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STATUTORY RULES OF NORTHERN IRELAND

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**1997 No. 28**

**Registration of Deeds Regulations (Northern Ireland) 1997**

**Part I**

**REGISTERS AND PROCEDURE FOR REGISTRATION**

**Lodgment of deed or conveyance for registration**

3. The memorial of any deed or conveyance to be registered under section 1(1) of the Act shall be in Form 1.

**Specifications and characteristics of paper for memorial and other documents**

4. The paper to be used for—

- (1) a memorial of any deed or conveyance to be registered under section 1(1) of the Act;
- (2) any document authorised by any statutory provision to be treated as a memorial of another document;
- (3) a copy document lodged in the registry of deeds pursuant to regulation 13(2) and a certificate transmitted to the registrar of deeds pursuant to regulation 14(1),

shall conform with the following specifications and characteristics—

*Type and Quality:*

- (a) A cream wove archival writing paper to comply to British Standard BS ISO 9706: 1994 with a minimum substance of 100 grammes per square metre.

*Size:*

- (b) 297 mm deep by 210 mm wide.

*Punching:*

- (c) Two round holes 8 mm in diameter shall be punched on the binding (long) edge at centres 237 mm apart. The centres of the holes shall be 15 mm from the binding edge and 30 mm from the top and bottom edges.

*Margins:*

- (d) Margins shall be delineated by lines ruled parallel to the edges of the paper, such lines being 30 mm from the binding edge on both sides of the paper and 30 mm from the bottom 210 mm edge on the obverse of the paper. All margins shall be left blank except for use by the registry of deeds.

*Design:*

- (e) The paper shall be designed to enable any written matter on the obverse to be read so that the binding edge is on the left hand side and any written matter on the reverse to be read so that the binding edge is on the right hand side.

#### **Allocation of serial numbers**

5.—(1) Subject to paragraph (4) every document lodged for registration in the registry of deeds other than by sending it by post shall be allocated a serial number according to—

- (a) the calendar year in which the document is so lodged, and
- (b) the sequential order in date and time of such lodgment as determined in accordance with paragraphs (2) and (3).

(2) The serial number shall be allocated to each document on the same day as that on which the document is lodged in the registry of deeds for registration.

(3) Where two or more documents to be registered are brought other than by post to the registry of deeds at the same time, they shall, as between themselves, be registered in the order in which the person lodging them directs.

(4) Where a duplicate or counterpart copy of a document has been lodged in the registry of deeds for registration at the same time as the original document, the duplicate or counterpart copy shall be given the same serial number as the original document.

(5) In this regulation and in regulation 6 the serial numbers allocated shall be from a single series.

#### **Lodgment of documents by post and allocation of serial numbers**

6.—(1) Subject to paragraph (7) every document lodged in the registry of deeds by sending by post shall be allocated a serial number according to—

- (a) the calendar year in which the document is so lodged, and
- (b) the sequential order in date and time of such lodgment as determined in accordance with paragraphs (2) to (5).

(2) Any such documents which are received on or after the final closure of the registry of deeds to the public for the transaction of business on a working day and prior to the first opening of that registry to the public for the transaction of business on the next working day shall be treated as having been lodged at the same time and immediately on such first opening.

(3) Any such documents which are received after the first opening of the registry of deeds to the public for the transaction of business on a working day and prior to the final closure of that registry to the public for the transaction of business on that day shall be treated as having been lodged at the same time and immediately before such final closure on that day.

(4) The sequential order in time for the allocation of serial numbers to those documents that are treated as having been lodged at the same time shall, as between themselves, be as follows—

- (a) envelopes containing such documents shall, as between themselves, be opened in random order and, subject to sub-paragraphs (b) and (c), the contents of envelopes shall be allocated serial numbers in the order of opening of such envelopes;
- (b) where two or more such documents are sent in the same envelope, the sender shall expressly direct in writing the order, as between the documents, in which the documents should be registered and the documents shall be allocated appropriate sequential serial numbers to effect registration in such order;
- (c) in the absence of such an express direction in writing, the serial numbers for such documents shall be allocated, as between themselves, in the order in which they are extracted from the envelope.

(5) The direction in writing referred to in paragraph (4)(b) may be in Form 2.

(6) The serial number shall be allocated to each document on the same day as that on which the document is received in the registry of deeds in accordance with paragraphs (2) and (3).

(7) Where a duplicate or counterpart copy of a document has been lodged in pursuance of this regulation for registration at the same time as the original document, the duplicate or counterpart copy shall be given the same serial number as the original.

### **Filing of memorials**

7. Memorials of documents lodged for registration in the registry of deeds shall be kept in files in sequence according to the calendar year in which such memorials are treated as lodged for registration and the serial numbers allocated to them pursuant to regulations 5 and 6.

### **Abstract Book**

8.—(1) As soon as convenient after the memorial of a document is filed in the registry of deeds, an abstract of that memorial shall be entered in the Abstract Book containing the following particulars—

- (i) the date of registration;
- (ii) the serial number allocated to it under regulations 5 and 6;
- (iii) the date of the document;
- (iv) the nature of the document;
- (v) the names of all the grantors and the grantees, except that where there are numerous grantors or numerous grantees, these may be limited to one or more grantors or grantees;
- (vi) the geographical description (*e.g. street, town, townland and county*) of the land affected by the document; and
- (vii) the particulars required to be entered under regulation 21(2).

(2) The abstracts shall be entered in the Abstract Book in the same sequence as the memorials to which they relate.

### **Index of Names**

9.—(1) The Index of Names shall consist of a series of files or books and each series shall cover a maximum period of five years.

(2) The pages in each file or book shall be in alphabetical order according to the surname and first forename of the grantor entered thereon and shall contain an entry for each grantor specified in a registered document.

(3) Each entry in the Index of Names shall contain the following—

- (i) the surname, first forename and the initial letter of each subsequent forename of each grantor specified in a registered document followed where there is more than one such grantor by the words “and another” or “and others” as the case may require;
- (ii) the surname, first forename and the initial letter of each subsequent forename of a grantee specified in the registered document followed where there is more than one such grantee by the words “and another” or “and others” as the case may require;
- (iii) the county in which the land affected by the registered document is situate;
- (iv) the letter “G” for any land described in general words which cannot be allocated as in subparagraph (iii);
- (v) the serial number allocated to the registered document under regulations 5 and 6.

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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(4) All such entries shall when practicable be made and completed before the time of the final closure of the registry of deeds to the public on the third working day after the day on which such registered document is or, as the case may be, is treated as lodged for registration. If it is impracticable to make and complete the entries within this time, the registrar shall cause a public notice to be posted in a conspicuous part of the registry of deeds stating to what day such entries have been made and completed.