Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions

Purpose: The purpose is the submission of electronic applications by financial institutions, as well as by any Individual or Company/Organization, for the issuance of a search certificate of Immovable Property with (or without) Encumbrances and Prohibitions, without the physical presence of the applicants at the District Land Offices, saving time, money and staff.

The new application **"Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions "** is available to the following types of users:

1. **Individual** - An Individual has the ability to submit an application for the issuance of a search certificate of Immovable Property with (or without) Encumbrances and Prohibitions for applicant's properties.

2. **Company/Organization** -A Company/Organization has the ability to submit an application for the issuance of a search certificate of Immovable Property with (or without) Encumbrances and Prohibitions for its own properties.

3. **Agent/Representative** – An Agent/Representative can be an Individual or a Company/Organization and has the ability to submit an application for the issuance of a search certificate of Immovable Property with (or without) Encumbrances and Prohibitions for properties belong to the represented owner. A represented owner can be either an Individual or a Company/Organization (companies registered in the Department of Registrar of Companies and Official Receiver).

4. **Financial Institution** - The Financial Institution must record the Owner's Identity Number (Identity Number / ARC for an Individual or Company's Registration Number for a Company), for whom will submit an application for the issuance of a search certificate of Immovable Property with (or without) Encumbrances and Prohibitions.

5. **Administrator** - The Administrator can be an Individual and has the ability to submit an application for the issuance of a search certificate of Immovable Property with (or without) Encumbrances and Prohibitions for properties belong to the represented owner, for whom has been appointed as Administrator. The represented owner can **only** be an Individual.

6. **Liquidator** - The Liquidator can be an Individual or Company and has the ability to submit an application for the issuance of a search certificate of Immovable Property with (or without) Encumbrances and Prohibitions for properties belong to the represented owner, for whom has been appointed as a Liquidator. The represented owner can **only** be a Company/Organization (companies registered in the Department of Registrar of Companies and Official Receive).

Login to the System

The user, by using credentials, can log into the System. In case the communication with the external information systems is not successful, the following error message is displayed:

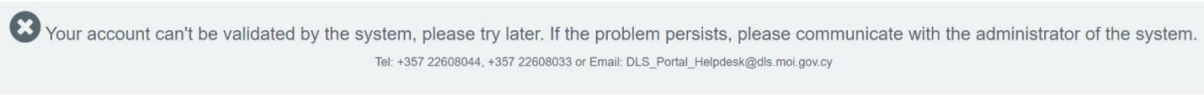


Figure 1: Error message in case it is not possible to contact the Department of Population and Immigration Archive / Companies Registrar and Official Recipient Department.

Subsequently, the system checks whether the applicant is a deceased person (in case the applicant is an Individual) or a company under liquidation / dissolved company (in case the applicant is a Company registered in the Department of Registrar of Companies and Official Receiver). The relevant information is obtained from the information systems of the Civil Registry and Migration Department (CRS) and the Department of Registrar of Companies and Official Receiver (RCOR) respectively. If one of the above cases is applied, the account of the applicant in the **'DLS Portal'** is deactivated and the following error message is displayed.

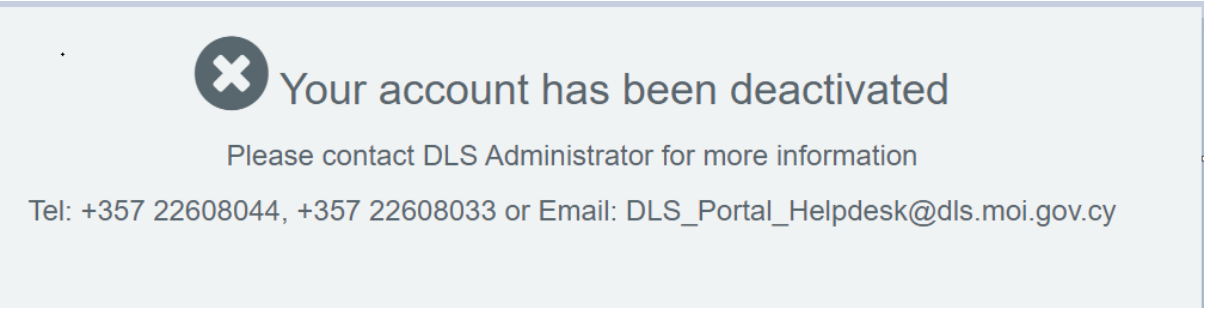


Figure 2: ''Your account has been deactivated''

In case that none of the above conditions happens applies, the "Dashboard" screen is automatically displayed, in which a list of available electronic applications is shown and the user can select from the list the application "**Search Certificate of Immovable Property within (or without) Encumbrances and Prohibitions**".

Figure 3: List of Applications - Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions

By selecting the application, the system initially checks if there is any pending payment transaction for the specific application, from the applicant. If payment is pending, then an error warning message is displayed. Otherwise, the screen of **Figure 5** is presented.

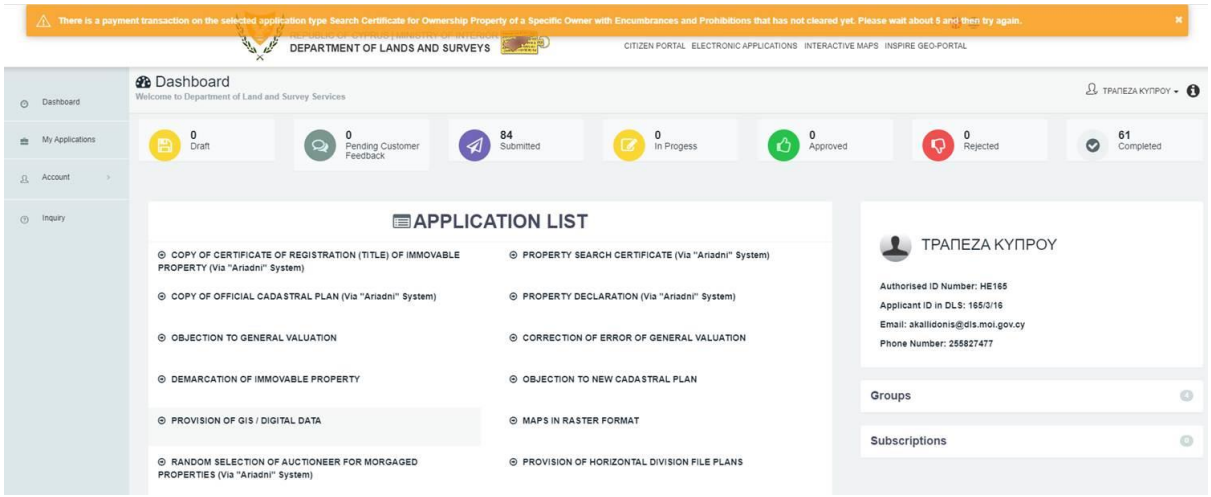


Figure 4: List of Applications - Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions

As shown below, the application consists of the following sections:

1. **General Information** - This section shows general information about the current application.

2. **Application Type Selection**- In this section the applicant must select the type of application as follows: 1) Simple or 2) With Encumbrances and Prohibitions.

3. **Application Details** - This section presents the details of the applicant/represented owner, and the criteria based on which the properties are presented in the Property List. The criteria are user type selection and District or Pancyprian selection. The applicant can proceed to the specific section only if the type of application has been already selected in the section **"Application Type Selection".**

4. **Attachment Files**- In this section the applicant can optionally attach files related to this application. The applicant can proceed to the specific section only if the **"Continue" button** in the **"Application Details" section** is selected.

5. **Delivery Methods** - In this section the applicant chooses the delivery method of the document. The applicant can proceed to the specific section only if the **"Continue" button** in the **"Application Details" section** is selected.

6. **Fee Payment** - In this section the applicant can proceed with the payment. Upon successful completion of the payment, the system automatically generates the search certificate in PDF format and the document is saved in the application. The applicant can proceed to the specific section if the **"Continue" button** in the **"Delivery Methods" section** is selected.

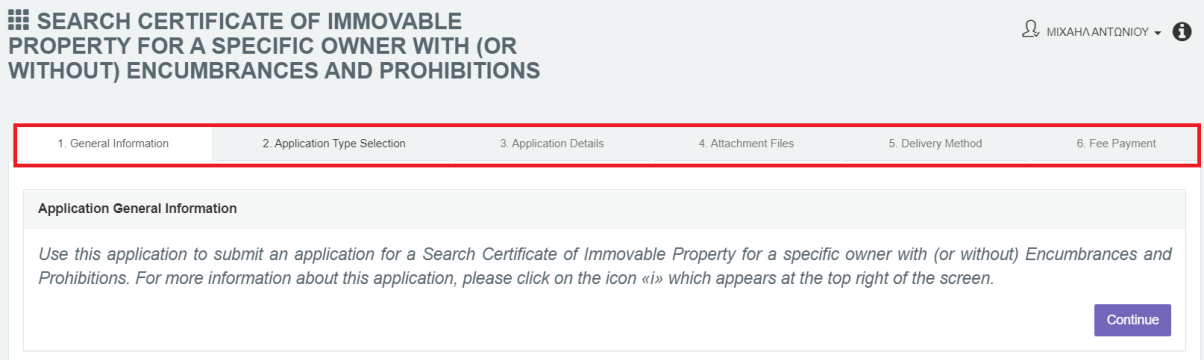


Figure 5: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions" - Application Modules

Section "General Information"

By selecting the application, the specific section is displayed on the screen in which general information related to the selected application is presented.

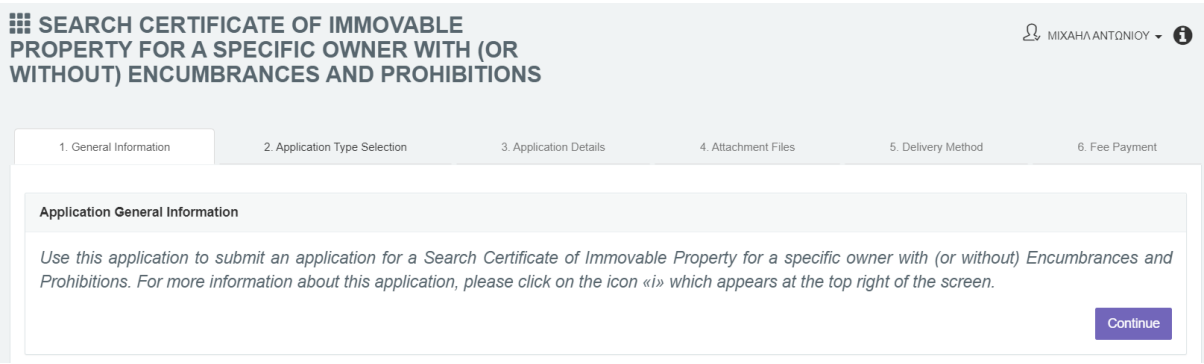


Figure 6: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions "- Section "General Information"

Section "Application Type Selection"

In this section the applicant must select the type of application: 1) Simple or 2) With Encumbrances and Prohibitions.

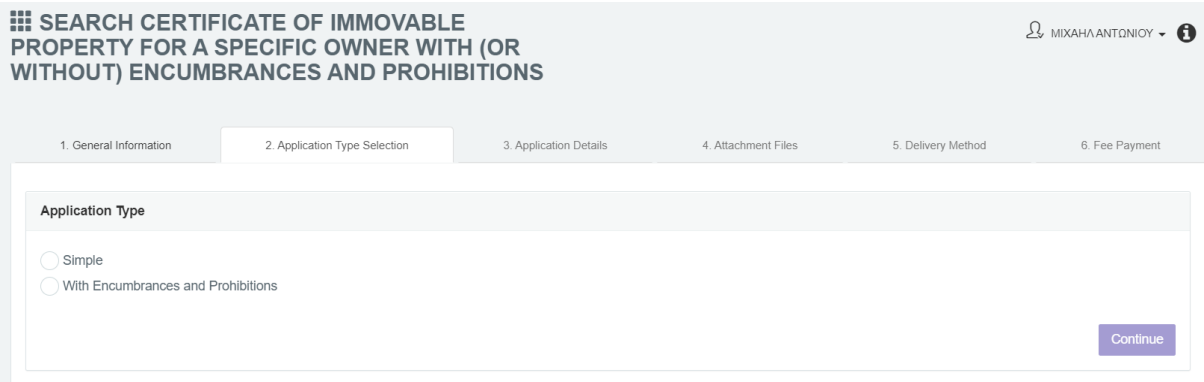


Figure 7: Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions "Application Type Selection"

Section "Application Details"

In this section (depending on the status of the applicant), the corresponding fields are displayed on the screen.

1. **Individual or Company/Organization acting for their own property or acting as an Agent/Representative, Administrator or Liquidator.**

An Individual or Company/Organization can apply for a Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions for his/her own properties or for properties belonging to a specific Individual or Company/Organization for which acts as an Agent/Representative, Administrator or Liquidator.

The applicant has the following four options:

<u>Individual or Company/Organization for their own properties:</u>

- By selecting at the field **"Person"**, the Individual's/Company's Name, a specific district or the option 'Pancyprian' and then the **"Continue" button**, a Property List will be displayed showing the properties belong to the specific Individual/Company. (see **Figure 8** and **Figure 9**)

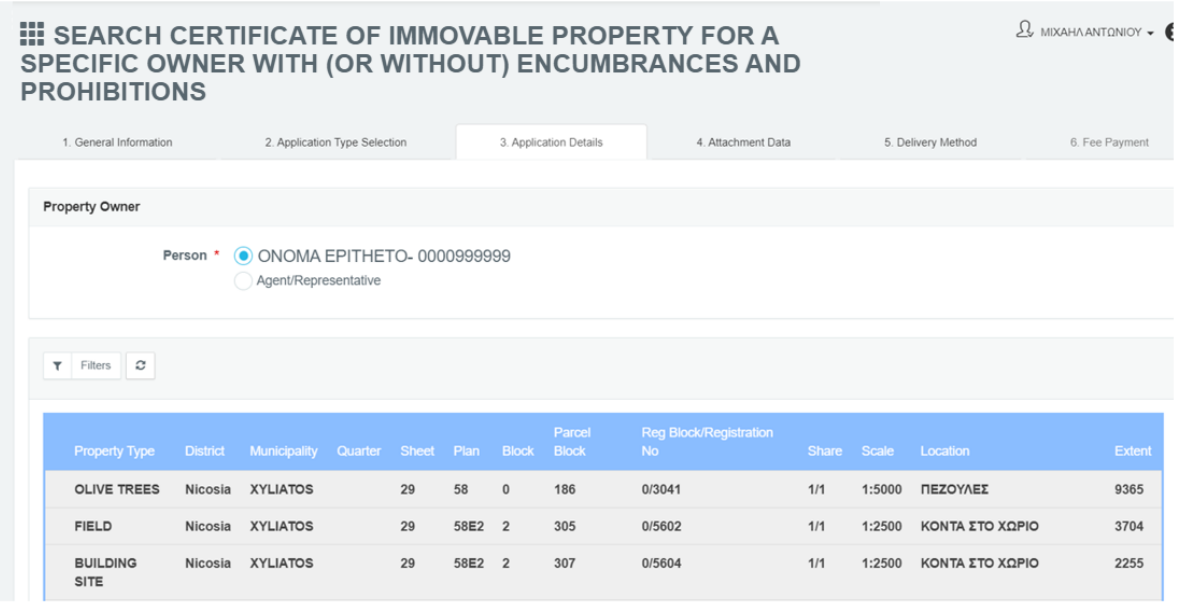


Figure 8: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Owner Properties (Individual)

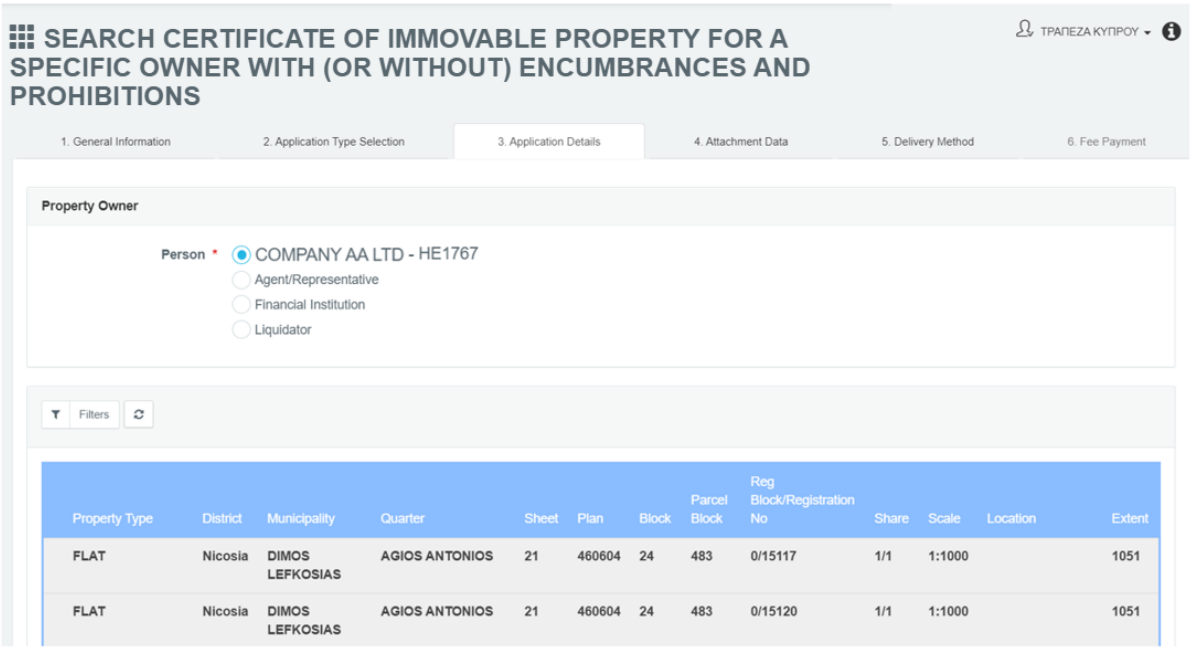


Figure 9: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " – Owner Properties (Company/Organization)

Agent / Representative

- By selecting the option "**Agent/Representative"**, a list of values is displayed on the screen and the applicant must select from the drop-down list the Individual or Organization/Company. The list contains the property owners which the applicant represents based on a power of attorney document which has been already lodged a District Land Office (DLO).

Once all the required fields are filled, the system checks whether the Individual or Company/Organization for whom the request is submitted concerns a deceased person or a company under liquidation / a dissolved company, respectively. The relevant information is obtained from the Civil Registry and Migration Department (CRS) or from the Department of Registrar of Companies and Official Receiver (RCOR), as well. If the communication with the external information systems is not possible, corresponding error message is displayed (see **Figure 1**). Otherwise, if an answer is received from the respective information system the following error message is shown:

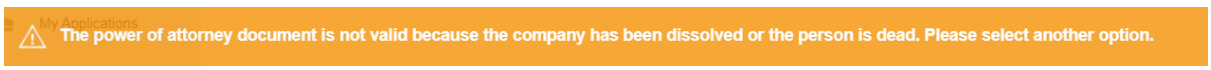


Figure 10: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Error message that the power of attorney document is not valid

In other case, if none of the above applies, a District or Pancyprian is selected and by pressing the **"Continue" button**, the Property List displays the properties belonging to the represented owner.

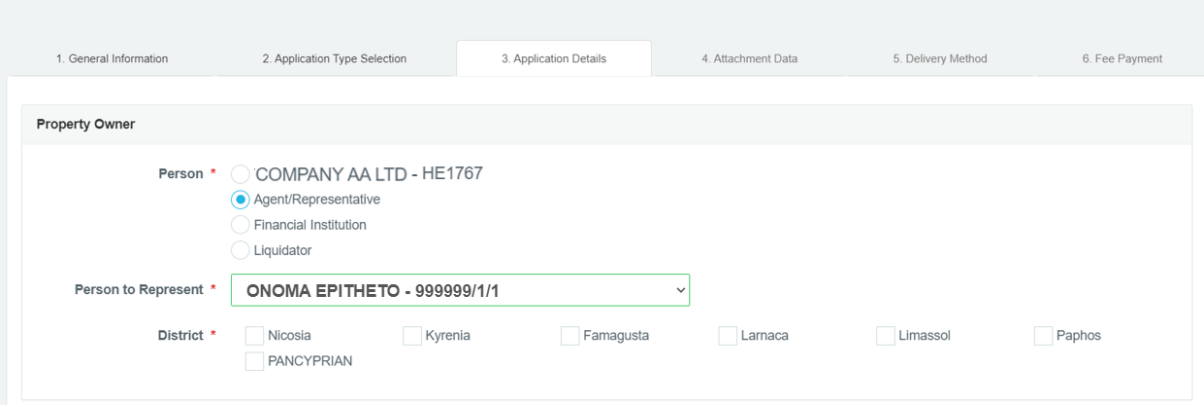


Figure 11: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Agent/Representative = Individual

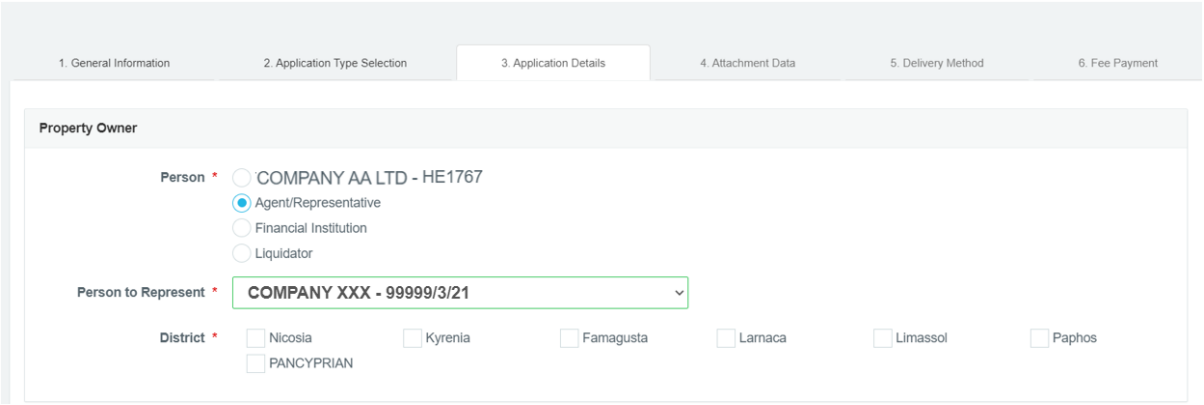


Figure 12: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Agent/Representative = Company/Organization

Administrator

- By selecting the **"Administrator"** option, a list of values is displayed on the screen and the applicant must select the owner from the drop-down list, which contains **only** Individuals. In this case, the system does not check whether the Individual for whom the request is submitted concerns a deceased person. By pressing the **"Continue" button** and once a specific District or Pancyprian is selected, the Property List displays the properties belonging to the represented owner.

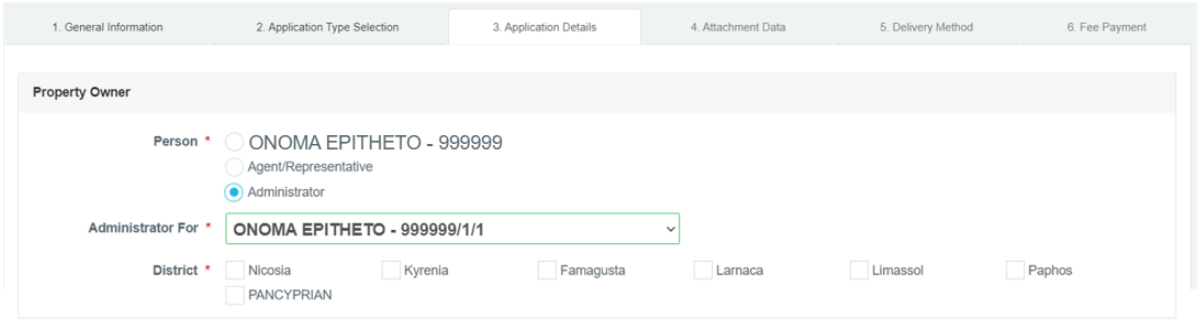


Figure 13: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " – Administrator

Liquidator

By selecting the **"Liquidator** option, a list of values is displayed on the screen and the applicant must select the owner from the drop-down list which contains **only** Companies/Organizations (companies registered in the Department of Registrar of Companies and Official Receiver). In this case, the system does not check whether the Company/Organization for which the request is submitted concerns a company under liquidation / a dissolved company. By pressing the **"Continue" button** and once a specific District or Pancyprian is selected, the Property List displays the properties belonging to the represented owner.

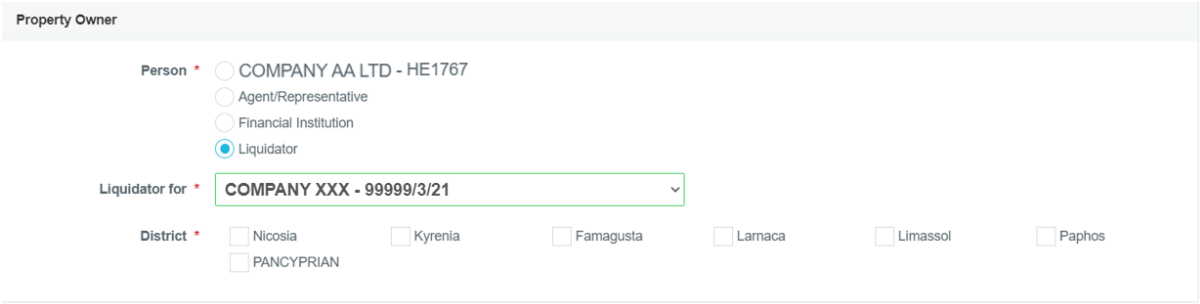


Figure 14: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Liquidator

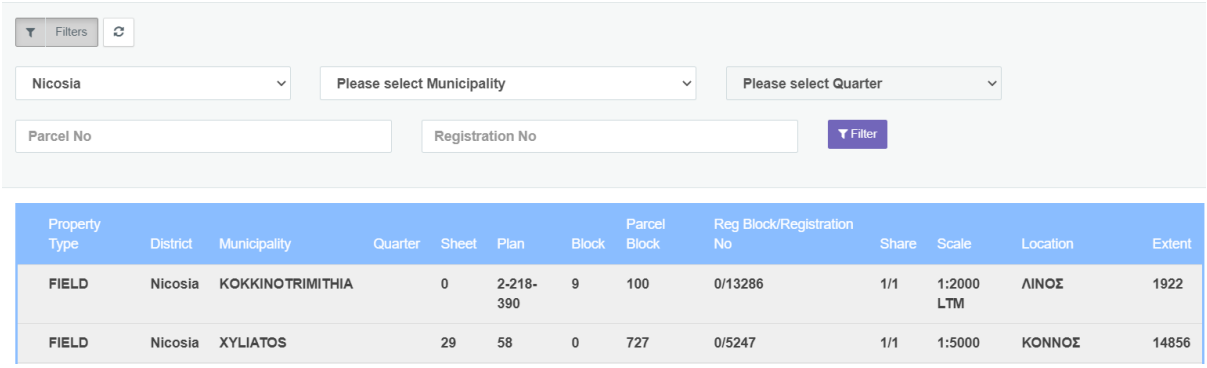


Figure 15: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Properties List

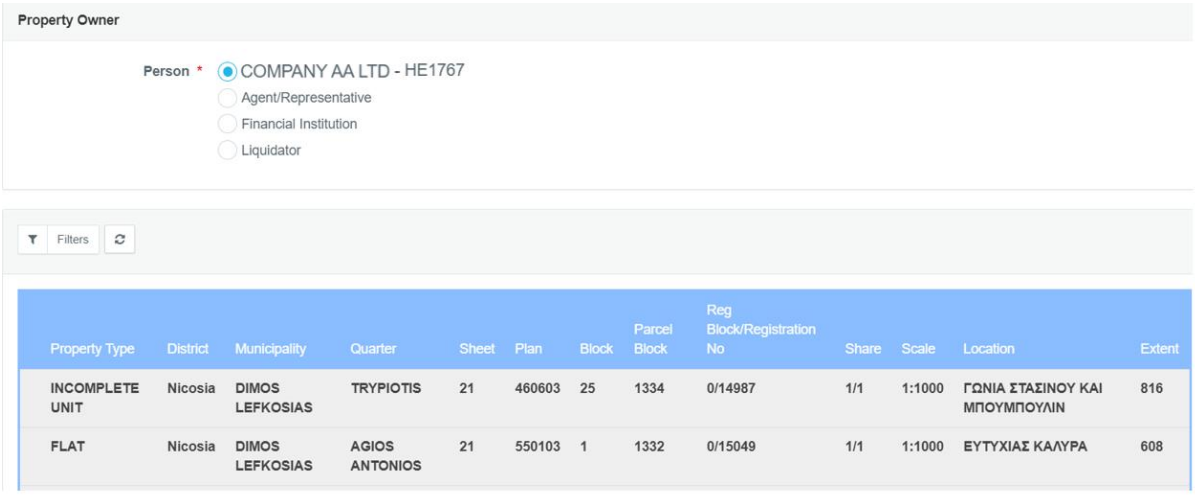
2. A Financial Institution acting for its own organization or as an Agent/Representative, a Liquidator or a Bank Organization.

A Financial Institution can apply for a Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions for its own property, or for properties that belong to a specific Individual or Company/Organization and acts as an Agent/Representative, Liquidator or Bank Organization.

The applicant has four options:

A Financial Institution for its own properties

- By selecting the **''Financial Institution''** option, a specific district or the option Pancyprian and by selecting the **''Continue'' button**, a Property List will be displayed showing the properties that belong to the specific Financial Institution.



Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel Block	Reg Block/Registration No	Share	Scale	Location	Extent
INCOMPLETE UNIT	Nicosia	DIMOS LEFKOSIAS	TRYPIOTIS	21	460603	25	1334	0/14987	1/1	1:1000	ΓΩΝΙΑ ΣΤΑΣΙΝΟΥ ΚΑΙ ΜΠΟΥΜΠΟΥΛΙΝ	816
FLAT	Nicosia	DIMOS LEFKOSIAS	AGIOS ANTONIOS	21	550103	1	1332	0/15049	1/1	1:1000	ΕΥΤΥΧΙΑΣ ΚΑΛΥΒΑ	608

Figure 16: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Financial Institution / Institution Properties

Agent/Representative

- By selecting the **"Agent/Representative"** option, a list of values is displayed on the screen and the applicant must select from the drop-down list the Individual or Company/Organization . The list contains the owners which the applicant represents based on a power of attorney document which has been already lodged at a District Land Office. Once a specific district or Pancyprian is selected and by pressing the **"Continue" button,** a Property List will be displayed showing the properties that belong to the represented owner.

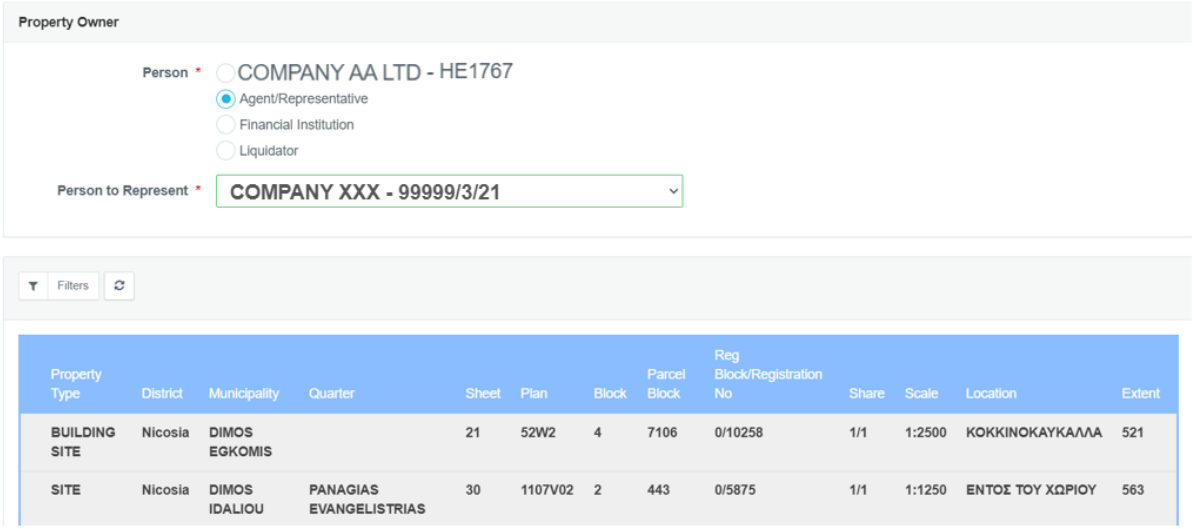


Figure 17: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Financial Institution / Representative Properties

Liquidator

- By selecting the **"Liquidator"** option, a list of values is displayed on the screen and the applicant must select the owner from the drop-down list, which contains **only** Companies/Organizations (companies registered in the Department of Registrar of Companies and Official Receiver). Once a specific district or Pancyprian is selected and by pressing the **"Continue" button,** a Property List will be displayed showing the properties that belong to the represented owner.

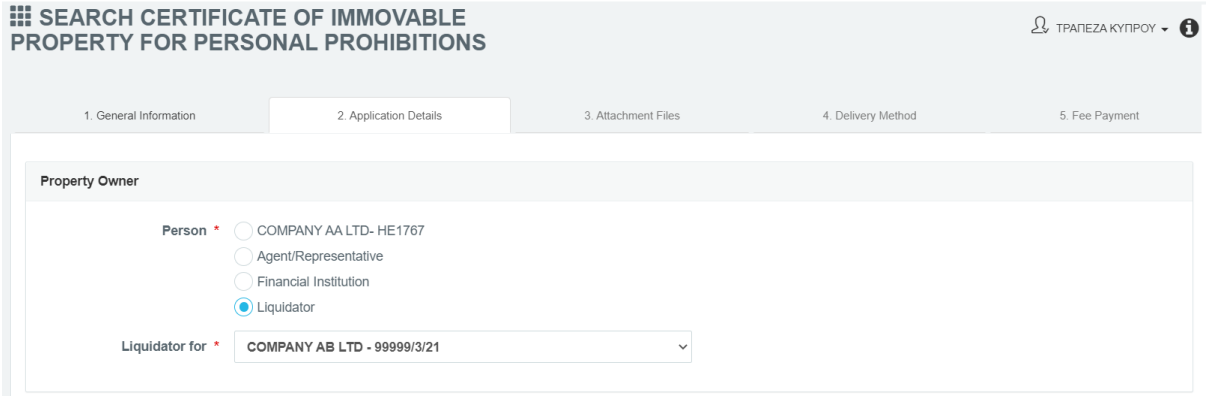


Figure 18: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Liquidator / Representative Properties

Financial Institution

- By selecting the **"Financial Institution"** value in the **"Person"** field, the following additional fields are displayed on the screen:

- **Represented Person (Owner) Status**- The available values are: 1) Individual and 2) Company

- **Category / Type of Owner** - The field is visible and mandatory if in the **field "Represented Person (Owner) Status"** the value **"Individual"** is selected and the available values are: 1) Cypriot, 2) Alien with type "05" and 3) Alien with type "03"

- **Preselected Category / Type – Owner ID/ARC**- The field is visible if the value **"Individual"** is selected in the **"Represented Person (Owner) Status"** field. The field is inactive and is automatically filled in with the value "03" or "05" depending on the value selected in the field "**Category / Type of Owner**"

- **Owner ID/ARC** - If it concerns an Individual, a string with 8 characters must be entered and if it concerns a Company/Organization, a string must be entered which must start with one of the prefixes: 1) HE, 2) Σ, 3) BN ή 4) AE and to be followed by digit (s) if it is a company registered in the Department of Registrar of Companies and Official Receiver.

- **Represented Person (Owner) Name** - The field is automatically filled in by the system with the owner's name and the information is obtained from the Department of Land and Surveys.

- **Property District** - The applicant has the option to select a district or the "Pancyprian" option.

- **Submission Reason** - The available values are the following: 1) Power of Attorney, 2) Court Decision, 3) Appeal and 4) Other Reasons. If the option "Other Reasons" is selected, then a new field is displayed on the screen in which the applicant is required to enter text stating the reasons for inquiring the specific certification.

By selecting the **"Continue" button** the system executes the following checks:

1. If all required fields have been completed. If not, then the error message **"Complete all required fields in order to proceed with the application"** is displayed.

2. If field "Owner ID/ARC" is filled in correctly. In case in the field "Represented Person (Owner) Status" the value "Individual" is selected, the system checks if the applicant has entered a string with a maximum of 8 characters. If the above condition is not true, then the error message "The identification number should be 8 characters" is displayed. In case in the field "Represented Person (Owner) Status" the value "Company" is selected, the system checks if the applicant has entered a string which starts with one of the prefixes 1) HE, 2) Σ, 3) BN ή 4) AE and be followed by digit(s). If the above condition is not true, then the error message "The registration number should be start with 1) HE, 2) Σ, 3) BN or 4) AE and followed by digit(s)".

3. If the value "Other Reasons" is selected in the field "Submission Reason" and the field is not filled, then the system displays the error message "Complete submission reason in order to proceed with the application".

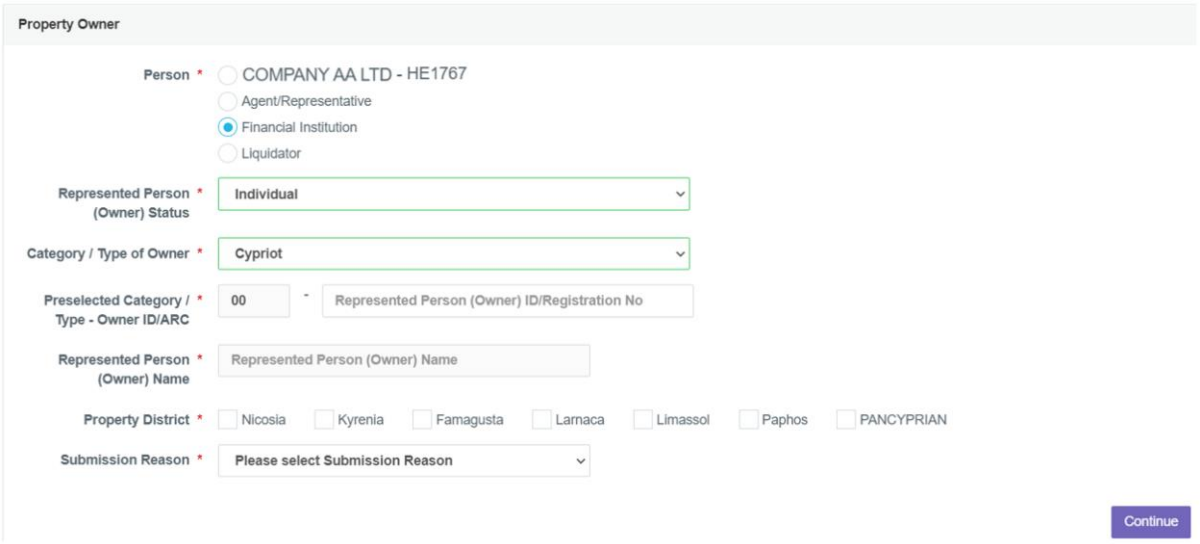


Figure 19: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Banking Organization / Owner = Individual and Cypriot

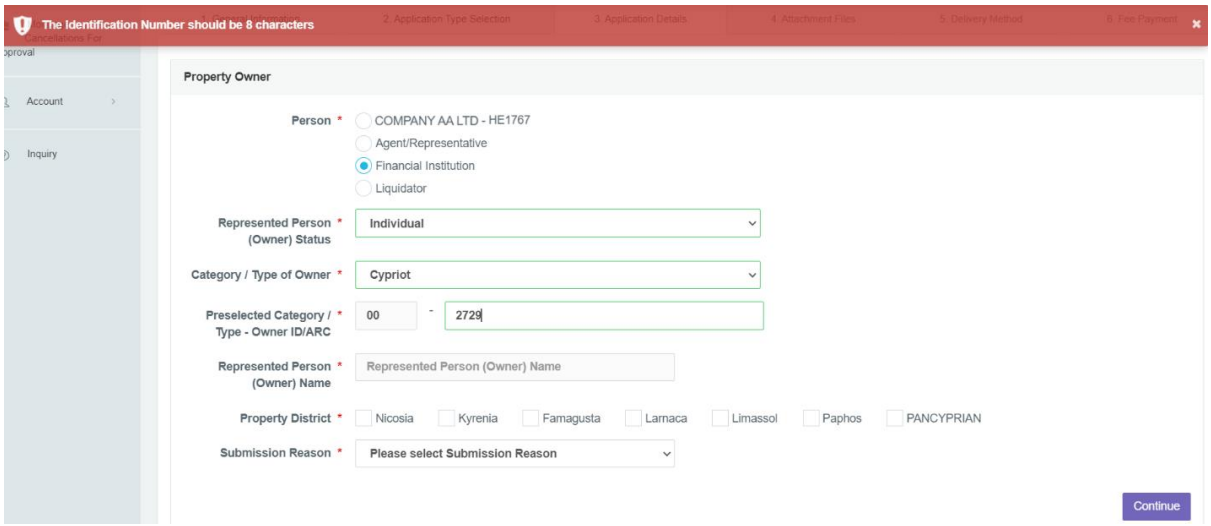


Figure 20: Application "Search Certificate of Immovable Property with (or without) and Prohibitions" – Error message when entering a wrong Identity Card Number

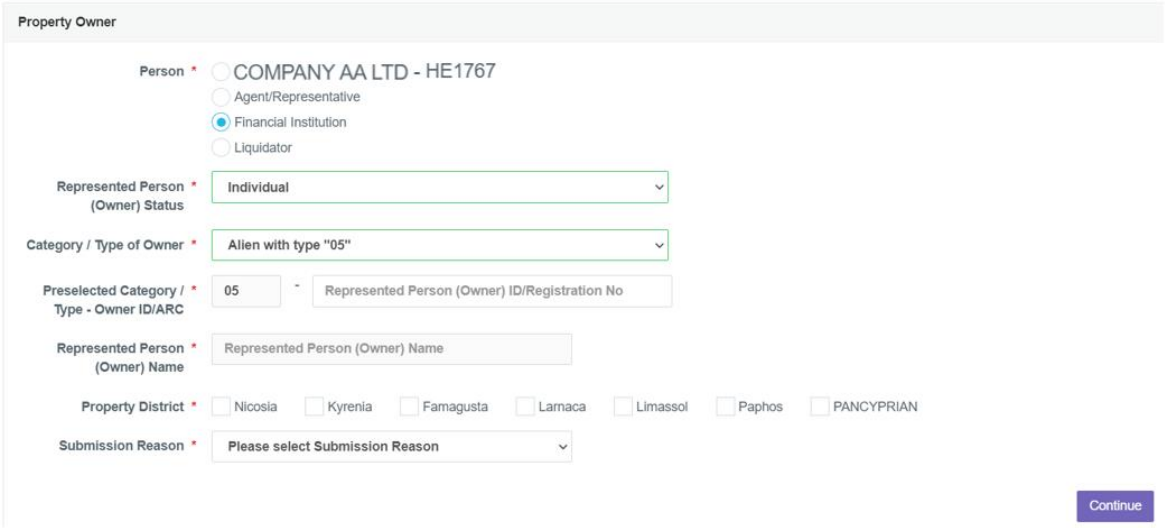


Figure 21: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Banking Organization / Owner = Individual and Alien with type '05'

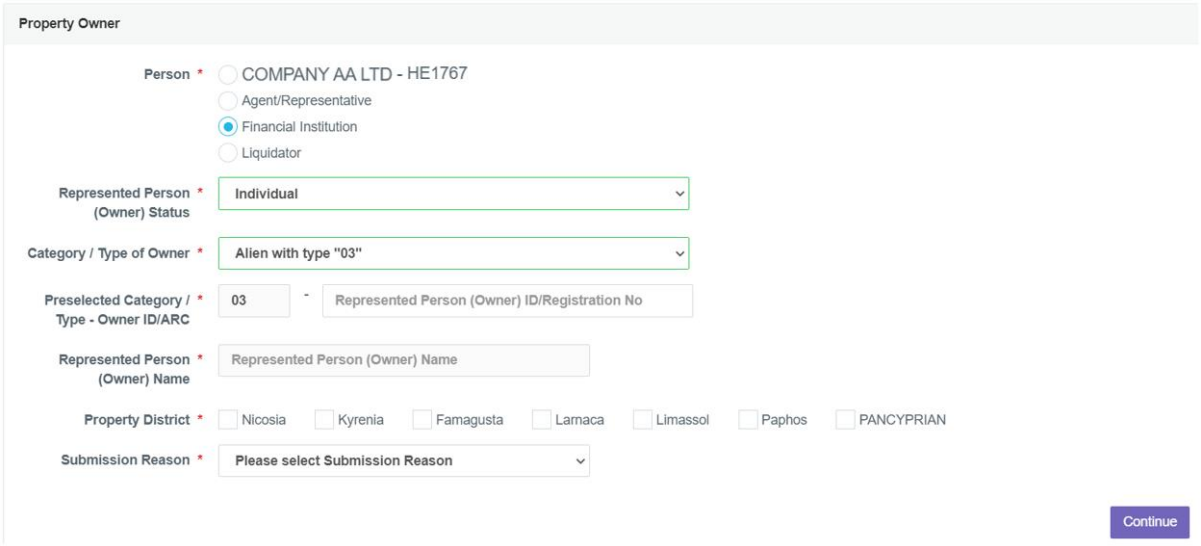


Figure 22: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Banking Organization / Owner = Individual and Alien with type "03"

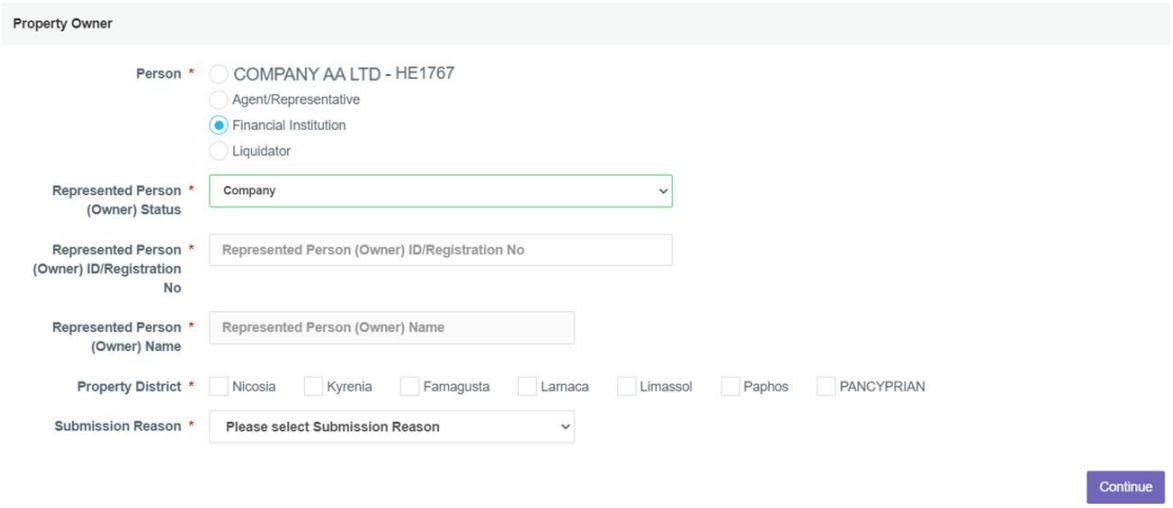


Figure 23: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Banking Organization / Owner = Company/ Organization

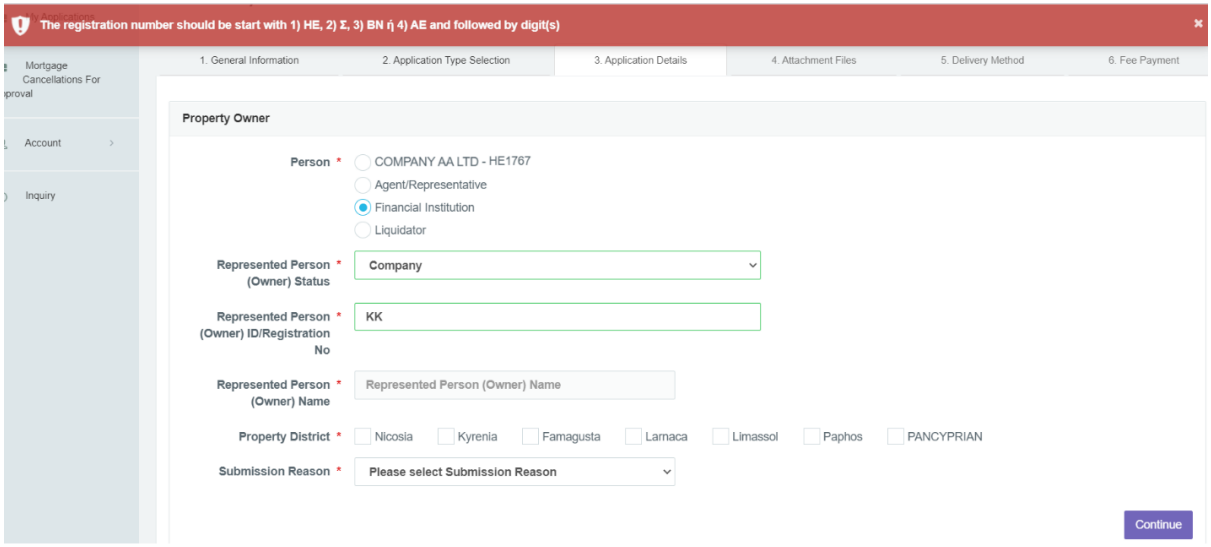


Figure 24: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " – Error message when entering a wrong Company Number

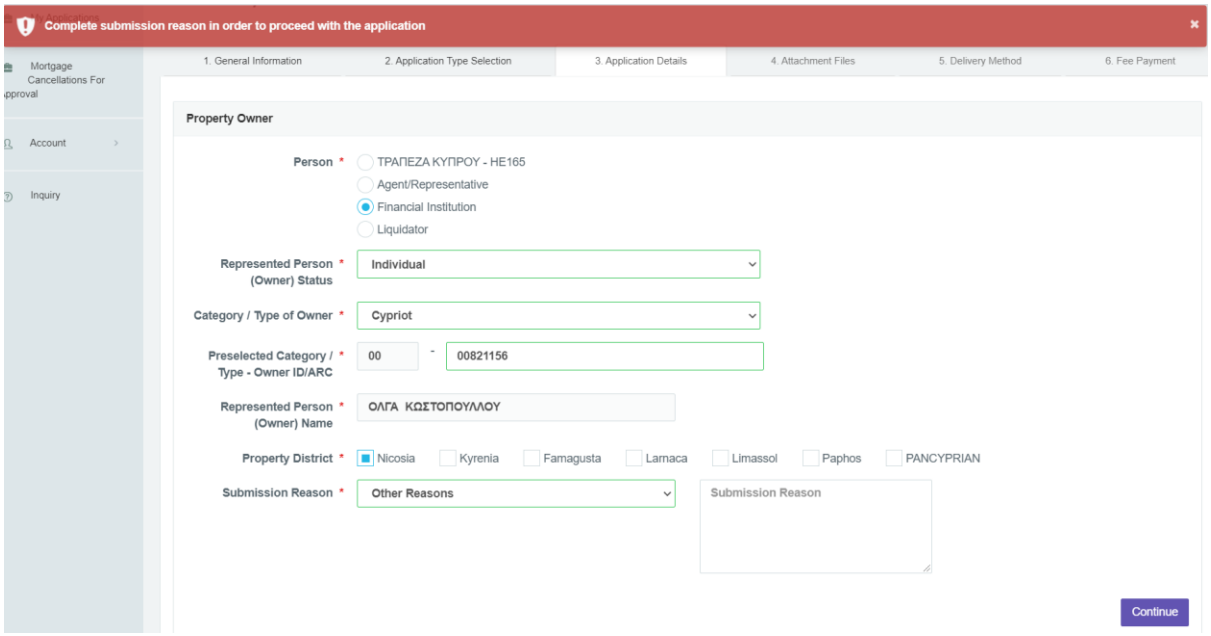


Figure 25: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " – Error message when leaving empty the field 'Submission Reason'

Property List

Basic information of the owner's properties is shown in the Property List. At the top of the table there are filters from which the applicant filters the properties shown on the list.

The **"District"** filter is prefilled to the initially selected value. In case the user selects as a filter a different district from the one that was initially selected, the message "Please click" Filter to continue "is displayed. By selecting the **"Filter" button**, the list of properties is renewed and the properties of the specific district are presented. **The properties presented in the Property List are those that will be included in the search certificate.**

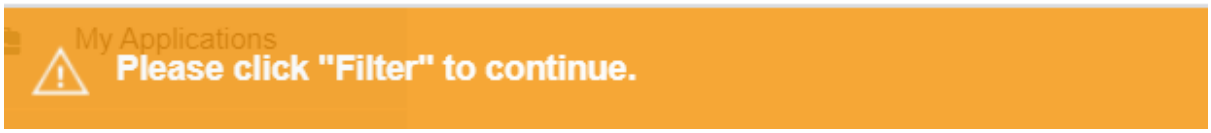


Figure 26: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions" – Error message for clicking the 'Filter' button when the district is different from the initial value

Section "Attachment Files"

In this section, the applicant has the option to attach files related to the application and it is possible to proceed to this section only if the **"Continue" button** in the **"Application Details"** section is selected.

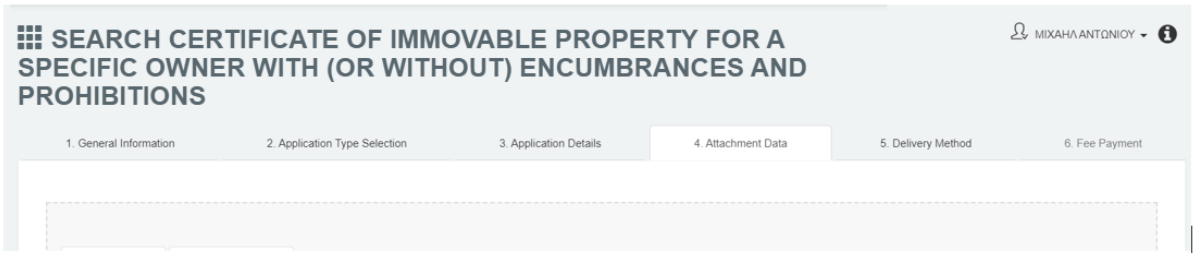


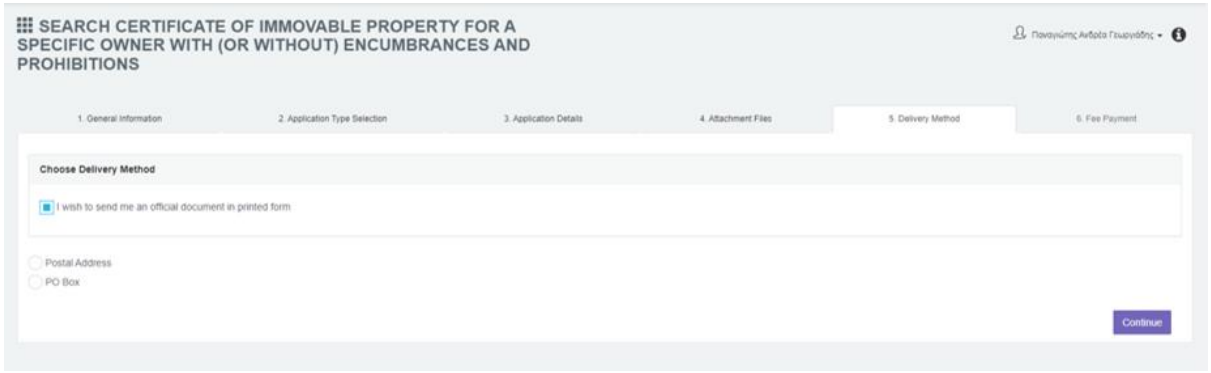
Figure 27: Application " Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " – Attachment Files

Section ''Delivery Method''

The applicant can receive the certificate as an official document in printed form, by post.

By ticking the checkbox as shown in figure below, two options are displayed on the screen:

1. Postal Address and **2.** PO Box



1. By selecting **"Postal Address"** section **"Delivery Address"** is displayed on the screen and the applicant must select one of the following options:

- Send to the address which is recorded in the Department of Lands and Surveys.
- Send to the address where I will provide. By selecting the specific value, the fields of the Address are presented and the applicant is obliged to fill them in.
- The applicant has the opportunity to enter an address abroad

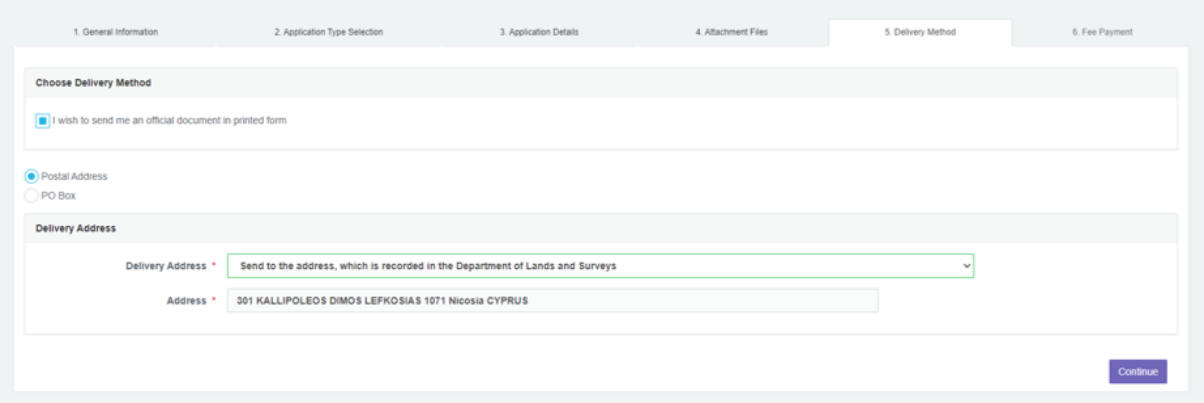


Figure 28: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Methods of Delivery - Sending an official document to the address of the applicant registered in the Department of Lands and Surveys

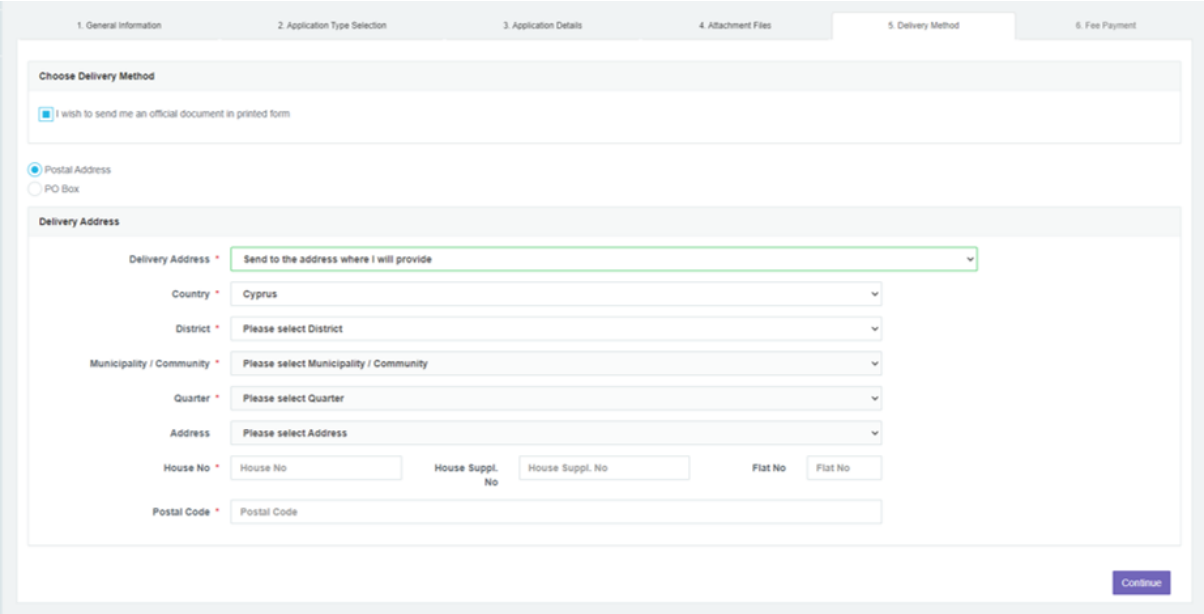


Figure 29: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Methods of Delivery - Sending an official document to a new address in Cyprus

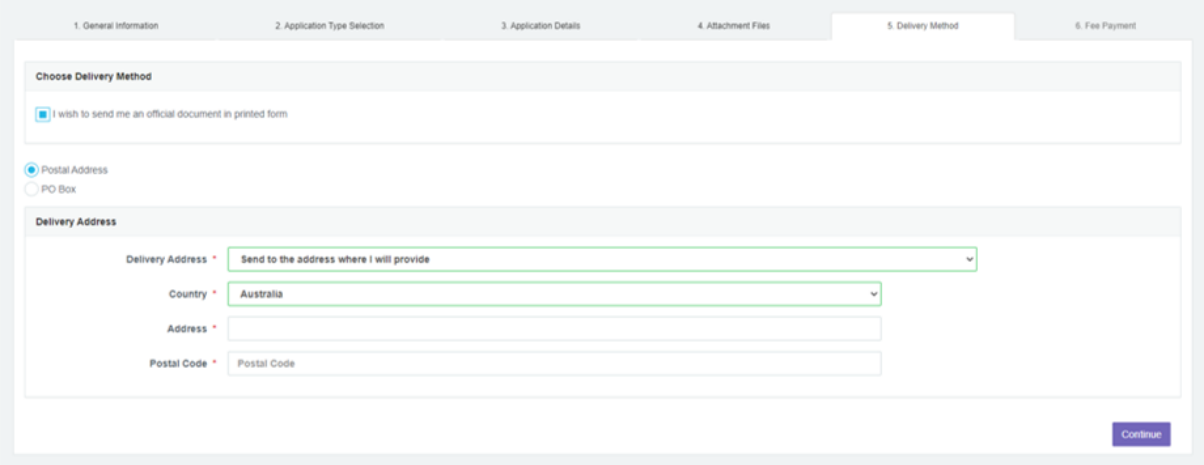
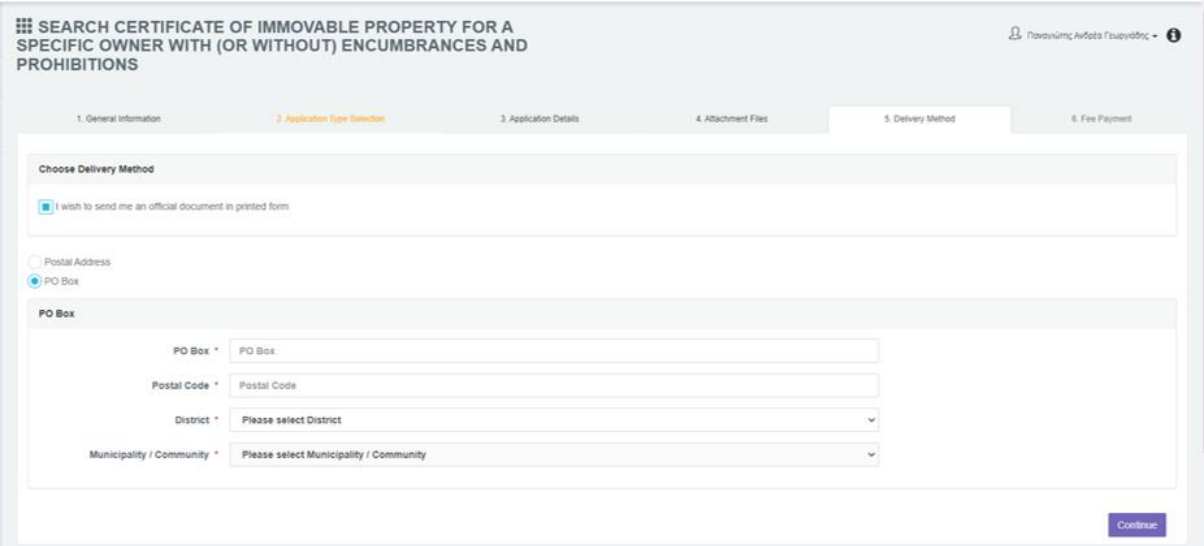


Figure 30: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Delivery Methods - Sending an official document to a new address outside Cyprus

2. By selecting **"PO Box"** the following fields are displayed and the applicant is obliged to fill them in:

- PO Box
- Postal Code
- District
- Municipality/Community



Additionally, the applicant can record a contact telephone number. The section **"Contact Telephone Number"** is visible only if the corresponding field in the applicant's profile doesn't have a value. By selecting the field **"Please update my profile with the telephone number that I have entered"**, the system will update the applicant's profile.

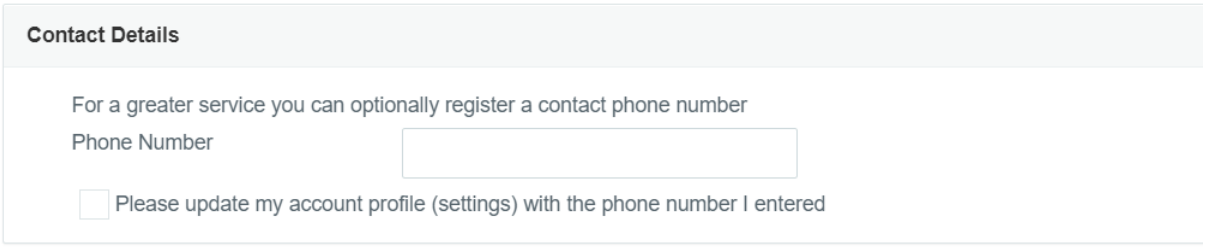


Figure 31: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " - Contact Telephone

Section "Fee Payment"

By selecting the method of delivery of the search certificate and selecting the **"Continue" button** in the **"Delivery Methods" section**, the applicant proceeds to the section **"Fee Payment "**.

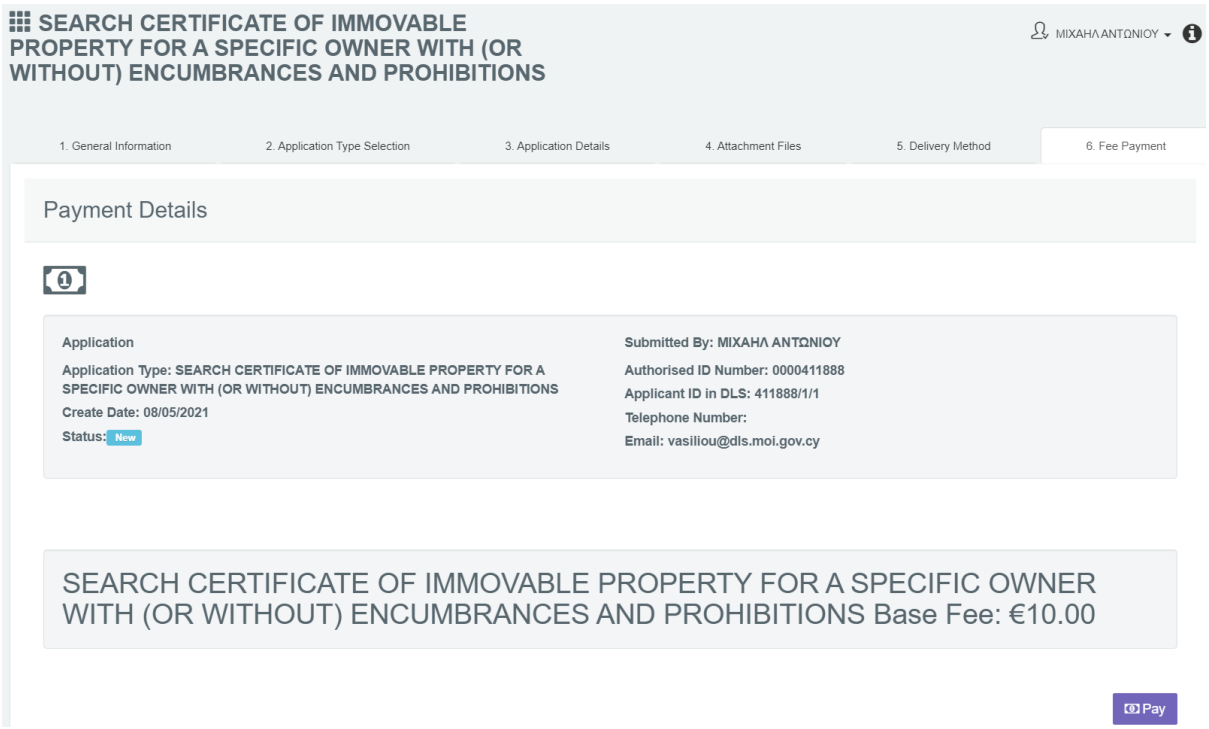


Figure 32: Application "Search Certificate of Immovable Property with (or without) and Prohibitions" – Fee Payment

The basic data of the application are presented at the top and at the bottom is shown the total cost, which is automatically calculated by the system. The cost per type of application is as follows:

Application Type = "Simple"

• The cost is € 10 if a specific district is selected and € 20 if the "Pancyprian" value is selected

Application Type = "With Encumbrances and Prohibitions"

• The cost is € 15 if a specific district is selected and € 30 if the "Pancyprian" value is selected

By pressing the **"Pay"** button a confirmation message is displayed as to whether the applicant wishes to proceed with payment. By pressing the **"Yes" button,** the system is transferred to the JCC website.

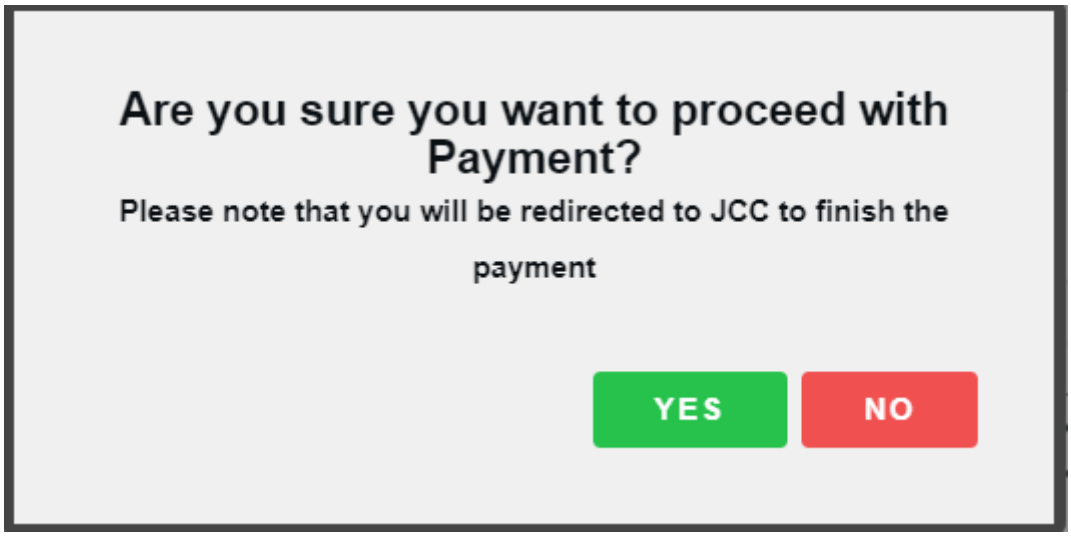


Figure 33: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " – Payment confirmation message

Figure 34: Application "Search Certificate of Immovable Property with (or without) Encumbrances and Prohibitions " – Payment

Upon successful payment

The application is submitted and the user is transferred to the **"Submission Details"** screen. This screen presents the basic information of the application (e-application number, Submission Date, Application Status, basic data of the Applicant) and basic information of the payment (Transaction Number, Payment Date and Total Cost of the research certificate). Upon successful completion of the payment, the system automatically generates the search certificate in PDF format and saves it in the application itself on the Web Portal (DLS Portal).

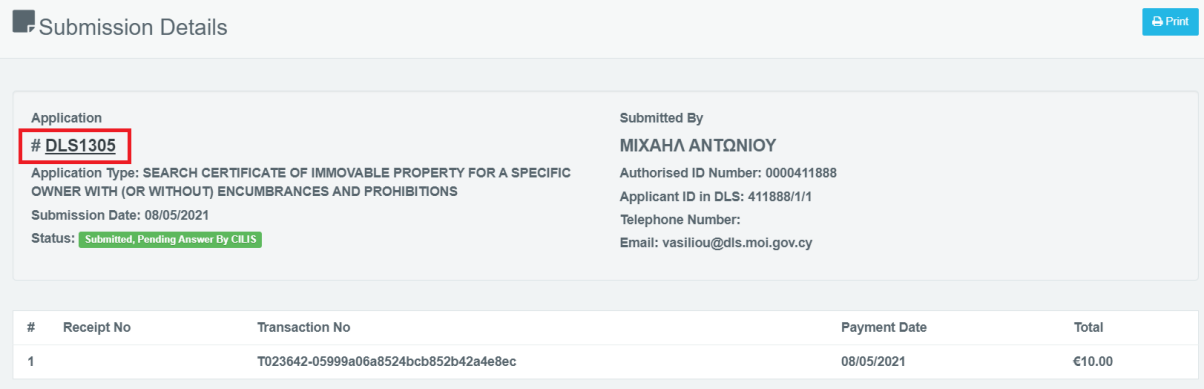


Figure 35: Submission details after payment

From this screen, by selecting the e-application number (DLSXXXX), the user is transferred to the specific e-application. The application consists of the following sections: 1) General Information, 2) Application Related Information, 3) Attachment Files, 4) Messages, 5) Data Downloads, 6) Invoices, 7) Notifications and 8) Application History.

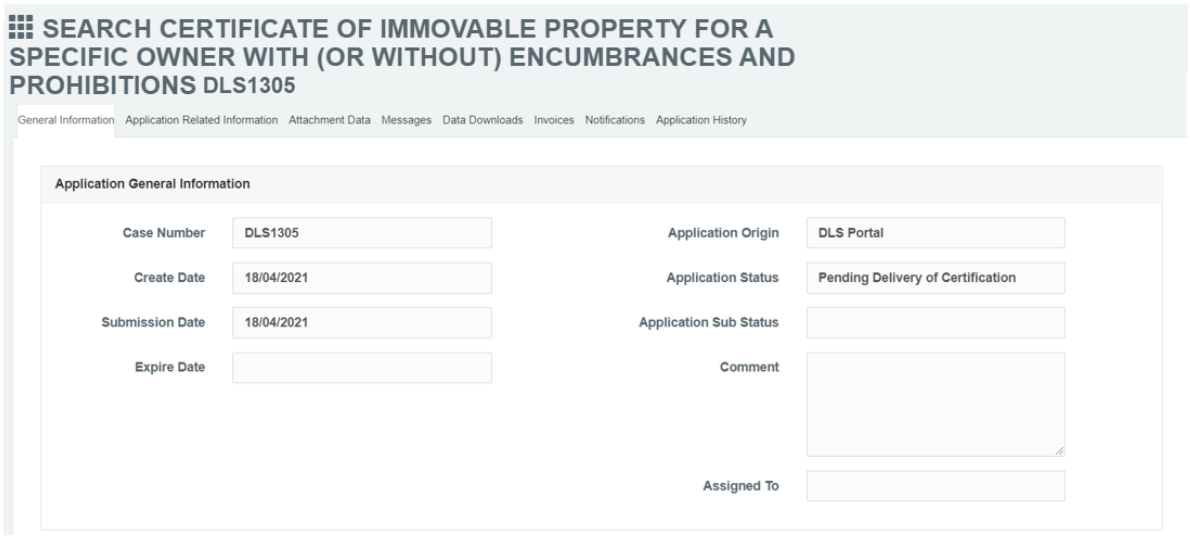


Figure 36: Specific Application Selection – Application Details

The applicant can review the submitted application, by selecting from the menu the option **"My Applications"**. From the list of applications, the user can proceeded in the specific application with a left-click for reviewing. The applicant can also review, download and/or print the specific certificate document by selecting the **"Data Downloads" section**.

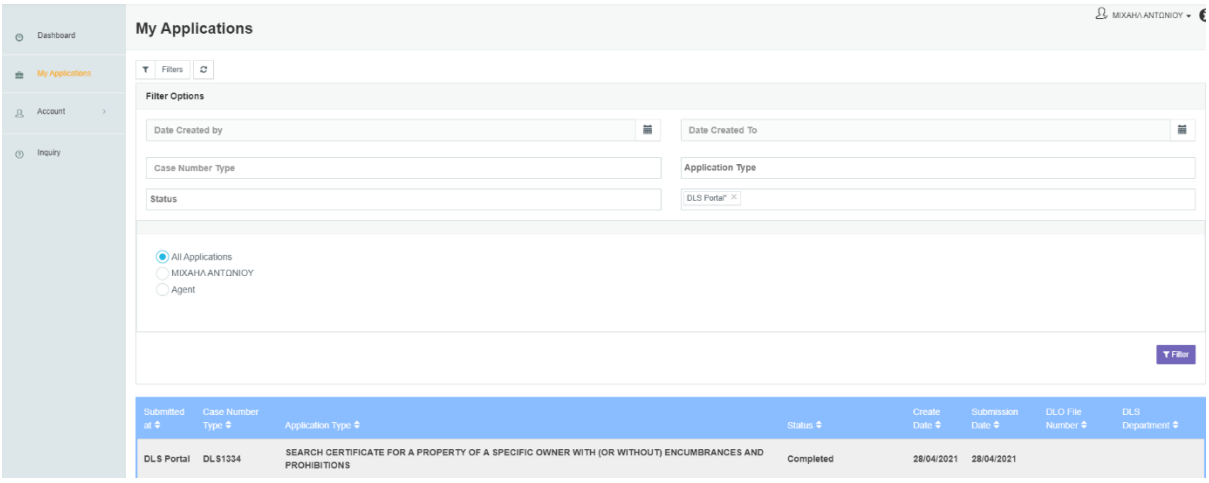


Figure 37: Select "My Applications" and select a specific application

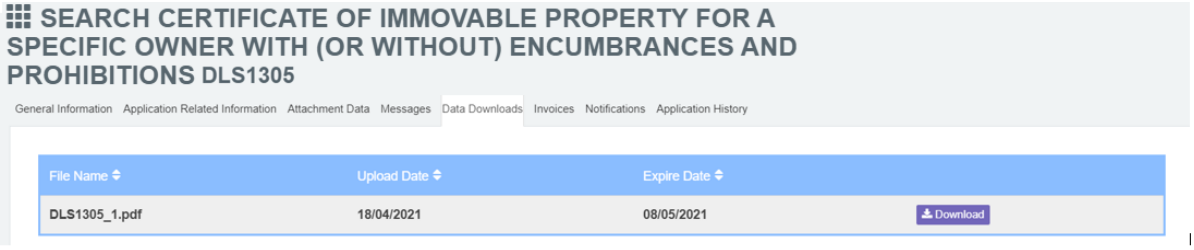


Figure 38: Module "My Applications" - Selection of a specific application - "Data Downloads" section

Upon submission of the application if the applicant has not requested an official document, the status of the application is set to **"Completed"**, provided that the Certificate has been generated in PDF format. Otherwise, the status of the e-application is set to **''Pending Delivery of Certification''.** Once the responsible officer of the District Land Office has prepared, printed, sealed, signed and mailed the official document, the status of the application is changed to "**Completed".**

The applicant is informed via email and/or SMS about the status of the e-application.

- The applicant receives an email when:

0. Application is submitted
1. There is a pending payment
2. A payment problem occurs
3. A meeting is required
4. Payment process is completed successfully
5. Information from the customer is required
6. The status of the application is 'Completed'

- And SMS when:

1. The status of the application is 'Completed '
2. Customer information is required
3. A meeting is required
4. There is a pending payment
5. A payment problem occurs

All notifications of each e-application are also presented in the "Notifications" tab of each e-application (My Applications).