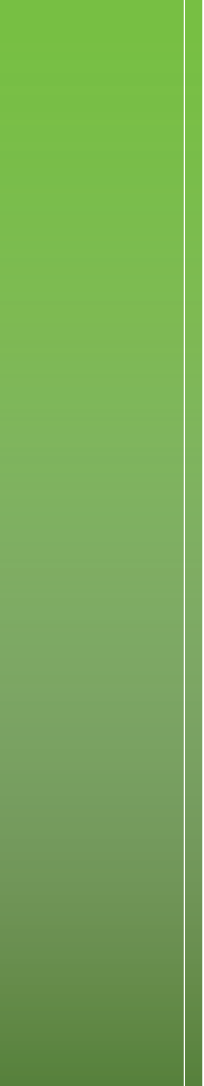
ProSuiteTM

LOTR Transparency Declarations

Quick Reference Guide



Quick

Reference

Guide

November 2020

ProSuite LOTR Transparency Declarations

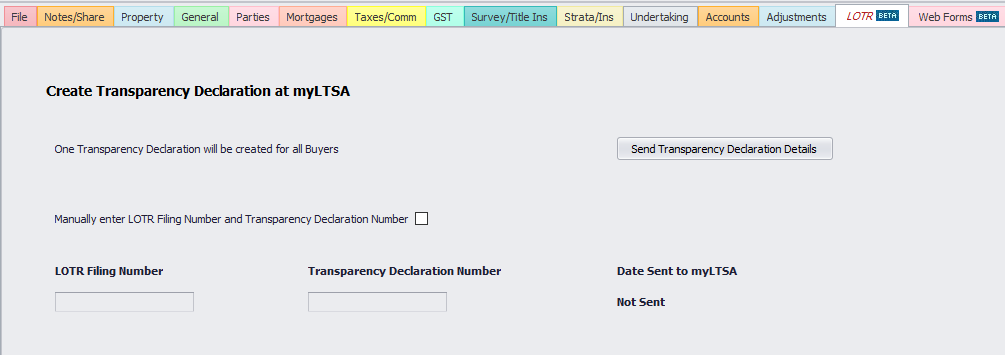
Quick Reference Guide

Required filings to the Land Owner Transparency Registry [LOTR] begin on November 30th, 2020. Visit the [Land Transparency website](https://landtransparency.ca/) for complete details.

To save you time, we have added the ability to create Transparency Declarations directly through ProSuite. The creation of Transparency Declarations is similar to the creation of LTSA Web Forms that are currently available in ProSuite.

# LOTR Tab

All Purchase and Family Transfer file matters have a *LOTR* tab available. This tab is used to create Transparency Declarations at myLTSA.



Each time the *Send Transparency Declaration Details* button is clicked, one Transparency Declaration will be created at myLTSA that will include all buyers and all PIDs entered in your file matter.

When the Transparency Declaration is successfully created on myLTSA, the *LOTR Filing Number*, *Transparency Declaration Number*, and *Date Sent to myLTSA* will populate on the *LOTR* tab.

If you will be using ProSuite’s *E-filing* feature and your Transparency Declaration was created outside of ProSuite, select the *Manually enter LOTR Filing Number and Transparency Declaration Number* checkbox to enter the numbers.

Note: Transparency Reports must be created directly at myLTSA.

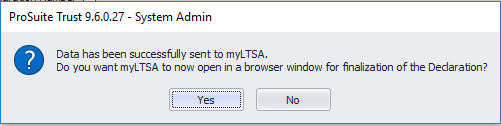
# Creating a Transparency Declaration

When the *Send Transparency Declaration Details* button on the *LOTR* Tab is selected, ProSuite will send the available information to myLTSA to create and populate a Transparency Declaration:

|  |  |
| --- | --- |
| Transparency Declaration | |
| **Section of Transparency Declaration** | **Data from ProSuite File** |
| Create Record/Property Information | The first 15 characters of the ProSuite file matter number  All PIDs from the *Property-Legal* tab |
| Transferees | Name(s) of individual buyers  *Is this transferee a reporting body* will populate with ‘No’  Name(s) of corporate buyers  *Is this transferee a reporting body* will not populate – this information must be completed directly at myLTSA |
| Certifier Information | Name(s) of individual buyers  No information will populate for corporate buyers – this information must be completed directly at myLTSA |

# View Transparency Declaration on myLTSA

When ProSuite successfully creates a Transparency Declaration at myLTSA, you will see the following message:



Click *Yes* to have myLTSA open in a browser window. **If you are already logged in to myLTSA** outside of ProSuite, the browser window will open to the Transparency Declaration. **If you are not already logged in to myLTSA**, the browser window will open to the myLTSA login page. Once logged in you will then be moved to the Transparency Declaration.

# Completing the Transparency Declaration at myLTSA

Finalizing any additional data entry, printing, truing up, validating, affixing a digital signature, and paying the filing fees will all be done directly on myLTSA.

For support on any of these features, please contact LTSA Customer Service at 604.630.9630 or 1.877.577.5872 or [customerservice@ltsa.ca](mailto:customerservice@ltsa.ca).

# E-filing

The *Transparency Declaration Number* is required for e-filing a package that includes an application to register an interest in land. When using the ProSuite e-filing feature, the required LOTR filing number as entered on the *LOTR* tab will automatically be submitted with the Form A Freehold Transfer in the e-filing package.

**Note:** If you are registering an interest in land with a document other than the Form A Freehold Transfer, you must submit your e-filing package directly at myLTSA.

If a LOTR filing number is required and one is not populated on the ProSuite *LOTR* tab, or the Transparency Declaration has not been digitally signed and the filing fees paid, LTSA will return an error message which will be displayed to you and your package will not be filed. Once all items noted in the error message are resolved you can submit your package again.

For support on e-filing outside of ProSuite, please contact LTSA Customer Service at 604.630.9630 or 1.877.577.5872 or [customerservice@ltsa.ca](mailto:customerservice@ltsa.ca)

**Need Help?**

If you require further assistance, please contact customer service at 1.866.367.7648 or [inquiries@doprocess.com](mailto:inquiries@doprocess.com).