



## A LOT FROM THE DOT

### **New PIN Correction Guidelines: Requirements and Frequently Asked Questions for Deleting an Interest or Otherwise Amending a PIN**

**November 29, 2021**

Many of the correction requests that we receive through OnLand to delete or amend an interest or other details on a PIN (collectively, “**PIN Corrections**”) may not in fact be processed as PIN Corrections. Instead, they will require the registration or deposit of a document to rectify or otherwise amend the title. To assist you in determining whether you have an appropriate PIN Correction and to assist you in identifying the proper process to follow regarding such PIN Corrections, we have developed detailed rules and protocols for PIN Corrections (collectively, the “**PIN Correction Guidelines**”).

The PIN Correction Guidelines can be found in [OnLand.ca](https://www.onland.ca) and can be accessed directly through a link that we have placed on the [Correction Request Submission Page](#) for your convenience. Prior to the submission of any PIN Correction, you should review the PIN Correction Guidelines carefully. PIN Corrections submitted that do not adhere to the PIN Correction Guidelines will be returned with further instructions and may require resubmission.

Do not submit the same PIN Correction request multiple times. Whenever submitting a PIN Correction, please clearly describe the error in the record that needs deletion or amendment in the “Description of Correction” field of your OnLand Correction Submission Page and attach any relevant supporting documentation (e.g., a copy of the PIN and a copy of any instrument that is to be deleted or otherwise dealt with).

PIN Corrections that involve the deletion of expired interests will be processed only as and when time permits. They will not be fast-tracked and will not be afforded any sort of expedited service. Please remember that anything that can be deleted or amended by way of a PIN Correction can also be deleted or amended by registering an Application to Amend. When an Application to Amend is submitted for registration, it will be certified in accordance with its position in the queue. In many circumstances, but especially so during periods of high registration volume, it may be more expeditious to register an Application to Amend (well in advance of closing) and have it certified in queue, than it is to wait for a PIN Correction to be processed by the Land Registry Office as and when time permits.

As set forth in my [June 8, 2021 A Lot From the DOT](#), every effort should be made to submit your PIN Corrections or Applications to Amend well in advance of closing dates, and contingency plans should be prepared to provide for escrows, holdbacks, undertakings, title insurance, etc. in the event that such contingency plans might be needed if your closing date comes about before your deletions or amendments can be completed.