



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 Economic Growth and Job Creation (MEGJC). It brings together the core land information functions of Government under one roof, which includes: Land Titles, Surveys & Mapping, Land Valuation, Estate (Crown Land) Management, Adjudication Services, and Land Administration and Management. This entity enablesthe 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 currentlyis 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 are not clear as to the requirements of the Land Titles Division ; and
- failure to comply with previous requisitions resulting in multiple rejections.

The rejection of documents lodged by 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 delivered online via Zoom over a period of eight weeks, with sessions held on Tuesdays and Thursdays from 9:00 a.m. to 12:00 p.m. Presentations will be delivered by the Agency's experienced team in areas of Land Administration including:

1. Land Titling and Registration
2. Surveys & Mapping
3. 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 INFORMATION

Course Support

The course will offer the following:

- Special written course manuals and study materials.
- Lectures on specific topics of land law.
- Additional reference material in flash drive.
- Hands on training on aspects of land administration and titling.

Modality: Online (Zoom)

Online Protocol:

- Participants are expected to dress professionally during all virtual sessions.
- Please ensure your camera remains on for the duration of each Zoom class.
- To facilitate registration, ensure that you sign in with your proper name (first & last name) being displayed. e.g. (Mary Doe and not Mary D).
- Log in to the session promptly at the scheduled start time as indicated by the meeting organizer.
- Minimize background noise and distractions by choosing a quiet, disturbance-free environment.
- Use the Chat feature to communicate with the host and other participants throughout the session.
- To ask a question verbally, please use the “Raise Hand” feature; you will be acknowledged in turn.
- Keep your microphone muted unless you are asking a question or making a comment

Please note: The Agency is not responsible for the quality of participants’ devices, including audio and video performance.

Class size: The minimum required class size for the workshop is thirty (30) participants.

Duration of workshop:

Eight (8) weeks; Two days per week (Tuesdays & Thursdays)

Time: 9:00am – 12:00pm (3 hours)

Successful Completion of Workshop:

Participants who successfully complete the workshop and have attended a minimum of 80% of the scheduled sessions will be awarded a Certificate of Achievement.

COURSE OUTLINE

1. BACKGROUND AND HISTORY OF LAND REGISTRATION

- The Deeds System
- Torrens System
- Principles of Land Registration

3. Co-ownership

- Joint tenants
- Tenants-in-common

5. Capacity

- Companies
- Personal representatives
- Minors or persons under a disability

7. Easements

- What is an easement
- Nature of an Easement
- Positive and Negative Easements
- Characteristics of an Easement
- Extinguishing Easements

9. Restrictive Covenants

- What is a Restrictive Covenant
- Characteristics
- types
- How do they arise
- The role of the Registrar of Titles
- Restrictive covenants (building scheme)
- Conditions of Approval
- Modification/Discharge

10. Mortgages

11. Transfers

12. Transmission Applications

2. BRINGING LAND UNDER THE REGISTRATION OF TITLES ACT

- 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).

4. Lost Title Applications

- Who can and cannot apply
- Procedure
- Dispensation application
- lay person requirement
- Reasons for rejection

6. Execution of Instruments

- by individuals
- by Companies and other Corporations

8. Leases

- What is a Lease
- Registrable Leases
- Form of a Lease
- Registration of a Lease
- Supporting documents to a Lease
- Covenants contained in a Lease
- Sub Lease / Under Lease
- Transfer of Lease
- Surrender of Leases
- Recovery of Possession

13. Strata Title Applications & Surrender Applications

- Required Documents
- Subdivision Approval
- Application Format
- Registration of Stratas
- Strata Plan
- Amendments to Strata Act

TIMETABLE

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
9:00 - 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	10:45 - 11:15	10:45 - 11:00	10:45 - 11:00
		Lost Title Applications (cont'd)	Transfers and Co- Ownership	Vesting Applications (cont'd)
		11:15 - 12:00	11:00 - 12:00	11:00 - 12:00
		leases	Transmission Applications	Mapping & eLand Jamaica
THURSDAY				
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 (cont'd)	Caveats	Mortgages (cont'd)	Mapping Related Functions and Products
11:15 - 12:00	Easements	Execution of Instruments & Capacity	Restrictive Covenants	Mapping Related Functions and Products

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TIMETABLE

DATE & TIME	WEEK 5	WEEK 6	WEEK 7	WEEK 8
TUESDAYS				
9:00 - 9:30	How Land Valuation Affects You	WALK THROUGH (surveys & Mapping Conference room)	Hands-on Session	
10:30 - 10:45	BREAK	BREAK	BREAK	BREAK
10:45- 12:00	How Land Valuation Affects You (cont'd)	Hands-on Session	Hands-on Session	
THURSDAY				
9:00 - 10:30	The Land Acquisition Act	Hands-on Session	Hands-on Session	
10:30 - 10:45	BREAK	BREAK	BREAK	BREAK
10:45 - 12:00	The Land Acquisition Act			
	WEEK 9	-	-	-
TUESDAYS				
9:00 - 11:00	Presentation of Certicates			

APPLICATIONS PROCESS

Submission of Applications:

All completed applications must be submitted to the Agency's Human Resource Management & Development Unit through one of the following channels:

- **Email:** training@nla.gov.jm
- **Telephone:** (876) 750-5263 | Extensions: 3256 / 3103

Applicants are strongly encouraged to submit completed application forms no later than **three (3) weeks prior** to the commencement date of the workshop. This is to facilitate adequate processing time and confirmation of participation.

Selection:

Selection of participants for the workshop shall be determined based on the following criteria:

- Timely submission of the application;
- Availability of space in the scheduled workshop; and
- Relevant exposure to and/or knowledge of conveyancing transactions.

Selected participants will be notified fourteen **(14) days**, but not less than five **(5) days** before the scheduled start date.

Course Fees:

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

Cancellation & Refund Policy:

Participants who provide written notice of cancellation at least **five (5) working days** prior to the commencement of the workshop will be eligible for a full refund of the course fee. **No refunds** will be issued for cancellations received after this period or once the workshop has commenced.



FOR FURTHER ASSISTANCE:

Telephone: 876-750-5263 / 876-946-5263

WhatsApp: 876-418-5089

Email: asknla@nla.gov.jm

Website: www.nla.gov.jm

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