



Land Registration and Conveyancing

Workshop



**Accreditation from the
General Legal Council for
the Continuing Legal
Professional Development
of Attorneys**



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BACKGROUND

The National Land Agency (NLA) is an Executive Agency of the Government of Jamaica and falls under the Ministry of Water, Land, Environment and Climate Change. It brings together the core land information functions of Government under one roof, which includes: Land Titles, Surveys & Mapping, Land Valuation and Estate (Crown Land) Management. This entity enables the Government to build on the synergy of these combined functions and create a modern national land (spatial) information system to support sustainable development.

The Organization currently is dispersed across the island with major offices located in the Corporate Area (Kingston), Mandeville and Montego Bay.

The Land Titles Division of the National Land Agency is responsible for administering the provisions of the Registration of Titles Act, Registration of Strata Titles Act and the Regulations made there under. The difficulties encountered during the processing of Instruments include the following:-

- Incomplete documents presented for registration
- Customers not clear as to the requirements of the Land Titles Division
- Failure to comply with previous requisitions resulting in multiple rejections

The rejection of documents lodged by you our customers has been an ongoing concern of the Agency and we are working assiduously to improve this area of our Business process. We view our relationship with you as a partnership and to this end our goal is to implement measures to rectify this problem.

The Agency is therefore delighted to provide a Land Registration and Conveyancing Training Workshop designed to equip and provide your employees with in-depth knowledge and a comprehensive and detailed consideration of aspects of Land Law and its practice at the National Land Agency.



COURSE INFORMATION

The Course is suitable for Attorneys-at-Law, Paralegals and Secretaries, persons in the banking sector involved in the processing of loans and Conveyancing staff with no formal training. The programme will be offered for eight weeks and a day on Tuesdays and Thursdays from 9:00 a.m. to 12:00 p.m. at the Estate Management Conference Room at 20 North Street, Kingston, the Surveys & Mapping Division Conference Room at 23 ½ Charles Street, Kingston and at the Land Titles Division, 93 Hanover Street, Kingston. Presentations will be delivered by the Agency's experienced team in areas of Land Administration including:

- Land Titling and Registration
- Surveys & Mapping
- Geographic Information Systems

Course Objectives

Upon completion of this Course participants will gain:

- Additional qualifications in Conveyancing, Land Registration and Land Administration
- Improved knowledge and understanding of Land Law
- Knowledge of the requirements/policy of the National Land Agency which should lead to improved quality of documents lodged for registration and fewer errors when preparing transactions
- Increased confidence resulting in minimal referrals to Attorneys-at-Law in your Conveyancing Department

With a structured programme and the provision of the most up-to-date information in the field of Land Law, at the end of this programme there will be improved productivity and efficiency in all Offices leading to better products and services.



Course Support

The Course will offer the following:

- Specially written course Manuals and study materials
- Lectures on specific topics of Land Law
- Additional reference material on CD ROM
- Hands on training on aspects of land administration and titling

Class Size: The minimum class size is sixteen (16) persons.

Duration of Training

Eight (8) weeks and a day: two days per week (Tuesdays & Thursdays)

Time: 9:00 a.m. – 12:00 p.m. (3 hours)

Successful Completion of Training

On completion of the Workshop a Certificate of Participation will be awarded to participants who were present for not less than 80% of the time scheduled for the Workshop.



Course Outline

The Syllabus will include the following:

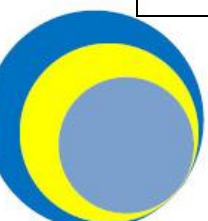
<p>I. Background and History of Land Registration</p> <ul style="list-style-type: none"> - The Deeds System - Torrens System - Principles of Land Registration 	<p>2. Bringing Land under the Registration of Titles Act</p> <ul style="list-style-type: none"> - First Registration (Section 28 of the Registration of Titles Act) - Re-registration of land by Plan (Section 54 of the Registration of Titles Act) - Title acquired by possession of registered land (Section 85-87 of the Registration of Titles Act)
<p>3. Co-ownership</p> <ul style="list-style-type: none"> - Joint tenants - Tenants-in-common 	<p>4. Lost Title Applications</p>
<p>5. Capacity</p> <ul style="list-style-type: none"> - Companies - Personal representatives - Minors or persons under a disability 	<p>6. Execution of Instruments</p> <ul style="list-style-type: none"> - by individuals - by Companies and other Corporations
<p>7. Easements</p> <ul style="list-style-type: none"> - Examples of Easements - Essentials of an Easement - Positive and Negative Easements - Extinguishing Easements 	<p>8. Leases</p> <ul style="list-style-type: none"> - Registrable Leases - Form of a Lease
<p>9. Restrictive Covenants</p>	<p>10. Mortgages</p>
<p>II. Transfers</p>	<p>12. Transmission Applications</p>



<h3 style="margin: 0;">I3.Strata Title Applications and Surrender Applications</h3>	
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Time Table

DATE & TIME	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Tuesdays				
9:00-9:30	Registration & Welcome	Lost Title Applications	Transfers and Co-Ownership	Vesting Applications & Foreclosure Applications
9:30-10:00	Background & History of Land Registration	Lost Title Applications	Transfers and Co-Ownership	Vesting Applications & Foreclosure Applications
10:00-10:30	Bringing Land Under the Registration of Titles Act	Lost Title Applications	Transfers and Co-Ownership	Vesting Applications & Foreclosure Applications
10:30-10:45	BREAK	BREAK	BREAK	BREAK
10:45-12:00	Bringing Land Under the Registration of Titles Act contd...	10:45-11:15	10:45-11:00	10:45-11:00
		Lost Title Applications contd...	Transfers and Co-Ownership	Vesting Applications contd...
		11:15-12:00	11: 00-12:00	11: 00-12:00
		Leases	Transmission Applications	I-Map & eLandjamaica
Thursdays				
9:00-10:30	Section 77 Surrender Applications & Strata Applications	Caveats	Mortgages	The Role of Surveys & Mapping in Land Registration
10:30-10:45	BREAK	BREAK	BREAK	BREAK
10:45-11:15	Section 77 Surrender contd...	Caveats	Mortgages contd...	Mapping Related Functions and Products
11:15-12:00	Easements	Execution of Instruments & Capacity	Restrictive Covenants	Mapping Related Functions and Products



Time Table cont'd

DATE & TIME	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Tuesdays				
9:00-10:30	How Land Valuation Affects You	WALK THROUGH (Surveys & Mapping Conference Room)	Hands-on Session	Hands-on Session
10:30-10:45	BREAK	BREAK	BREAK	BREAK
10:45-12:00	How Land Valuation Affects You contd...	Hands-on Session	Hands-on Session	Hands-on Session
Thursdays				
9:00-10:30	The Land Acquisition Act	Hands-on Session	Hands-on Session	Hands-on Session
10:30-10:45	BREAK	BREAK	BREAK	BREAK
10:45-12:00	The Land Acquisition Act contd...	Hands-on Session	Hands-on Session	Hands-on Session
WEEK 9	WEEK 9	-	-	-
Tuesday		-	-	-
9:00-11:00	Presentation of Certificates	-	-	-



Applications

All completed Applications must be sent to the Agency's Training Officer- Miss Alcian Crosdale at:

Email: alcian.crosdale@nla.gov.jm

Tel: 750-5263: EXT3018

We encourage all Applicants to submit completed Applications at least three weeks before the start of the Workshop.

Selection

Participants' selection for the Workshop is based on:

- Timeliness of Application
- Availability of space
- Exposure to/Knowledge of Conveyancing transactions

Selected participants will be notified fourteen days, but not less than five days before the scheduled start date.

Course Fees

A fee of Sixty Thousand Dollars (\$60,000.00) is charged per participant.

Refunds

Participants who cancel a minimum of five (5) working days before the commencement of the Workshop are entitled to a full refund of the Course fee. Refunds will not be possible once the Workshop has commenced.

