

## **Bulletin 2025-03**

## **Land Titles Act**

**Date: June 19, 2025**

### **Returns for Correction and Withdrawal of Electronic Documents**

#### **Correction Procedure**

If a document requires correction, it will be returned through Teraview to the registrant(s). Through Teraview messaging, the registrant(s) will be sent notice setting out the nature of the error or deficiency and providing seven (7) calendar days to correct and resubmit the document. If the document is not corrected, it will be withdrawn after seven days. If the document can be corrected, but the registrant requires additional time to do so, they may request an extension within the seven days, before the document is withdrawn. Once withdrawn, the document cannot be “revived” by land registration staff in the Province of Ontario Land Registration System (POLARIS). Accordingly, it is imperative that registrant(s) act promptly on returned documents.

If a document is returned for correction, the status of the document in the Teraview docket will display as “Returned”. Additionally, if the registrant has subscribed to eNotifications and selected returns for correction, they will receive an email notification of the return. It is highly recommended that all registrants subscribe. Registrants can subscribe to eNotifications in their Teraview Account by navigating to the Administrative settings and selecting their Notification Preferences.

## Withdrawal Procedure

If a document has been returned for correction and the seven calendar days have elapsed without a correction being made, the document will be withdrawn without further notice.

In rare circumstances, a document contains a material error or deficiency that cannot be corrected (for example, the incorrect document type has been used). In these cases, the document will not be returned for correction as no correction can be made.

Effective June 23, 2025, notice of a pending withdrawal will be sent to the registrant at the email address appearing on the instrument. The notice will be sent from [LRSB.Withdrawal.Notification@ontario.ca](mailto:LRSB.Withdrawal.Notification@ontario.ca). **As phone calls will no longer be made now that documents contain the registrant's email address, it is imperative that [LRSB.Withdrawal.Notification@ontario.ca](mailto:LRSB.Withdrawal.Notification@ontario.ca) is added to users' email contact lists. This will eliminate any possibility that the notification will be filtered and not received in the registrant's inbox.**

Seven calendar days will also be provided for notice that a document must be withdrawn. A Land Registry contact name and email will be provided in case the registrant wishes to request an earlier withdrawal (for example, if they can replace the document with a compliant registration). **If you wish to contact the Land Registry about a notice of withdrawal, do not reply to the email from [LRSB.Withdrawal.Notification@ontario.ca](mailto:LRSB.Withdrawal.Notification@ontario.ca). Contact the staff member at the email address provided in the notice.**

The second situation in which a pending withdrawal notice will be sent is if an uncertified document relies on an upstream document that has been withdrawn and the upstream document has been submitted by a different registrant. The pending withdrawal notice in these circumstances will also be sent from [LRSB.Withdrawal.Notification@ontario.ca](mailto:LRSB.Withdrawal.Notification@ontario.ca).

## Requests for Returns for Correction and Withdrawals

As has been the case since 2002, documents will not be returned for correction or withdrawn for reasons that would not prevent the document from being certified. It  
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is not possible to enumerate all errors that would not affect the efficacy of a document, but some include:

- Typographical errors
- Errors in consideration, land transfer tax statements or payment of land transfer tax (registrants will need contact Ministry of Finance in this case)
- The submission of a discharge of an already discharged charge

Bulletin 2002-1 is hereby revoked.

**(original signed by)**

**Rebecca Hockridge**  
**Director of Titles**