

A special field entitled "qualifier" is provided to select the "in trust" flag and "estate" flag.

2.4 Description of Index

Each index shall be identified by:

- County
- Time period covered by the Index (for older Indices)
- Grantor or Grantee
- Individual or Enterprise

2.5 Contents of Index

As Grantor and Grantee names for previous years are imported electronically into PLANET, the electronic index will contain information for previous years.

For each county, the system will display:

- The starting date which one can search on-line for imported and current information.
- The PLANET implementation date in that particular county.



Registration Index Database

Accessible Data:

County	Historical Registration Index	Registration Index	PLANET Implementation Date	Land Titles Implementation Date
Albert	1846 to 1985	1986-01-01	1999-10-04	2000-09-25
Carleton	1832 to 1991	1992-01-01	1998-12-04	2001-01-15
Charlotte	1784 to 1980	1981-01-01	1999-10-22	2001-02-12
Gloucester	1827 to 1989	1990-01-01	1998-11-09	2000-10-23
Kent	1827 to 1987	1988-01-01	1999-09-07	2001-03-19
Kings	1785 to 1992	1993-01-01	1999-02-16	2001-02-12
Madawaska	1850 to 1989	1990-01-01	1998-11-26	2000-12-04
Northumberland	1787 to 1992	1993-01-01	1998-11-25	2001-03-19
Queens	1786 to 1991	1992-01-01	1998-12-02	2001-01-22
Restigouche	1838 to 1987	1987-09-08	1998-11-19	2000-11-20
Saint John	1784 to 1992	1993-01-01	1999-02-11	2001-02-19
Sunbury	1786 to 1969	1970-01-01	1998-12-02	2001-01-22
Victoria	1850 to 1989	1990-01-01	1998-11-25	2000-12-04
Westmorland	1785 to 1989	1990-01-01	1999-10-04	2001-03-12
York	1786 to 1991	1992-01-01	1999-02-23	2001-01-15

*** Since each County's Registration Index data has a different date range, the provincial Grantor/Grantee searches are supported from 1993 only.

*** The Historical Registration Index data consists of scanned images, in PDF format, of the original consolidated index books stored in SNB's Registry offices.

*** Historical Documents refer to images of registered documents, from circa 1784 to May 2002, stored in the Registry Books previously located in the various County Registry offices. The images are typically stored in 100 page segments for each book, however smaller page segments may exist for the older books.

The Registration Index is available from 7:30 am to 10:00 pm Monday to Saturday, and on Sunday from 7:30 am to 5:00 pm. The search fees per half day, ending/starting at 12:00 noon, are the same as it is in the Registry Office. The fees are charged to your monthly Planet account.

Click [Here](#) to Search the Registration Index and Document Images

[Registration Index FAQ](#)

Performance Notice:

Due to network security requirements and Internet traffic, users searching the Registration Index will notice a delay of about 10 seconds compared to the response time in the SNB vault environment.

2.6 Names to be Indexed

- (Registry system only) All parties appearing in the heading of a registered document shall be indexed. However, if one of the Grantors (or an authorized representative of the Grantor) did not execute the document, that name should not be indexed.
- Limited Partnership Names (both systems)
The parties to be indexed are the name of the limited partnership in addition to the name of at least one of the General Partners.
- Any additional signature that is proven should be indexed.

Example: Standard Forms of Conveyances Act and Land Titles forms have "The spouse of the grantor/transferor joins in this instrument and consents to this disposition for the purpose of complying with Section 19 of the Marital Property Act". The person's name does not appear in the heading but they sign and their signature is witnessed and proved.

- In Registry-other parties mentioned in attached schedules, which pertain to the Grantor's interest in the property, should be indexed.

Example: In Schedule "D" it might say that the previous landowner died intestate and his/her heirs are signing. This intestacy would show as a grantor- estate.

- Parties acquiring or conveying a life estate or interest should be indexed.
- Formerly, division of, and business name and style

Examples:

- Business Development Bank of Canada formerly Federal Business Development Bank shall be indexed under Business Development Bank of Canada and Federal Business Development Bank
 - Legare a division of Woodhouse shall be indexed under Legare and under Woodhouse
 - Heather Maynes doing business under the name of Maynes, Mahoney & Tremblay shall be indexed under Heather Maynes and under Maynes, Mahoney & Tremblay
- Names shall be indexed as they appear in the heading of the document. However, if a difference is noticed between the heading, the seal or signatures, the entry should be double indexed to reflect obvious typographical errors. In addition, Schedule "D", if attached, should be used as an indexing aid.

Documents that contain both individual names and enterprise names require multiple indexing, for example:

"Peter J. Beardsworth and Peter M. Wright, doing business under the firm name and style of Beardsworth & Wright"

shall be indexed as

Last name: Beardsworth

First name: Peter

Middle name: J.

and

Last name: Wright

First name: Peter

Middle name: M.

in the Individual Index, and as

Beardsworth & Wright
in the Enterprise Index.

2.7 Multiple Parties

The practice of manual indexing "et al", "et ux" and "et vir" has been discontinued.

2.8 Trusts and Estates

In a will or letters probate, the parties shall be indexed as:

Grantor: name of deceased

Grantees: name of deceased (with the Estate flag)

name of a personal representative (with the Trust flag)

When a document is executed by someone other than the owner, (for example, an executor, a trustee or an attorney), the name of the owner as indicated on the document shall be indexed. In addition, executors and trustees shall be indexed, but attorneys need not be ("attorney" in this context does not mean "lawyer", but rather the donee of a power of attorney).

The following words appearing in a name are accommodated by providing a "qualifier" box on the input form which, when turned on, will generate the words "Estate" or "Biens" and "In Trust" or "En fiducie" to follow the name of the individual or enterprise in the electronic index, without being included as part of the sort name:

In Trust
Trustee
Trustees

En fiducie
Fiduciaire
Fiduciaires

Executor	Exécuteur
Executors	Exécuteurs
Executrix	Exécutrice
Executrices	Exécutrices
Administrator	Administrateur
Administrators	Administrateurs
Administratrix	Administratrice
Administratrices	Administratrices
Estate	Biens

The practice of entering these words as part of the name is discontinued.

The “Estate” flag would be used for the owner who has not executed the document and the “In Trust” flag would be used for the person who signed on behalf of someone else.

Example: Allan Douglas Marshall, Trustee of the Estate of John David Smith, a bankrupt.

Would be indexed as:

Last name:	Marshall	and	Last name:	Smith
First name:	Allan		First name:	John
Middle name:	Douglas		Middle name:	David
With the “In Trust” flag turned on			With the “Estate” flag turned on	

The same format would be used for representatives of an infant, or an incompetent or deceased individual. A similar format would also be used for trustees for an enterprise like a church, in that the “In Trust” flag would be turned on for each of the trustees (to indicate that they are not dealing with the interest in their own right), but the “Estate” flag would not be used for the church.

For example:

Trustees for an enterprise like a church

Grantor: Trustees of the Pentecostal Assemblies of Canada
John Brown (with Trust flag)
Mary Brown (with Trust flag)
Grantee: John Brown

An assignment in bankruptcy from John David Smith to Allan Douglas Marshall would be indexed as:

Grantor: Smith, John David
Grantees: Smith, John David (with Estate flag)
Marshall, Allan Douglas (with Trust flag)

Basically, the Estate flag is used to indicate that the person is not competent to deal with their own property (due to death, minority, lunacy or bankruptcy), and the Trust

flag is used to identify the personal representative of that estate. Of course, a person can choose to create a trust, even when they are competent (in which case you have a trustee but no estate). Similar rules apply to enterprise names, except that, of course, an enterprise cannot be a minor or become dead or insane.

One can select only one qualifier per name. For example, one cannot select both “estate” and “in trust” for the same name.

NOTE: None of a mortgagee’s deed, a tax sale deed or a sheriff’s deed would normally require any reference to a trust or estate, unless, for example, the taxpayer identified in a tax sale deed is the estate of a named individual. In each case, the former owner (the mortgagor, the taxpayer or the judgment debtor, as the case may be) and the third party (the mortgagee, Crown, NB. Finance or Sheriff, as the case may be) are indexed as grantors, and the new owner as grantee.

2.9 Revisions

When a record is altered, a revision flag is activated. Corrections will be tracked. A notation in the revision comment field should contain: what the information was changed from, what the information was changed to, the date and time the information was changed and the initials of the person entering the changes.

Example: Changed the grantor from Smith, Bruce to Smith, Brian dlf 2000-06-12 16:18

Added a grantee Smith, Brian dlf 2000-06-12 16:19

Changed the Document Type Code from 5100 to 1100 dlf 2000-06-12 16:19

Deleted grantor Smith, Bruce dlf 2000-06-12 16:19

2.10 Rejections

When an instrument is rejected, a rejection comment must be made. The rejection comment field should contain: reason for rejection, the date and time the rejection was made and the name of the person entering the record of rejection.

2.11 Judgments

Document Type Code 5400

A judgment shall be indexed with the name of the judgment debtor as Grantor and the judgment creditor as Grantee. This requires an examination of the body of the document to determine which party is burdened by the judgment –Grantor (the debtor - usually the defendant/respondent - the party who gives up something), and which party benefits from the judgment-Grantee (the creditor - usually the plaintiff/applicant – the party who gains something). However, they should not be identified as plaintiff or defendant in the index.

A judgment after trial could have a reverse effect depending on the Court Order (ie: Plaintiff is the Grantor and the Defendant is the Grantee.)

2.11.1 Judgments – Canada Revenue Agency

Document Type Code 5410-A Judgment issued in favor of Her Majesty in the right of Canada shall be indexed with the Grantee

Owner ID	Owner Name
44902	Canada Revenue Agency

2.12 Employees' Liens

Document Type Code 5710-Employees' Liens should be registered only (not filed), with the employer indexed as Grantor and the employees as Grantees. Discharges are the reverse; all the employees are grantors and the Employer is the grantee.

2.13 Mechanics' Liens

Document Type Code 5700 - Mechanics Liens should be registered only (not filed), with the owner of the land and the contractor as Grantor and the claimant as Grantee.

2.14 Powers of Attorney

2.14.1 Specific Power of Attorney

Document Type Code 3500 - For the purpose of indexing a specific Power of Attorney, e.g. John Smith giving a power of attorney to his son, Thomas Smith, the donor (John Smith) shall be indexed as Grantor and the donee (Thomas Smith) as Grantee.

2.14.2 General Power of Attorney

Document Type Code 3500 - For the purpose of indexing a General Power of Attorney for a financial institution, where the attorney is identified only by reference to a position held (for example, Manager of Commercial Lending), the financial institution shall be indexed as both Grantor and the Grantee.

2.15 Certificate of Title under the Quieting of Titles Act

Document Type Code 3100 -The owner named in a Certificate issued by the Court under the Quieting of Titles Act shall be indexed as both Grantor and Grantee.

2.16 Discontinuance

2.16.1 Discontinuance of Highway

Document Type Code 1710 - The Department of Transportation only shall be indexed as both Grantor and Grantee.

2.16.2 Discontinuance of Crown Reserved Road

Document Type Code 1710 - The Department of Natural Resources & Energy only shall be indexed as both Grantor and Grantee.

NOTE: Names of adjoining owners as shown on an accompanying plan are not indexed, as they are provided for peripheral information only.

2.17 Change of Name Act

Document Type Code 3200 - A notice of change of name issued under the Change of Name Act shall be indexed with the old name as Grantor and the new name as Grantee. (See also section 4.10)

2.18 Double Indexing (Registry System Only)

Names shall be indexed as they appear in the heading of the document. However, if a difference is noticed between the heading, the seal or signatures, the entry should be double indexed to reflect obvious typographical errors. In addition, Schedule "D", if attached, should be used as an indexing aid.

When any doubt exists as to how an entry should be made in the index, it is a good practice to include all possibilities so that a searcher would be sure to find the entry.

Extreme example: Pham Thi Thu Ha could be indexed:

Last name: Ha
First name: Pham
Middle Name: Thi Thu

Or

Last Name: Pham
First Name: Thi
Middle Name: Thu Ha

Or

Last Name: Thu Ha
First name: Pham
Middle Name: Thi

Or

Last Name: Thi
First Name: Thu Ha
Middle Name: Pham etc. etc.

Example: Heinrich Von Paeschen could be indexed:

Last Name: Von Paeschen
First Name: Heinrich

Or

Last Name: Paeschen
First Name: Heinrich
Middle Name: Von

3. INDIVIDUAL NAMES

3.1 Hyphenated Names

Hyphenated names shall be indexed by the first name given, for both last names and first and middle names, for example:

Marie-Claude Bélanger-Richard
is indexed as

Last name: Bélanger-Richard
First name: Marie-Claude

and

Léo-Guy LeBlanc

is indexed as

Last name: LeBlanc
First name: Léo-Guy

Double names that have not been hyphenated may be double indexed, for example:

Maureen Ann Whelley Mills

is indexed as

Last name: Mills
First name: Maureen
Middle name: Ann Whelley
and may also be indexed as

Last name: Whelley Mills
First name: Maureen
Middle name: Ann

especially if that is the name by which he or she is known, or by which he or she executed the instrument.

Other example: Jean Guy Boudreau

is indexed as

Last name: Boudreau

First name: Jean
Middle name: Guy

and may also be indexed as

Last name: Boudreau
First name: Jean-Guy

3.2 Prefixes

Names containing a prefix shall be indexed by including the prefix and the space which follows it (if any), for example:

Charles Van Horne
is indexed as

Last name: Van Horne
First name: Charles

and

James de la Mothe

is indexed as

Last name: de la Mothe
First name: James

3.3 Surnames beginning with Saint or ST:

Names beginning with St. or Saint shall be indexed exactly as they are shown on the document and may be double indexed if there is some uncertainty.

Example:

Last Name: St. Coeur
St-Coeur
St Coeur
Saint Coeur
Saint-Coeur

3.4 Suffixes/Designation

Names containing a suffix such as "Senior" or "Junior", I, II, III, IV, V shall be indexed ignoring the suffix/designation, for example:

John Smith Sr.

is indexed as

Last name: Smith
First name: John

3.5 Titles

Names containing a title such as "Dr.", "Rev." or "Honorable" shall be indexed by ignoring the title, for example:

Dr. Russell King
is indexed as

Last name: King
First name: Russell

3.6 Mc and Mac

Last names starting with "Mc" or "Mac" shall be indexed as they appear on the document.

3.7 Initials

For registry documents, names that include only an initial for the first name shall be double indexed, for example:

J. Ronald Richard
is indexed as

Last name: Richard
First name: J.
Middle name: Ronald

as well as

Last name: Richard
First name: Ronald
Middle name:

Names that include only initials in the first and middle names shall be indexed as follows:

J. R. H. Richard
is indexed as

Last name: Richard
First name: J.
Middle name: R. H.

Names that include only initials shall be indexed with the first initial in the first name field, and the last initial in the last name field. For example:

A.D.S.
is indexed as

Last name: S.
First name: A.
Middle name: D.

3.8 O', D', L'

Last names starting with O', D' or L' shall be entered with the apostrophe and no spaces, for example:

O'Brien, D'Carlo, L'Italien
is indexed as

Last name: O'Brien
Last name: D'Carlo
Last name: L'Italien

4. ENTERPRISE NAMES

4.1 Subtypes

Some enterprises are grouped under subtypes. They shall be entered with the subtype and can be searched with that subtype. The subtypes are:

- Banks
- Condominium Corporations
- Credit Unions
- Crown, Canada
- Crown, New Brunswick
- Municipalities
- Numbered Companies
- Religious Organizations

NOTE: If an Enterprise Code is selected from the picklist the subtype will automatically be generated.

4.2 Government Departments

Government department names are indexed by using the subtype for Crown, Canada or Crown, New Brunswick, and the unique code for each government department. Crown corporations, agencies, etc. are not included in these subtypes; they appear in the general enterprise section of the index.

Government departments shall appear in the Enterprise section in the index in alphabetical order by name, as follows:

(For Crown, Canada departments)

- Finance
- Justice

(For Crown, New Brunswick departments)

- Agriculture
- Health and Community Services

If the department is not identified, it shall be indexed as Crown, Canada or Crown, NB as enterprise name with appropriate subtype. Use the Unique Enterprise Code for both English and French. For example:

Enterprise: Crown, Canada

Subtype: Crown, Canada

Enterprise: Crown, NB

Subtype: Crown, New Brunswick

If the government is not identified, it shall be indexed as an enterprise under both subtypes. For example:

Enterprise: Crown
Enterprise: Crown

Subtype: Crown, Canada
Subtype: Crown, New Brunswick

Divisions within departments shall not be indexed, for example:

Finance, Accounts Receivable
is indexed as
Enterprise name: Finance

4.3 Companies

Companies shall appear in the Enterprise section in the index in alphabetical order by name. Several Companies will have a unique code and that code should be used when provided. If the name differs from the code, the name as shown on the document shall be entered in addition to picking the code from the list (unless the only difference is in the corporate ending, for example, Ltd., Limited, Co., Company, Cie, etc.)

NOTE: If an Enterprise Code is selected from the picklist the subtype will automatically be generated.

4.4 Articles

Company names starting with the articles "The", "La", "Le", "Les" or "L", shall be indexed ignoring the article, for example:

The ABC Company

is indexed as

Enterprise name: ABC Company

However, names starting with the articles "L", which could be a family surname shall be double indexed. For example:

L'Italien Pizzeria Inc.

is indexed as

Enterprise name: L'Italien Pizzeria Inc.

and

Enterprise name: Italien Pizzeria Inc.

4.5 Municipalities

Use the unique code to enter the name of the municipality.

Names of municipalities shall be indexed **as they are incorporated** minus the leading article. For example:

Village of Alma or Village d'Alma
Town of Riverview
City of Bathurst
Edmundston
Town of Grand Falls or Ville de Grand-Sault

Some municipalities have more than one official name, but all of the official names appear on the code list. Only one municipality has more than two official names, namely Grand Falls, for which the English version, the French version, the hyphenated English-French version, and the hyphenated French-English version are all official names.

Per amendments to the Municipalities Act section 190.022
2 new forms have prescribed in regulation 2007-22 for registration.

<http://www.gnb.ca/0062/PDF-regs/2007-22.pdf>

Noted below are the codes, indexing and interest types that are to apply on registration

Form 1 - Notice to Comply - Use Code - 4600 - Other Notices:

Grantor: The Owners/Occupiers

Grantee: The Municipality Issuing the Notice

Parcel Interest Holder: The Municipality

Parcel Interest Holder Type: Claimant

Form 2 - Certificate of Discharge - Use Code - 6100 - Discharge, Release or Satisfaction

Grantor: The Municipality

Grantee: The Owners or Occupiers

4.6 Numbered Companies

Names containing only numbers in the form of digits (for example, 12345 NB Inc.) shall be indexed using the unique sub-type for numbered companies. Names that include a number in the form of digits or spelled out (for example, Six-44 Main Inc. or 203 Edinburgh Drive Ltd.) need **not** be indexed using that sub-type.

4.7 Director, Veterans' Land Act

Use the unique code when provided to enter the name.

The Director, The Veterans' Land Act
shall be indexed as

Code 27900-Director, Veterans' Land Act
and
Code 27901-Directeur des terres destinées aux anciens combattants.

4.8 Bilingual Company Names

Names that are obviously bilingual may be double indexed, for example:

La Maison Funéraire Chaleur Funeral Home shall be indexed as

Enterprise name: Maison Funéraire Chaleur Funeral Home
and

Enterprise name: Chaleur Funeral Home
and

Deschenes Drilling Ltd./Forages Deschenes Ltée.

shall be indexed as

Enterprise name: Deschenes Drilling Ltd./Forages Deschenes Ltée.
and

Enterprise name: Forages Deschenes Ltée./Deschenes Drilling Ltd.

If there is insufficient space in the enterprise field to enter both the english and french enterprise name, the entry should be double indexed.

4.9 "Caisses Populaires" & Credit Unions

Use the unique code provided to enter the name.

Names of "La Caisses Populaires" and Credit Unions shall be indexed as they are spelled minus the leading article, so that they will sort in strictly alphabetical order, for example:

La Caisse Populaire de Rexton Limitée
is indexed as

Enterprise name: Caisse Populaire de Rexton Limitée

and Rexton Credit Union

is indexed as

Enterprise name: Rexton Credit Union

If the enterprise name on the document is not spelled exactly as the enterprise name provided in the list, the entry should be double indexed: as it appears on the document and using the code list.

4.10 Change of Name/Amalgamation

Several companies which have been amalgamated by Letters Patent, Articles of Incorporation or amending corporate documentation, to form one company shall be indexed with the names of the former companies as grantor and the new name as grantee.

Example: Pine Cone Lodge
Pine Cone Motel
Pine Cone Inn

Amalgamate to the Name: Pine Cone Limited

Grantors: Enterprise Name: Pine Cone Lodge
Enterprise Name: Pine Cone Motel
Enterprise Name: Pine Cone Inn
Grantee: Enterprise Name: Pine Cone Limited

4.11 Sheriff

There is a unique enterprise code for Sheriff. This code (45000) is to be used when indexing a Sheriff's Deed as follows:

Grantors: Judgment Debtor (landowner)
Sheriff (using the code (45000))
Grantee: Purchaser

As with a mortgagee's deed, there is no need to utilize the trust or estate flags.

4.12 Long Names

If an enterprise name is too long to fit in the space provided, it shall be indexed as it appears on the document, and double indexed with abbreviations in such a way that someone looking at the index would know the essential nature of the enterprise. For example:

United Association of Journeyman and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local Union Number 799

could be shortened to

United Assoc. of Journeyman & Apprentices of Plumbing & Pipe Fitting
Indust. of the US & Canada, #799

5 Land Titles Documents

5.1 General Provisions

- Follow the rules in the Registry section 2 with the following exceptions.
- Follow the Naming Conventions Regulation <http://www.gnb.ca/0062/regs/2000-39.htm>
- Names shall be indexed as they appear in the heading of the document.
- Do Not Double Index Land Titles Documents
- Indexing an individual with more than 1 middle name
Document says Jean Marc Joseph LeBlanc
Index as LeBlanc, Jean Marc
- Guarantor(s) should not be indexed on a Land Titles document. (July 11, 2002)
- Hard Copy AFR's are to be indexed exactly as they are presented.

Code 8520 (Registrar General of Land Titles) is to be used for when indexing:

Form 8.1 (Notice of Hearing) Code 4600

Form 26 (Order to Withdraw Caveat) Code 5502

Form 29 (Application for Stop Order) Code 4800

Form 30 (Stop Order) Code 4800

Form 31.1 (Withdrawal of Stop Order) Code 4802

Form 32 (Affidavit to Prevent Registration) Code 4810

Form 51 (Recall of Document) Code 4820

Form 50, 52 (Notice of Intention to Rectify Title Register/Notation of Title Register Rectification) Code 4820

Owner ID	Owner Name
45320	Registrar General of Land Titles/registrator général des titres de biens-fonds

- Do not index "Parcel Location"

5.2 Document Types

3900 Land Titles First Application

Form 1 (Application for First Registration of Title)

Grantor: Owner as specified on the document
Grantee: *Land Titles/L'enregistrement foncier (in the enterprise field using the code)

Owner ID	Owner Name
44700	Land Titles/L'enregistrement foncier

6600 Change of Terms of Charge

Form 11(Amendment)

Grantor: Consenting Party (Mortgagor, Lessor)
Grantee: Have to do a search to find this. You would search for the document to be amended to find the grantee on that document.

6600 Change of Terms of Charge

Form 12 (Postponement)

Grantor: Owner of Interest Postponed
Grantor: Spouse of name of owner of interest postponed (If it appears on the document)
Grantee: Owner of Interest Postponed To

Example: John Doe is postponing his mortgage reg'd Jan. 4, 2002 in favor of Scotia Mortgage Corp. mortgage reg'd Dec. 18, 2003.

Grantor: Doe, John

Grantee: Scotia Mortgage Corp.

1100 Transfer

Form 13 (Transfer)

Grantor: Transferor
Grantee: Transferee

Form 13.2 (Sheriff's Transfer)

Grantor: Sheriff Using the Enterprise Code (45000) (Do not use "In Trust" or "Estate" See Note Section 2.8)

Grantor: Judgment Debtor

Grantee: Transferee

Form 13.3 (Tax Sale Transfer)

Grantor: Transferor - Finance Using the Enterprise Code (29100) (Do not use "In

Trust” or “Estate” See Note Section 2.8)
Grantor: Taxpayer
Grantee: Transferee

6500 Release of an Interest

Form 18 (Release of Covenantor)

Grantor: Releasor (Mortgagee)
Grantee: Covenantor

Form 22 (Surrender of Lease)

Grantor: Lessee
Grantee: Lessor
Do not index the encumbrance holder

5500 Caveat

Form 24 (Caveat)

Grantor: Owner of the parcel (You will have to do a search to find the owner)
Grantee: Caveator

Withdrawal of Other Documents

Form 26 (Order to Withdraw Caveat) (5502)

Grantor: Registrar General of Land Titles/registrateur general des titres de biens-fonds using the Enterprise Code (45320)
Grantee: Owner of the parcel (You will have to do a search to find the owner)

Form 28 (Withdrawal of Caveat) (6520)

Grantor: Caveator
Grantee: Registered Owner

Form 29 (Application for Stop Order)

Grantor: Applicant
Grantee: Registrar General of Land Titles/registrateur general des titres de biens-fonds using the Enterprise Code (45320)

Stop Order

Form 30 (Stop Order) (4800)

Grantor: Owner
Grantee: Registrar General of Land Titles/registrateur general des titres de biens-fonds using the Enterprise Code (45320)

Form 31.1 (Withdrawal of Stop Order) (4802)

Grantor: Registrar General of Land Titles/registrateur general des titres de biens-fonds using the Enterprise Code (45320)

Grantee: Owner

Affidavit to Prevent Registration

Form 32 (Affidavit to Prevent Registration) (4810)

Grantor: Registrar General of Land Titles/registrateur general des titres de biens-fonds using the Enterprise Code (45320)

Grantee: Deponent as specified on the document

Form 32.1 (Withdrawal of Affidavit to Prevent Registration) (6520)

Grantor: Deponent as specified on the document

Grantee: PID/NID (Specified PID)

5600 Certificate of Pending Litigation

Form 33 (Certificate of Pending Litigation)

Grantor: Owner of the parcel (Do a search on the PID to find this)

Grantee: Party claiming an interest and shown on the form in "Style of Proceeding"

5400 Judgment

Form 34 (Application to Register Memorial of Judgment)

Enter the names from the Application to Register Memorial of Judgment.

Grantor: Judgment Debtor/Respondent

Grantee: Judgment Creditor/Applicant

5410 Revenue Canada Judgment

Form 34 (Application to Register Memorial of Judgment)

Grantor: Judgment Debtor

Grantee: Code 44902 Canada Revenue Agency

6520 Withdrawal of Other Documents

Form 36.1 (Withdrawal of Judgment)

Grantor: Judgment Creditor

Grantee: Owner (do a search on the PID to find the Owners names)

1210 Application for Transmission Original Will Attached
1215 Application for Transmission with Certified Copy of Will Attached
1220 Application for Transmission with Letters Probate Attached

Form 41 (Application for Registration of Transmission)

Grantor: Name of Deceased Registered Owner

Grantee: Name of Deceased Registered Owner (with the Estate flag)

Name of personal representative (with the In Trust flag)

Do not index before it has been pre-approved by the Registrar General-see
Maintaining LT Documents manual

Form 48 (Application of Survivor) & Form 48.1 (Application of Survivors)

Grantor: Name of deceased

Grantee(s): Name of Applicant(s)

Document type code 1205

4820 Land Titles Rectification

Form 51 (Recall of Document)

Grantor: Grantee of document being recalled from registration

Grantee: 44700 Land Titles/L'enregistrement foncier

4820 Land Titles Rectification

Consent to Rectification of Title Register and Notation of Title Register Rectification (Form 49 & 52)

Grantor: Consenting Party or Party

Grantee: Land Titles/L'enregistrement foncier (in the enterprise field using the
Enterprise (Common Owner) Code (44700)).

Notice of Intention to Rectify Title Register and Notation of Title Register Rectification (Form 50 & 52)

Grantor: Registrar General of Land Titles/registrateur general des titres de biens-fonds using the Enterprise Code (45320)

Grantee: Land Titles/L'enregistrement foncier (in the enterprise field using the Enterprise (Common Owner) Code (44700)).

5200 Debenture or Other Voluntary Charge

Form 57 (Application to Register Debenture) & Form 56 (Debenture)

Grantor: Corporation

Grantee: Lender

6700 Partial Discharge or Release

Form 58 (Partial Discharge of Debenture)

Grantor: Lender

Grantee: Corporation

4600 Other Notices

Form 59 (Notice of Crystallization of Debenture)

Grantor: Owner (Corporation)

Grantee: Owner with qualifier Estate, Lender & Receiver with In Trust qualifier

6. TECHNOLOGY ISSUES

6.1 Sort order of index

The registration index maintains a sort field for each document entry comprised of upper case letters with no spaces, special characters, accented letters or punctuation.

6.2 Registrant user name

A “Registrant user name” field is provided for each instrument.

6.3 Quotation marks

Double quotations marks are not to be used in any of the data fields including comment fields. If they appear in an enterprise name, they shall be changed to single quotation marks.

6.4 Double clicking

When clicking on “gray” buttons in the PLANET applications, single clicking is sufficient. Double clicking should be avoided.

7. PLAN INFORMATION

Plan fields are sensitive to case, accent and punctuation. You **must** always enter the plan information in a consistent manner. Case would be capital letter followed by small letters.

Example: JOHN BROWN SUBDIVISION would be indexed as John Brown Subdivision.

7.1 Plan Name (Amended November 29, 2002)

Subdivision Plan:

The plan name is usually written in bold letters in a block on the plan and the plan name should be entered as shown on the plan. 100 characters are allotted to enter the plan name.

For example:

Plan name: Subdivision Plan of Unit 3 JOHN BROWN SUBDIVISION
Amending Plan 12345

Should be indexed:

John Brown Subdivision, Unit 3, Amending Plan 12345

NOTE: If there is a person's name in the title of the plan it shall be indexed exactly as it appears. Example John Brown would be John Brown

Survey Plan

Plan name: Amended Plan of Survey showing a portion of Darlene M.
Bamford Property

Should be indexed:

Darlene M. Bamford Property, Amended Plan of Survey

NOTE: If there is a person's name in the title of the plan it shall be indexed exactly as it appears. Example Darlene Bamford would be Darlene Bamford

By-Law Plan

Plans attached to By-Laws should be indexed:

Plan Name: Zoning (or Municipal Plan) By-Law (Name of) Municipality

Example: Zoning By-Law City of Moncton

Plan Type Code: 9000 (Administration)

Orientation-Undefined

Surveyor Name-Type "No Surveyor" in the Surveyor Name field if there is no surveyor

Owner-Municipality

Location-Location + By Law #

7.1.1 Subdivision Development Agreement

A Subdivision Development Agreement accompanied by a plan called (for example) Thomas Gardens Subdivision Unit No. 3-Phase 2, Roadways, Water & Sewer Services, would be Coded #9040 a survey plan and indexed as Thomas Gardens Subdivision Unit No. 3-Phase 2, Roadways, Water & Sewer Services.

7.2 Surveyor Name

Look up the unique Surveyor ID code in the list provided to select the Surveyor's name.

You can use the surveyor ID or the surveyor name but not both.

When the surveyor's name is not on the list and has to be entered manually, enter the surveyor's last name followed by a comma, one space and then the first and middle names.

For example: Surveyor name: Smith, John E.

7.3 Owner(s)

Enter the owner name(s) in the owner field(s) as follows:

For Individuals:

Last name followed by a comma, one space and then the first name, one space and then the middle name. For example:

Owner: Worehall, Andy James

For Enterprises:

The name of the enterprise as indicated on the plan (minus the leading article). For example:

Owner: ABC Realty World Limited

For Government Departments:

The name as entered for a document. For example:

Owner: Crown, NB, Transportation
Crown, Canada, Transport

For Municipalities:

The name as it appears on the code list.

7.4 Plan type codes

See section 9.

7.5 Plan orientation codes

See section 9.1

8. CONDOMINIUMS

8.1 Declaration

Enter Previous Owner as a Grantor and the Condominium Corporation name as assigned by the Director as Grantee.

8.2 By-Law

Enter Condominium Corporation name as assigned by the Director as a Grantor and Grantee.

9. INSTRUMENT TYPE CODES

Document & Plan Type Codes **are to be selected from the LOV-E list in the Indexing screens.**

9.1 Plan orientation codes

Code	Description
1	Provincial Grid
2	Astronomic
3	Magnetic
4	Undefined