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in the Ministry of Justice

KRA KRA 2.2: Automation Design Phase of Business
Applications of Pilot System for Registration

Activity: Activity 2.2.1: Address functionality requirements of ROs
in proposed applications, their design, architecture,
reliability, flexibility and scalability.

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Table of Contents

1. Preface	i
2. Scenarios, Operational Objectives, and Assumptions.....	1
2.1. Scenarios	1
2.1.1. Recommendation	1
2.2. Operational Objectives.....	3
2.3. Assumptions	3
2.3.1. Fees	3
2.3.2. Process	4
2.3.3. Initial Title Registration	5
2.3.4. Information & Forms	6
2.3.5. Other	6
3. Title Registration	7
3.1. Sale Transfer	8
3.1.1. WT1: Assess	8
3.1.2. WT2: Registration Cashiering	9
3.1.3. WT3: Scanning.....	9
3.1.4. WT4: Indexing	9
3.1.5. WT5: Investigation.....	9
3.1.6. WT6: Review Pending.....	9
3.1.7. WT7: Issue Approval.....	10
3.1.8. WT8: Review Rejection	10
3.1.9. WT9: Deliver Output.....	10
3.1.10. WT10: Search	10
3.1.11. WT11: Notarize Contract.....	11
3.1.12. WT12: Power of Attorney	11
3.2. Survey.....	11
3.2.1. WS1: Survey Transaction.....	11
3.2.2. WS2: Cadastral Cashiering	12
3.2.3. WS3: Cadastral Scanning	12
3.2.4. WS4: Cadastral Indexing.....	12
3.2.5. WS5: Field Survey.....	12
3.2.6. WS6: Editor	12
3.2.7. WS7: Deliver Survey	13
3.3. Remote Workflows.....	13
3.3.1. WX1: Remote Power of Attorney	13
3.3.2. WX2: Public Notary Contract.....	13
Appendix A Acronyms.....	14
Appendix B Glossary of Terms	15
Appendix C Implementation Roll Out Scenarios	19
Appendix D Workflow Diagrams.....	22

1. Preface

This report is a document that follows on the work conducted to date which resulted in the Task 2 Inception Report and the Business Area Analysis Report (to be submitted). This report focuses on the workflows that are envisaged for the pilot offices *for subsequent transactions only*, which includes work that will be undertaken in the governorate level Egyptian Survey Authority (ESA) offices (referred to as EPO).

Section 2.1 discusses the roll-out scenarios and recommendation that will govern the work to be conducted by Task 2 in the two pilot areas. These are supported by diagrams found in Appendix C. Section 2.2 briefly reviews operational objectives. The workflows presented in this document have been designed to resolve many of the constraints and disadvantages that were found to be part of the current business practices, and these are highlighted in section 2.3. Legal issues in relation to the two main laws (Law 114/1946 and Law 142/1964) in relation to the recommendations have been raised in section 2.4.

The workflows themselves are described in Section 3, with the actual diagrams and detailed steps in Appendix D.

2. Scenarios, Operational Objectives, and Assumptions

2.1. Scenarios

There are a number of different implementation scenario models and these are illustrated in Appendix C and discussed below:

Scenario 1: Extremely minimalist (titling, no improved deeds)

1. Zones to be titled first go through a systematic adjudication process
2. Zones already titled are subject to new title processes for subsequent transactions
3. Some zones not yet subject to titling will in the interim operate exclusively under the existing deed system

Scenario 2: Minimalist

1. Zones to be titled first go through a systematic adjudication process
2. Zones already titled are subject to new title processes for subsequent transactions
3. Some zones not yet subject to titling will in the interim operate exclusively under a new improved deed system
4. Some zones not yet subject to titling will in the interim operate exclusively under the existing deed system

Scenario 3: Maximalist

1. Zones to be titled first go through a systematic adjudication process
2. Zones already titled are subject to new title processes for subsequent transactions
3. Some zones not yet subject to titling will in the interim operate under a new improved deed system
4. Zones not yet subject to titling may in the interim have transactions under a title system (this could be same area as #3 above or #5 below but point is parallel processes in place)
5. Some zones not yet subject to titling will in the interim operate under the existing deed system

Scenario 4: Minimalist attrition

1. Some zones may have transactions under a title system (this could be same area as #2 below but point is parallel process in place)
2. Remaining zones will in the interim operate under the existing deed system

Scenario 5: Sporadic attrition

1. Some zones undergo a systematic adjudication process
2. Remaining zones may operate under a title system in a sporadic manner
3. Remaining zones may operate under the existing deed system in a sporadic manner

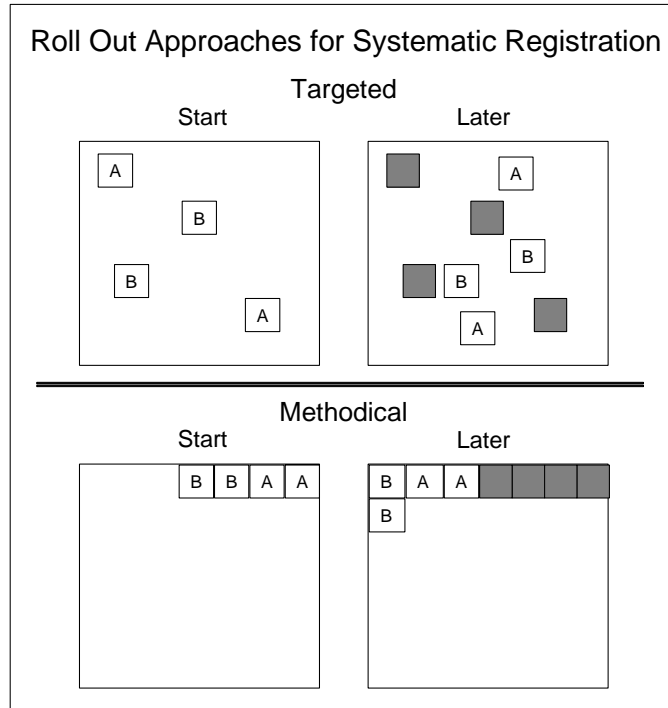
Scenario 6: Maximalist attrition

1. Some zones will operate under a new improved deed system
2. Some zones may have transactions under a title system (this could be same area as #1 above or #3 below but point is parallel processes in place)
3. Remaining zones will in the interim operate under the existing deed system

2.1.1. Recommendation

Scenario 5 has been adopted for the EFS Pilot, and will consist of three systems of operations running in parallel (for one or two pilot areas). The first system consists of systematic initial title registration. This will most likely be tendered out to several companies,

each of which will be provided with a different number of zones and roll-out schedule. The roll-out strategy could be to target zones with high potential of real estate finance without any consideration for their contiguity, or alternatively to proceed with a methodical manner (for example starting in the northeast corner of the pilot area and then proceeding zone by zone towards the west). The diagrams below provide a graphic illustration of some of these options.



Initial systematic title registration will consist of public awareness campaigns, property surveying, field based ownership verification, and adjudication. The contracted companies will be responsible for completing all the work, under the guidance of EFS, culminating in the production of provisional and final titles which will then be subject to approval by REPD for issuing to property owners. It is presumed that this service will be offered for free to property owners. The detailed procedures and rules governing initial title registration will be documented separately.

Property owners who fall in a zone that has not yet undergone systematic registration will have the option of applying for initial title registration. This system will be referred to as sporadic initial title registration. Such work will be conducted by private companies using the exact same procedures as those under the systematic initial title registration. However, this will most likely be tendered to a different private company for logistical and efficiency reasons. It is presumed that this service will be offered for free to property owners.

Properties that have undergone initial registration, whether systematic or sporadic, will be obliged to have all subsequent transactions under the title system operated out of the new registration offices (one per pilot area). The procedures that will be in place at such offices are presented in this document. These offices will be operated by REPD and ESA staff, with support and direction from EFS staff that will be gradually phased out. The detailed instruction manuals, forms, human resource capacity requirements, and information technology solutions will be dealt with in a separate document. It is presumed that subsequent registration fees will be further reduced and will be based on flat fees.

Until such time that the whole pilot area has been covered by systematic registration, property owners who have not chosen to convert to title via the sporadic initial title registration will continue to operate under the existing deed system out of the existing REPD offices. Mechanisms will have to be put in place to ensure that property that has undergone initial registration (whether systematic or sporadic) is refused any services under the existing deed system. Likewise, mechanisms will apply to refuse any services out of the new title REPD offices for a property that has not yet undergone initial title registration.

2.2. Operational Objectives

While the objectives of the EFS project as a whole center more around promotion of real estate finance, there are a number of 'operational' objectives for Task 2 that nevertheless are focused on the consumer. These are:

Reduce cost to consumer and GOE: For many citizens the costs associated with registration are too high, especially if they have retained a lawyer to assist them through the cumbersome processes. From the government's perspective, the return on investment is unlikely to be validated by the low transaction volumes (and low level of formalized properties).

Speed up process: The time taken for most transactions is extremely long, and undoubtedly a factor that deters property owners from attempting to register their properties.

Simplify process: The complexity of registration procedures contributes to the long time needed to finalize, but also alienates many citizens, few of whom have the means to hire lawyers to help them through the process.

Inform consumer: Consumers are generally ill-informed, partly because the processes are not documented in a manner that would be easily understood, but more importantly because bureaucracies are not built around customer service or satisfaction models.

Increase transparency: Citizens are demanding greater transparency and accountability in many domains, especially when automation has been introduced thereby empowering public servants to provide for such.

Augment sustainability: With the greater drive for privatization along with economic austerity measures, the GOE will strive for economically sustainable agencies. This will have to be achieved through more efficient processes and staff, automation, but also through totally new business models.

2.3. Assumptions

The Inception Report lists over 30 recommendations, and these are summarized in this sub section as some of them are key to the approach taken in the reengineering work.

2.3.1. Fees

The Government ought to consider a **drop in fees for initial title registration** beyond the current 50%, as it remains doubtful that even 50% fee reductions will be sufficient to encourage the level of participation necessary to create a complete and sustainable register.

The Government must consider providing **initial systematic registration free of charge** to all property owners who have valid up to date deeds in an area designated for title

registration. This should be regarded by government as an investment in registration with later dividends coming from subsequent transactions. This now constitutes recognized best practice throughout the world.

Subsequent transactions (both deed and title) in the short term may require **further levels of subsidy** until a culture of registration is established. Experience in other countries demonstrates that Government could be expected to recoup its investment through increased volume in transactions and public confidence and use of the system.

2.3.2. Process

The existing processes have been found to be excessively complex and outdated, to the extent that reengineering them is no longer recommended. Instead, the EFS team is **designing processes from scratch**, while of course keeping in mind local constraints and administrative patterns.

For any transaction that does not require creation of a new real estate unit (division, merger), it should be possible to complete a transaction in **one single location** and within a few days.

Transactions should also be simplified and contain only the minimum required steps such that a typical **registration can be completed as one transaction**.

Any transaction should have strictly determined required documents, and an applicant without the **required documents** should not be allowed to start a transaction.

Notarization should be required once only, and for any transactions that cannot have very short time durations, the **notarization should be early in the process** in order to ensure that the seller is more likely to be available for signing.

For any transaction that involves two or more agencies, staff at such agencies should be allowed to **contact each other directly** without going through their superiors.

Field survey work should **exclude verification of ownership documents** as is currently required by the Executive Regulations.

In cases when a transaction does **not involve any change in the geometry** of the property, there is no need for another field investigation or survey. Investigation can occur only if there is a subdivision or merger of the property. Furthermore, if the transaction deals with a fully registered property, there is no need for further involvement by the EDO.

Registration office should **recognize and accept court validated signature cases**.

Pre-emptive rights serve no meaningful purpose in the context of a modern urban real estate market. As they hold their origin in Islamic Shari'a law, this subject will have to be handled delicately.

The use of registration to enforce **tax, building permits and planning law** should eventually be eliminated. The government could first waive any such imposed requirements in the short term and later amend any external law that contains such provisions.

Registration offices should not accept applications for any **sale of a portion of parcel** until that parcel has been divided into a legally recognized parcel with a unique parcel identification number.

Only the **minimum required data** should be captured in transactions, and should be **captured once only**.

In order to allow transactions to be completed in the same location, there should be a **notary in the registration office**.

For transactions that do not involve a change in geometry, applicants will interact with **up to three employees**, the Assessor, the Cashier, and the Technical Investigator.

Each transaction should have the **fee calculation as early as possible** in the workflow so that the applicant can immediately decide on whether or not to continue. This will eliminate the wasted effort that currently occurs from transactions which have their fees calculated at the end and which don't actually get completed. In Nasr City during 2003, two thirds of the transactions never reached registration, earning only 4.4 LE each.

Registration offices should be equipped with devices to **capture identity information** from national identity cards, which would allow for the automatic indexing of such information into the registration workflow. In addition such offices should have devices that **capture the signature** of applicants and store it digitally so that any documents printed and issued by the office already have the signature affixed to them.

Public Notaries will be available outside of MOJ facilities. These will be private sector individuals, duly authorized, registered, and regulated by MOJ. However, the availability of Public Notaries will not preclude the presence of a REPD (MOJ) Public Notary within each RO who will offer the same services as a private sector Public Notary.

2.3.3. Initial Title Registration

The **types of documents** that can be accepted as evidence of ownership in initial registration should be **expanded**. The list of possible evidence should be as broad as possible recognizing that the objective of initial data collection is not 100% accuracy.

To be successful, the conversion process in urban areas should use a purely systematic approach. The goal should be to formalize title to every parcel in each designated area, and the **approach taken should be the same** for every parcel, regardless of whether the owner possesses previously registered documents.

Initial registration should consider **buildings and parts of buildings** (apartments) as real property units.

In urban areas owner verification must rely upon roving adjudication teams who visit all the properties to be registered. This means data collection should **start with site visits**, instead of with an office-based compilation of information from existing records. Initial registration verification to start with field work not office work

Settlement Forms should be encouraged because they offer a quick and relatively cost-effective way of resolving potential disputes. Such encouragement should be two fold: **Increasing the deadline**, and **providing assistance** in completing the forms.

Absolute (final) title should only be granted in cases in which owners already hold registered deeds or cases in which no potential clouds on title emerge. In other cases, **provisional** title can be granted. If the provisional title is unchallenged for a specified period of time, the provisional title would automatically convert to absolute title. This step would allow initial registration to move rapidly even in cases where there is doubt to title.

2.3.4. Information & Forms

All staff should have **access to all documents** (CIF, Mutation, etc.) at all times, regardless of whether or not they all fall under a single administrative entity or not.

The large number of forms (input and output) is very problematic. **Standardizing and simplifying forms** will help applicants as well as staff, and speed up application times.

There is a need to **separate mutation form information** into two distinct parts: spatial information and ownership information. These should no longer be maintained in the same document.

One single method/hierarchy should be adopted for the whole country to establish a **unique property identifier**. Such a system should not distinguish between rural and urban land, and ideally should also be designed such that changes in administrative boundaries do not jeopardize the uniqueness of any property identifiers.

All registration offices should be provided with **service area maps**, preferably in digital form and through a centralized repository to always ensure that they are viewing the latest version. Such jurisdiction maps could also be placed for public access on the internet, thereby allowing citizens lying in border areas to know which office they fall under before visiting any office. Jurisdiction maps should contain sufficient detail to allow users to unambiguously know where a given property lies.

All registration offices should be provided with updated **cadastral maps**, preferably in digital form and through a centralized repository to always ensure that they are viewing the latest version. Such maps should be simplified to include only the parcel number.

Consumers need to be better informed about the various services and procedures that are available. This can be achieved through well designed **information charts and leaflets**.

Complementing information within registration offices will be **public awareness campaigns**, which will deal not only with initial registration but also subsequent transactions, and may also focus on specific issues such as the *ourfi* contracts.

With consumers currently able to walk into all rooms within a registration office, all staff effectively assist consumers in various ways, which has a negative effect on productivity (and does not provide consumers with the best service either). Instead, dedicated **customer service staff** should play this role in the future. However, a fine balance will have to be observed so that such staff do not become facilitators collecting bribes.

2.3.5. Other

Sensible legal provisions ought to be adopted in order to provide officials with clear **protection against personal liability** for decisions made in good faith in the conduct of their official duties.

The current system of only rewarding employees with a flat bonus if they do not fall below a threshold may not be the best incentive system. Instead, this ought to be changed into a **productivity incentive** whereby greater productivity would yield to a higher bonus.

Existing **office layouts** are totally ill-suited to the work requirements. Instead, registration offices should separate between public and private areas. In addition, there should be fewer but larger spaces, designed to serve the workflow.

3. Title Registration

This section provides descriptive explanations on the workflows present at the Registration Office, the Survey Office, Notarization Offices, and the Public Notary.

In a registration office, there are four core activities and four support activities. The core activities are:

- **Assess:** This is the front desk, where applicants submit their applications and a decision is taken as to which transaction type is required and documents are submitted. It also includes where transactions end and searches, with outputs being provided to the applicants. Limited business rules will be applied here, only to the extent to establish which the appropriate transaction is.
- **Technical Investigation:** This is the most intensive and crucial activity, which includes the review of documents and any technical and financial assessments. Extensive use of regulations and laws will be applied here.
- **Registrar:** Review of technical investigation and granting of official approvals.
- **Notarize:** Contract and Power of Attorney notarization.

The support activities are:

- **Help desk:** Where citizens and applicants may proceed for various types of assistance, including obtaining forms, status of an application, but without any exchange of documents or receipts.
- **Cashier:** Fees are paid and receipts granted, thereby launching a transaction.
- **Scan:** Document scanning.
- **Index:** Linking each scanned document to a specific type of document and data entry of required fields.

In a survey office, the Technical Investigator and Registrar (see Registration above) are replaced with two different activities:

- **Survey:** Conducting field surveys.
- **Edit:** Updating the cadastral database based on field surveys.

In addition, private public notaries are designed for, handling Contracts and Powers of Attorney.

While there are many different types of transactions, this document deals with the generic workflows themselves rather than detailed business rules of any given transaction. As such, 21 workflows have been developed which support 8 sets of workflows, with some sets consisting of just one workflow, while others consist of up to nine workflows. The sets are:

Nature	Description	Steps	Reference
Registration,	Documents submitted,	Assess, Cashier, Scan, Index,	WT1, WT2, WT3,

Extensive	investigation	Technical Investigation, Registrar, Assess	WT4, WT5, WT6, WT7, WT8, WT9
Registration, Minimal	No documents submitted, investigation	Assess, Cashier, Technical Investigation, Registrar, Assess	WT1, WT2, WT5, WT6, WT7, WT8, WT9
Registration, Search	Straightforward retrieval of information	Assess, Cashier, Assess	WT1, WT2, WT10
Survey		Transact, Cashier, Scan, Index, Survey, Edit, Transact	WS1, WS2, WS3, WS4, WS5, WS6
Notary	Notarize contract		WT11
Notary	Power of attorney		WT12
Private notary	Notarize contract		WX1
Private notary	Power of attorney		WX2

3.1. Sale Transfer

All workflows to be conducted at the new Registration Offices are found in this subsection.

3.1.1. WT1: Assess

This workflow handles all transactions. It includes a number of system checks that distinguish between different types of transactions, including the most important transaction, which is a transfer of title between a seller and a buyer. An assessor receives the documents and conducts an initial assessment before receiving the application, which will remain pending until the applicant pays the fees.

The applicant comes to the RO with the required documents and is questioned by the Registration Assessor to determine the transaction type. Once the Assessor has determined the transaction type, the relevant application will be started. The system will check if the selected transaction is a simple search. If it is a simple search, the system will then calculate the fees. If it is not, the system will check if the selected transaction requires documents. If it does not require documents, the Assessor will conduct the assessment. If it does require documents, the system will list the required documents which will then be received and checked by the Assessor. Extra documents will not be taken. The Assessor will check any power of attorney that has been provided (online if submitted at a new RO). If the applicant does not have all the required documents, the transaction is cancelled and the applicant is provided with a rejection report listing all required documents for that transaction. The Assessor conducts an initial assessment. If they find any problems, these will be selected in the system and a rejection report will be printed and issued to the applicant. If not, the system will determine the required fees and the applicant will be informed of these fees. Assuming the applicant wishes to proceed, the transaction is fully initiated and an invoice is printed. The invoice will indicate the transaction number, time and date stamp, the next required step, and a note to the effect that the transaction will be automatically deleted after a preset time deadline if payment is not made and that during such time and until the transaction completion another transaction for the same property cannot be started by any party. A transaction notice is printed for routing the documents to the Registration Scanning Clerk.

3.1.2. WT2: Registration Cashiering

The applicant proceeds to the registration cashier and hands in the invoice. The cashier enters the transaction number (from the invoice) to check that the transaction is still valid. If the transaction is still valid, the applicant pays the required amount and receives a receipt printed by the system. The system then checks if the transaction expiry time has lapsed, and if yes the system will generate a transaction notice (for the archived material to be sent to Scanning). The system updates and stores the transaction and changes its status. If the transaction is no longer valid (e.g. if another transaction has been completed on the same object which invalidates this transaction), the system will print out a rejection report which will be provided to the applicant.

3.1.3. WT3: Scanning

The clerk delivers the documents to the scanning clerk. The scanning clerk enters the transaction number (from the transaction notice). The system checks if the fees have been paid. If not, the scanning clerk places the folder at the end of the queue. If the fees have not been paid and the transaction is older than 48 hours, the folder is sent to the archives. If the fees have been paid, the scanning clerk scans the documents, prints a transaction notice, and sends the folder to the index clerk.

3.1.4. WT4: Indexing

The clerk brings the folder to the indexing clerk, who enters the transaction number (from the transaction notice). The system brings up thumbnail images of all scanned pages. The indexing clerk relates each image to a document type listed by the system for that transaction type. This includes multiple pages for one document. When done, the system opens special data entry forms corresponding to the different document types that have been scanned and identified. Only those document types that require data entry will have a corresponding data entry form. The indexing clerk keys in the required fields into each data entry form. When done, the system generates and prints a transaction notice, and the indexing clerk sends the folder to the technical investigator.

3.1.5. WT5: Investigation

The clerk brings the folder to the technical investigator, who enters the transaction number (from the transaction notice). The system brings up all entered data, with links to the scanned images. The technical investigator accesses the object information and checks to see if there are any errors or problems that should preclude completion of the transaction. If there are no errors or problems, the technical investigator checks the ownership information in the owner database and compares it to the provided documents. If there are no problems with ownership, the system generates and prints a transaction notice, and the system stores the transaction, clears the screen, and returns to the homepage. The technical investigator sends the folder to the registrar.

If there are errors or problems with transfer of ownership, the technical investigator selects the type of error, and the system generates a pending report and stores the error. If there are errors or problems with the ownership, the technical investigator selects the type of error, and the system generates a pending report and stores the error. The folder is sent to the archives.

3.1.6. WT6: Review Pending

After the applicant is provided a pending report, the applicant meets with the technical investigator who obtains the folder from the archives. The case is reviewed, and if all issues

are resolved, the technical investigator advises the applicant that the issue is resolved and indicates an expected date of transaction completion. The folder is sent to the registrar. If the issue is not resolved but requires additional documents or research, the technical investigator advises the applicant of the missing items. The system stores the transaction, and the folder is sent to the archives. If the issue cannot be resolved and the applicant agrees to terminate it, the system generates a rejection report, which is handed along with all original documents back to the applicant.

3.1.7. WT7: Issue Approval

The clerk brings the folder to the registrar, who enters the transaction number (from the transaction notice). The system brings up all the data with links to the scanned images. The registrar conducts a final review, and if there are no problems, the registrar adds their signature digitally. The system generates and prints an output and a transaction notice, and stores the transaction. The registrar sends the folder to the assessor.

If there are problems, the registrar enters the type and nature of the problems. The system generates and prints a rejection report and stores the transaction. The registrar sends the folder to the technical investigator.

3.1.8. WT8: Review Rejection

If the registrar declines to issue the title (see WT7 above), the technical investigator has to repeat their work. Thus this workflow is identical to that under WT5 above.

3.1.9. WT9: Deliver Output

The applicant comes to the RO with the receipt and is accompanied by the seller. The assessor enters the transaction number (from the receipt). The system determines if the output has been issued, and if it has the assessor retrieves the folder. The assessor checks the identities of the applicant and seller. The assessor asks the seller if the applicant paid the full amount of consideration. If this is confirmed, the system generates and prints two transaction notices. The assessor provides the output to the applicant and one transaction notice to the seller. The assessor sends the folder to the archives.

If the seller claims not to have received full consideration, the system generates and prints a rejection report, which is provided to the applicant. The assessor keeps the folder on their pending shelf.

If the output has not been issued because the transaction is pending, the system generates and prints a pending report, which is provided to the applicant. If the output has not been issued because the transaction is in progress, the assessor advises the applicant and seller to return later. The assessor may estimate the time remaining for the transaction to complete.

3.1.10. WT10: Search

The applicant comes to the RO with the receipt. The assessor enters the transaction number (from the receipt). The assessor conducts the search. If the system does return results, the system will then generate and print the results, which will be given to the applicant. If there are no results, the system will generate and print a rejection report, which will be given to the applicant.

3.1.11. WT11: Notarize Contract

The applicants come to the RO with a receipt, and the notary enters the transaction number (from the receipt). The system opens an empty draft contract template. The notary questions the applicants and keys in the necessary information. The system generates and prints copies of the draft contract, and the notary provides each applicant with a copy of the draft contract. The applicants review the draft contract, and if all applicants are satisfied with it, each one adds their signature digitally using an input device. The notary adds their signature digitally. The system generates and prints copies of the final contract, and the notary provides each applicant with a copy of the final contract.

3.1.12. WT12: Power of Attorney

The applicant comes to the RO with a receipt, and the notary enters the transaction number (from the receipt). The system opens an empty draft power of attorney template. The notary questions the applicant and the legal representative and keys in the necessary information. The system generates and prints copies of the draft power of attorney, and the notary provides each applicant with a copy of the draft power of attorney. The applicants review the draft power of attorney, and if all applicants are satisfied with it, each one adds their signature digitally using an input device. The notary adds their signature digitally. The system generates and prints copies of the final power of attorney, and the notary provides each applicant with a copy of the final power of attorney.

3.2. Survey

All workflows to be conducted at the modernized Survey Office (SO) are found in this subsection.

3.2.1. WS1: Survey Transaction

This transaction handles survey work as requested by a property owner. An assessor receives the documents and conducts an initial assessment before receiving the application, which will remain pending until the applicant pays the fees.

The owner comes to the SO with the required documents and is questioned by the registration assessor to determine the transaction type. Once the assessor has determined the transaction type, the relevant application will be started. The system will list the required documents which will then be received and checked by the assessor. Extra documents will not be taken. The assessor will check any power of attorney that has been provided (online if submitted at a new RO). If the applicant does not have all the required documents, the transaction is cancelled and the applicant is provided with a rejection report listing all required documents for that transaction. The assessor enters the object identifier and checks that the applicant is the legal owner. If they find any problems, these will be selected in the system and a rejection report will be printed and issued to the applicant. If not, the system will determine the required fees and the applicant will be informed of these fees. Assuming the applicant wishes to proceed, the transaction is fully initiated and an invoice is printed. The invoice will indicate the transaction number, time and date stamp, the next required step, and a note to the effect that the transaction will be automatically deleted after a preset time deadline if payment is not made and that during such time and until the transaction completion another transaction for the same property cannot be started by any party. A transaction notice is printed for routing the documents to the cadastral scanning clerk.

3.2.2. WS2: Cadastral Cashiering

The applicant proceeds to the cadastral cashier and hands in the invoice. The cashier enters the transaction number (from the invoice) to check that the transaction is still valid (i.e. that the expiry time has not lapsed). If the transaction is still valid, the applicant pays the required amount. The system locks the relevant objects to prevent any other transactions from being started on them. The cashier enters the applicant contact information. If the transaction is a subdivision, the system brings up available time slots for a survey appointment and the applicant selects one which is then reserved in the system. The system generates a receipt and updates the transaction. If the transaction has expired, the system will print out a rejection report which will be provided to the applicant.

3.2.3. WS3: Cadastral Scanning

This workflow is identical to that in WT3 above.

3.2.4. WS4: Cadastral Indexing

The clerk brings the folder to the indexing clerk, who enters the transaction number (from the transaction notice). The system brings up thumbnail images of all scanned pages. The indexing clerk relates each image to a document type listed by the system for that transaction type. This includes multiple pages for one document. When done, the system opens special data entry forms corresponding to the different document types that have been scanned and identified. Only those document types that require data entry will have a corresponding data entry form. The indexing clerk keys in the required fields into each data entry form. If the transaction is a merger, the system generates a transaction notice which is sent with the documents to the editor. If the transaction is a subdivision, the system generates a transaction notice which is sent with the documents to the surveyor.

3.2.5. WS5: Field Survey

The cadastral surveyor sees the survey appointments in the relevant system page. The surveyor retrieves the documents and transaction notice. At the preset date, the surveyor proceeds to the object location and conducts the survey and then returns to the office. The surveyor opens the transaction and notes any problems encountered. If no problems were encountered, the surveyor updates the status to "survey complete". The system generates a transaction notice and the documents are sent to the editor. If problems were encountered, the surveyor specifies them. The system generates a rejection report and transaction notice. All documents are sent to the cadastral assessor.

3.2.6. WS6: Editor

The clerk brings the folder to the editor. *If the transaction is a merger, the editor merges two or more objects. If the transaction is a subdivision, the editor edits the object based on the instructions provided by the surveyor. The system assigns new object IDs to the new cadastral objects.*¹ The editor starts the registration application and enters the transaction number (from the transaction notice). The editor creates new objects and assigns new object IDs. The system generates and prints a transaction notice, and stores the transaction. The editor sends all documents to the cadastral assessor.

¹ Italicized text is a cadastral system that is out of scope.

3.2.7. WS7: Deliver Survey

The applicant comes to the SO with the receipt. The assessor enters the transaction number (from the receipt). The system determines if the survey has been completed, and if it has the assessor retrieves the folder. The assessor checks the identities of the applicant. The system generates and prints two transaction notices. The assessor provides a transaction notice to the applicant. The assessor sends the other transaction notice and documents to the archives.

If the survey has not been completed because the transaction is pending, the system generates and prints a rejection report, which is provided to the applicant. If the survey has not been completed because the transaction is in progress, the assessor advises the applicant to return later. The assessor may estimate the time remaining for the transaction to complete.

3.3. Remote Workflows

Certain workflows to be conducted at an existing registration office or the Public Notary are found in this subsection.

3.3.1. WX1: Remote Power of Attorney

The applicant and legal representative come to an existing notarization office. The notary questions the applicants and then drafts a power of attorney. The applicants review the draft, and if approved, the notary generates four copies of the power of attorney. The applicant and legal representative sign all copies, which are then signed by the notary. The notary provides a copy to the applicant and to the legal representative. The notarization office sends a copy of the power of attorney to the registration office that covers the property which is the subject of the power of attorney. The notarization office keeps the four copy.

3.3.2. WX2: Public Notary Contract

The applicant and seller come to the public notary. The public notary questions the applicants to determine transaction type and then prepares a draft contract. The public notary generates two copies of a draft contract which are reviewed by the applicants. If there are errors, the public notary makes modifications and generates two new copies for review. Once there are no errors, the applicants sign all copies of the final contract. The public notary signs all copies and gives one copy to each applicant and keeps the last copy in the archives.

Appendix A Acronyms

CAPMAS	Central Agency for Public Mobilization and Statistics
EFS	Egypt Financial Services Project
EJA	Egyptian Judges Association
ELA	Egyptian Lawyers Association
ESA	Egyptian Survey Authority
EREA	Egyptian Real Estate Association
ERESA	Egyptian Real Estate Surveyors Association
GOE	Government of Egypt
IFS	International Federation of Surveyors (Egypt Chapter)
KRA	Key Results Area
MFA	Mortgage Finance Authority
MLS	Multiple-listing Service
MSAD	Ministry of State for Administrative Development
MOF	Ministry of Finance
MOH	Ministry of Housing
MOJ	Ministry of Justice
MOI	Ministry of Investment
MOU	Memorandum of Understanding
PIN	Parcel Identification Number
UCD	Universal Cadastral Database
USAID	United States Agency for International Development

Appendix B Glossary of Terms

Abstract of title	A summary of the evidence which has been extracted from the title deeds and other relevant documents that establishes ownership as required by a purchaser or mortgagee.
Agency	The relationship between a principal and an agent, usually a property owner and a real estate broker.
Agent	One who acts or has the power to act for another. A fiduciary relationship is created under the law of agency when a property owner, as the principal, executes a listing agreement or management contract authorizing a licensed real estate broker to be his or her agent.
Benchmark	A permanent reference mark or point established for use by surveyors in measuring differences in elevation.
Boundary	The line which separates property in one ownership from its neighbor(s); it is therefore the limit in all directions to which the ownership extends.
Building code	An ordinance that specifies minimum standards of construction for building to protect public safety and health.
Building permit	Written Governmental permission for the construction, alteration or demolition of an improvement, showing compliance with building codes and zoning ordinances.
Cadastral Survey	A survey that determines boundaries and location of a parcel of land.
Cadastre	A map showing results of a survey. Cadastres can support land registration, parcel identification, planning, taxation, utilities and services. A Juridical Cadastre establishes the legal titles to land, the Fiscal Cadastre deals with land taxation.
Chain of title	The succession of conveyances, from some accepted starting point, whereby the present holder of real property derives title.
Community Title	The right (whether or not formally recognized by the state) of a community to its land used for common purposes (cemeteries, meeting areas, paths, religious places) and for growing and collecting food and resources, including land allocated to an individual or family by the community.
Compulsory purchase	The acquisition, in accordance with statutory procedures and practice, on interests in land by a public or private body empowered so to do by Law and authorized so to do by the appropriate Minister confirming a compulsory purchase order with or without amendment. Such a purchase entitles the purchaser to deprive the, usually unwilling, owner of his property on payment of such compensation as is provided for by statute.
Contract	A legally binding agreement. A contract for the disposal of an interest in land is unenforceable in the absence of a sufficient memorandum in writing or a sufficient act of part performance by one or other of the parties.
Conveyancing	The method used to transfer land and create interests in land. Writing is always required. Formalities vary: formal deeds made before notaries (Europe), formal deeds made before an ordinary witness (England), simple, one page, easy to complete transfers before an adult witness (Australia), or before a person giving an affidavit of identity (British Columbia).

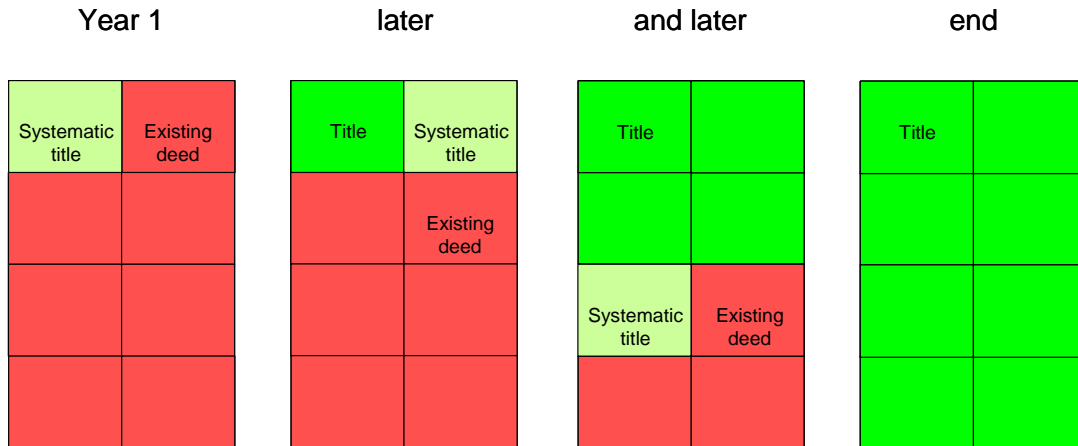
Co-ownership	An arrangement whereby two or more persons are entitled to the shared ownership of land, either by joint tenancy or by tenancy in common
Deed	A document, being written evidence of a legal transaction, which has been signed, sealed and delivered to testify to the agreement of the parties concerned.
Deed of gift	A deed conveying a property (or properties) from the donor to the donee with no consideration passing.
Deed Registration	Registration or memorialisation of title deeds.
Deed Titles	Titles which are created and proved by the contents of deeds. Contrast a title registration system.
Easement	A right to use the land of another for a specific purpose, such as for a right-of-way or utilities; an incorporeal interest in land.
Eminent Domain	The doctrine of ultimate state ownership of land.
Encroachment	Unauthorized extension of the boundaries of a piece of land over adjoining land which belongs to another.
Escheat	The opportunity of the state to obtain land at the death of an owner who left neither a will nor identifiable next of kin.
Forgery	The act of creating a document which tells a lie on its face – a false document. In most jurisdictions, forgery is a specific criminal offence. Forged deeds or instruments are void, but in Torrens systems of registration they are effective to pass the title to a good faith buyer.
Fraud	The act of inducing a person to believe a circumstance is true when it is not so that the person acts to his or her detriment, whether or not the person committing the fraud was motivated to achieve the detriment, or gained as a result.
General Boundaries	Boundaries established by reference to the physical characteristics of the land, such as hedges, waterways or roads
Geodetic Network	The network of fixed points established on land to facilitate a geodetic survey.
Geodetic Survey	Also called a Geo-referenced survey. A survey that establishes a network (or grid) of points on the earth's surface taking into account its curvature. The points are used as reference points to establish and reestablish the location of parcels.
Geospatial or Geographic Information System (GIS)	Graphic land information, usually with multi purpose layers or data, such as roads, services, parcels, resource tenures, uses, planning zones and so on.
Global Positioning System (GPS)	A system of survey which establishes and can reestablish points on the earth's surface by reference to orbiting satellites.
Immovable Property	Land and attachments defined in Civil Law.
Land Administration System	The entire systematic treatment of activities, information and allocations in relation to land, including policies, law, professional and regulatory activity.
Land Information System (LIS)	The organized collection of information about land particularly the geographical units and parcels, and sometimes resources and topographical features, usually divided into - text or descriptive information, and cartographic or graphic part containing maps.
Land Redistribution	Reallocating the use and ownership of land.
Land Reform	Land redistribution, typically dividing large holdings among many small holders or providing access to landless people. In some cases land reform can mean reconsolidation of parcels to achieve minimum size standards.

Land Tenure	A legal concept which allocates opportunities to make decisions about land.
Leasehold	An estate in land held for a "term certain" or on a periodic tenancy.
Leasehold or Tenancy	A tenure given to a tenant or lessee by the owner of land for a specific period (either a term of years, month by month, or year by year) for payment of rent. The owner can be a State or a private owner.
Lessee	The grantee of a lease.
Lessee or Tenant	The person who takes the lease.
Lessor or Landlord	The owner of land who grants the lease.
Location plan	A plan which, for clarity of interpretation, is of a large scale (e.g. 1:1,250 or 1:2,500) to show the position of a specific property in relation to its surroundings.
Lot	A parcel or plot of land created by a subdivision.
Map	A graphic representation of the earth's surface or some part thereof.
Mortgage	A contract which creates a property right in a lender to secure repayment of a loan to the borrower. The property right can exist in the borrower's land, but sometimes it is given by a third party over the third party's land.
Mortgagee	The person who takes the security over land and lends money in return.
Mortgagor	The person who gives the security over land and borrows money in return.
Multi Purpose Cadastre	In connection with a land information system, this is a parcel based LIS providing a standardized, comprehensive and up to date public record (including maps) of land interests for a particular jurisdiction.
Parcel	A plot of land, usually capable of being sold, with its own title.
Personal Property	Rights in property which is not real property (land). This property can be tangible (things which can be seen and touched) or intangible (things which have value and are capable of being owned but which cannot be seen), such as shares, rights to sue, copyright, trademarks and designs.
Possession	Control over landed property either by occupation and use or, in the case of a landlord, the right to receive the rents, if any, and to exercise the rights and duties in connection with the lease.
Possession	The actual physical use of the land, resource or other thing.
Possessory Title	A claim to ownership of land based on evidence which is inconclusive or non-existent and which, within a prescribed period, is challengeable by one who has a stronger claim.
Private Property	Property held by a legal person, that is by an individual or a group which has legal status such as a company, cooperative, trust or partnership.
Real Property	Rights in land. Equivalent to Immoveables in Egyptian Civil Law.
Real Property Registration	Recording the ownership and other property rights in real estate in a register. The service is usually provided by the Government.
Registration of land or title	The process of bringing land into the registration system.
Registration of Transactions	The process of recording a transaction (usually a transfer, lease, mortgage or subdivision) in the land register.
Resource Tenure	A legal concept which allocates the opportunity to exploit minerals, timber, water or other valuable resources on land or in territorial waters.

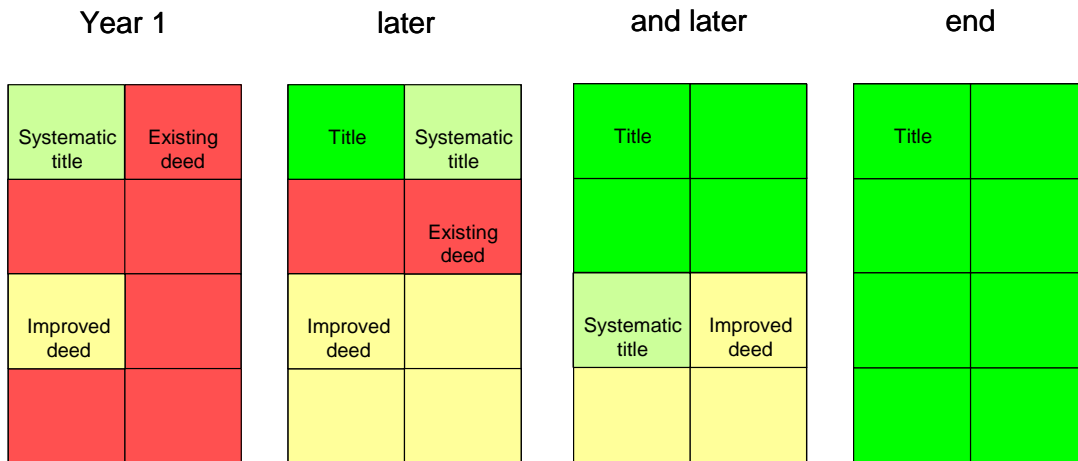
Root of title	In conveyance of unregistered land, a document which forms a solid basis to establish the title to the land. It must go back at least 15 years, sufficiently for identification, showing a disposition of the whole interest contracted to be sold and containing nothing throwing any doubt on the title.
Security of Tenure	Protection of continued possession, use and receipt of income from land so that it cannot be taken away, especially by the state.
Site plan	A drawing of an area of land, on a horizontal plane, showing the boundaries and physical extent of the land included in a particular parcel.
Sporadic Registration	Registration of a land by an owner on his or her own initiative and at his or her expense.
Squatter	A person who possesses land without authority of the owner. In most legal systems, the squatter can acquire a title to the land if the owner does not seek to recover the land within the limitation period, which is the period allowed for starting an action in the courts against the squatter.
Subdivision	A tract of land divided by the owner, known as the sub divider, into blocks, building lots, and streets according to regulations.
Survey	A process of investigation into some subject involving measurement and/or assessment, e.g. building survey; land survey; land use survey; pedestrian survey.
Systematic Registration	A program of subsidized and compulsory registration of title for all land in an area accompanied by high quality surveys and adjudication of titles.
Title Deed	The document which changes the ownership of land in deeds based systems.
Title Deeds	The bundle of deeds in a deeds based system. The owner of land holds the deeds and passes them to a mortgagee, buyer or new owner when a transaction is completed.
Title Insurance	The insurance of a title through private insurers (as in the United States) or through a public or government fund associated with a registration of title scheme (usually a Torrens system).
Title, Title Certificate	The formal certificate showing land ownership in a land registration system. The owner of land holds the title and passes them to a mortgagee, buyer or new owner when a transaction is completed. Registration schemes can operate without titles, and with automation and computerized records will do so.
Transfer (noun)	The document which conveys or transfers land
Transfer (verb)	The act of conveying or transferring land
Unit	A parcel created by a subdivision, usually a building. Also called a condominium or apartment unit.
Vacant possession	The attribute of an empty property which can legally be exclusively occupied and used by the owner or, on sale or letting, by the new owner or tenant.

Appendix C Implementation Roll Out Scenarios

Roll Out Scenario 1

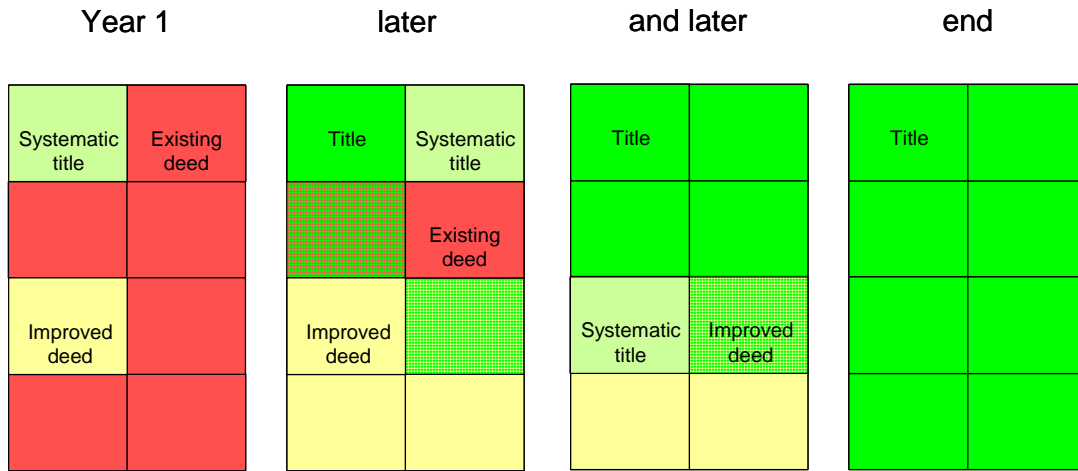


Roll Out Scenario 2

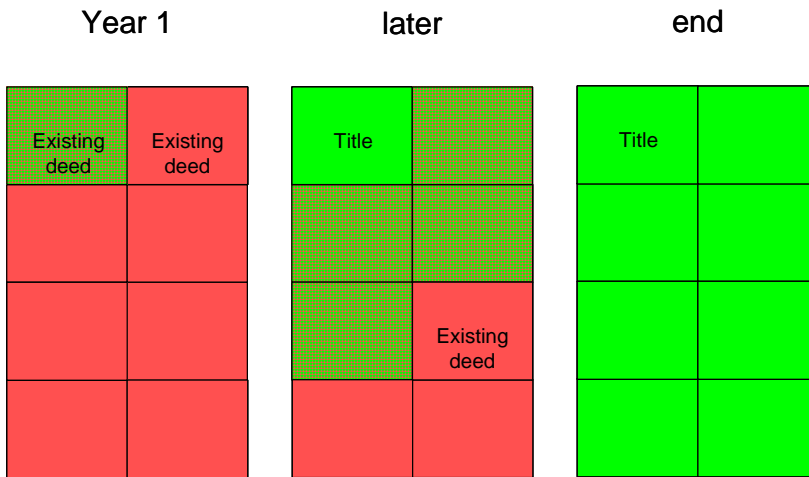


Improved deed could be deployed in areas that will be the last to be titled

Roll Out Scenario 3



Roll Out Scenario 4



Roll Out Scenario 5

Year 1

Systematic title	Existing deed

later

Title	Systematic title
	Existing deed

and later

Title	
Systematic title	

end

Title	

Roll Out Scenario 6

Year 1

	Existing deed
Improved deed	

later

Title	
	Existing deed
Improved deed	

and later

Title	

end

Title	

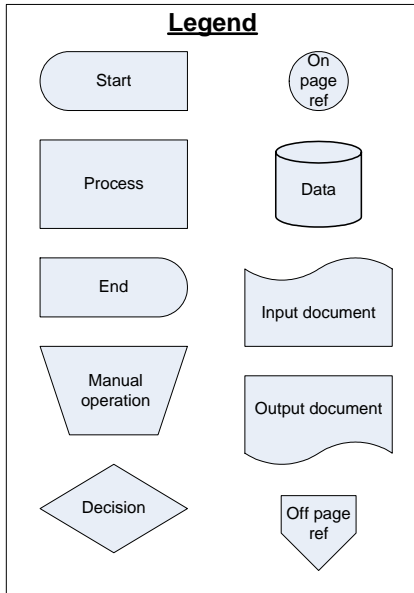
Appendix D Workflow Diagrams

The workflow diagrams in this appendix are:

Legend

WT	Overview
WT1	Assess
WT1	Notes
WT2	Registration Cashiering
WT3	Scanning
WT4	Indexing
WT5	Investigation
WT6	Review Pending
WT7	Issue Approval
WT8	Review Rejection
WT9	Deliver Output
WT9	Notes
WT10	Search
WT11	Notarize Contract
WT12	Power of Attorney
WS	Overview
WS1	Survey Transaction
WS1	Notes
WS2	Cadastral Cashiering
WS2	Notes
WS3	Cadastral Scanning
WS4	Cadastral Indexing
WS5	Field Survey
WS6	Editor
WS7	Deliver Survey
WX1	Remote Power of Attorney
WX2	Public Notary Contract

Legend and Lists



List of Forms (F.x)

F.DC1 = Draft Contract #1
 F.DC2 = Draft Contract #2
 F.DP1 = Draft Power of Attorney #1
 F.DP2 = Draft Power of Attorney #2
 F.FC1 = Final Contract #1
 F.FC2 = Final Contract #2
 F.FP1 = Final Power of Attorney #1
 F.FP2 = Final Power of Attorney #2
 F.In1 = Invoice #1
 F.In2 = Invoice #2
 F.Ou1 = Output #1
 F.Ou2 = Output #2
 F.PR1 = Pending Report #1
 F.PR2 = Pending Report #2
 F.Re1 = Receipt #1
 F.Re2 = Receipt #2
 F.RR1 = Rejection Report #1
 F.RR2 = Rejection Report #2
 F.RR3 = Rejection Report #3
 F.RR4 = Rejection Report #4
 F.RR5 = Rejection Report #5
 F.RR6 = Rejection Report #6
 F.RR7 = Rejection Report #7
 F.RR8 = Rejection Report #8
 F.RR9 = Rejection Report #9
 F.RR10 = Rejection Report #10
 F.RR11 = Rejection Report #11
 F.RR12 = Rejection Report #12
 F.TN1 = Transaction Notice #1
 F.TN2 = Transaction Notice #2
 F.TN3 = Transaction Notice #3
 F.TN4 = Transaction Notice #4
 F.TN5 = Transaction Notice #5
 F.TN6 = Transaction Notice #6
 F.TN7 = Transaction Notice #7
 F.TN8 = Transaction Notice #8
 F.TN9 = Transaction Notice #9
 F.TN10 = Transaction Notice #10
 F.TN11 = Transaction Notice #11
 F.TN12 = Transaction Notice #12
 F.TN13 = Transaction Notice #13
 F.TN14 = Transaction Notice #14
 F.TN15 = Transaction Notice #15
 F.TN16 = Transaction Notice #16
 F.TN17 = Transaction Notice #17
 F.TN18 = Transaction Notice #18
 F.TN19 = Transaction Notice #19
 F.TN20 = Transaction Notice #20
 F.TN21 = Transaction Notice #21

List of Actors (A.x)

A.Ap = Applicant(s) / Representative
 A.CAs = Cadastral Assessor
 A.CCa = Cadastral Cashier
 A.CCl = Cadastral Clerk
 A.CEd = Cadastral Editor
 A.CIC = Cadastral Index Clerk
 A.CS = Cadastral System *1
 A.CSC = Cadastral Scan Clerk
 A.CSu = Cadastral Surveyor
 A.LR = Legal Representative
 A.No = Notary
 A.PN = Public Notary
 A.RAs = Registration Assessor
 A.RCa = Registration Cashier
 A.RCl = Registration Clerk
 A.Reg = Registrar
 A.RIC = Registration Index Clerk
 A.RSC = Registration Scan Clerk
 A.RSO = Registration Survey Officer
 A.RTI = Registration Technical Investigator
 A.Se = Seller/Seller Representative
 A.TS = Title System
 A.TS = Title System Administrator

List of Locations (L.x)

L.RO = Registration Office
 L.PN = Private Notary
 L.SO = Survey Office

List of Parameters (Px)

P1 = Transaction Expiry Timeout
 P2 = Transaction Expiry Timeout
 P3 = Transaction Expiry Timeout

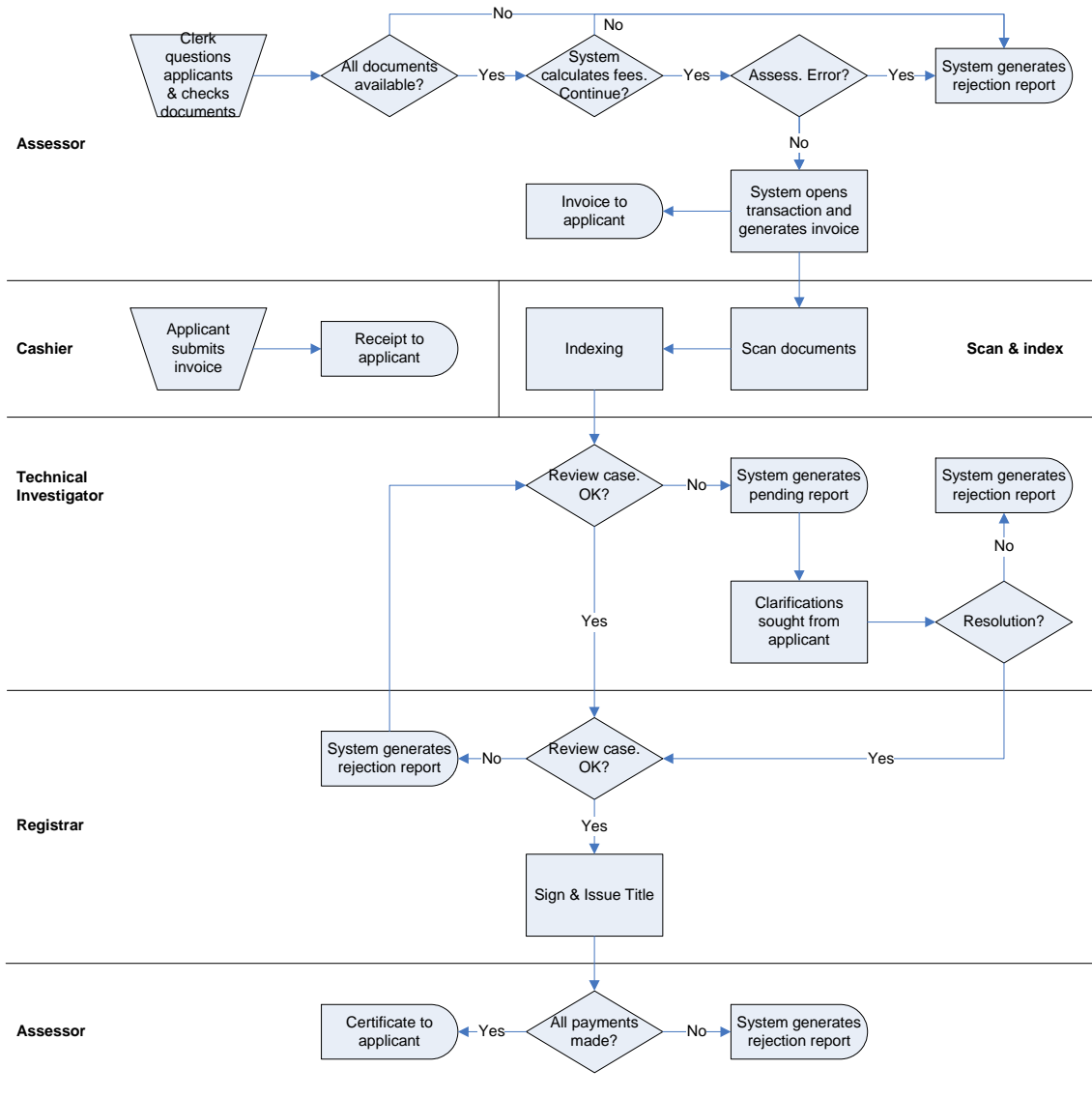
List of Workflow Types (Wx#)

WS# = Survey Workflow
 WT# = Title Workflow
 WX# = External Workflow

Notes

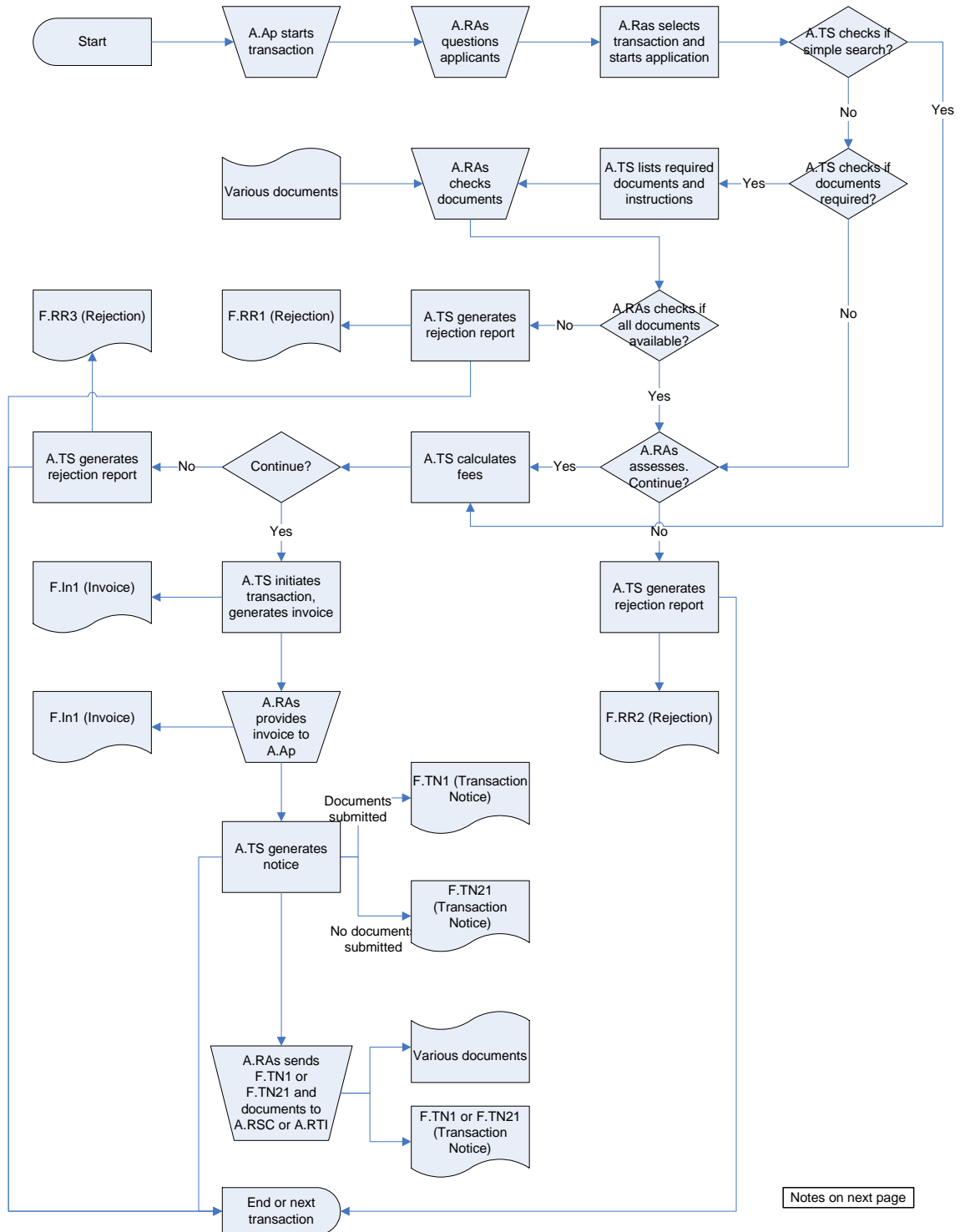
*1. Out of scope

Sale Transfer Overview (No Geometry Change) *



* This overview diagram represents all transactions that involve assessing, cashiering, scanning, indexing, technical investigation, registrar, and assessing.

WT1 Assess

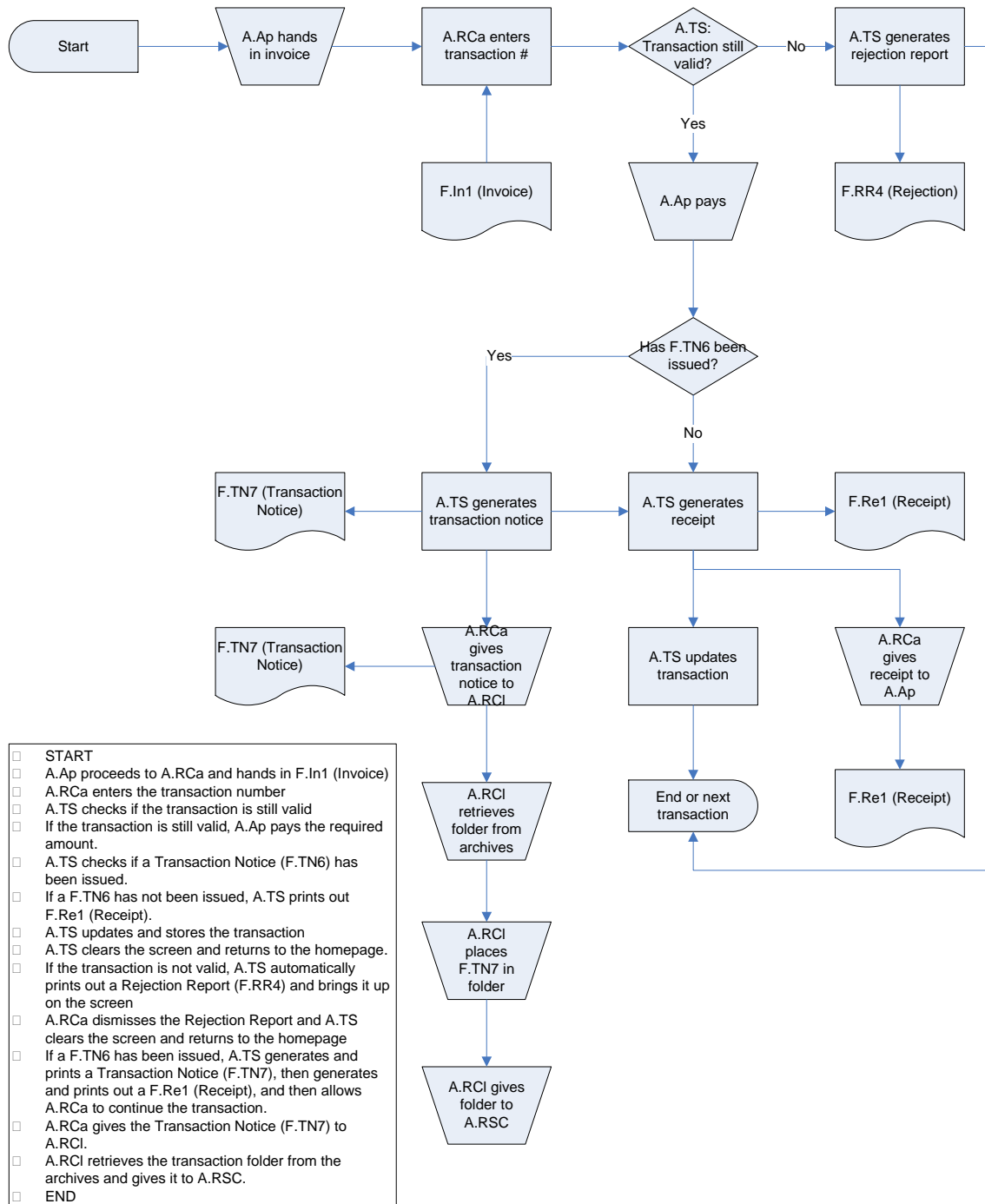


Notes on next page

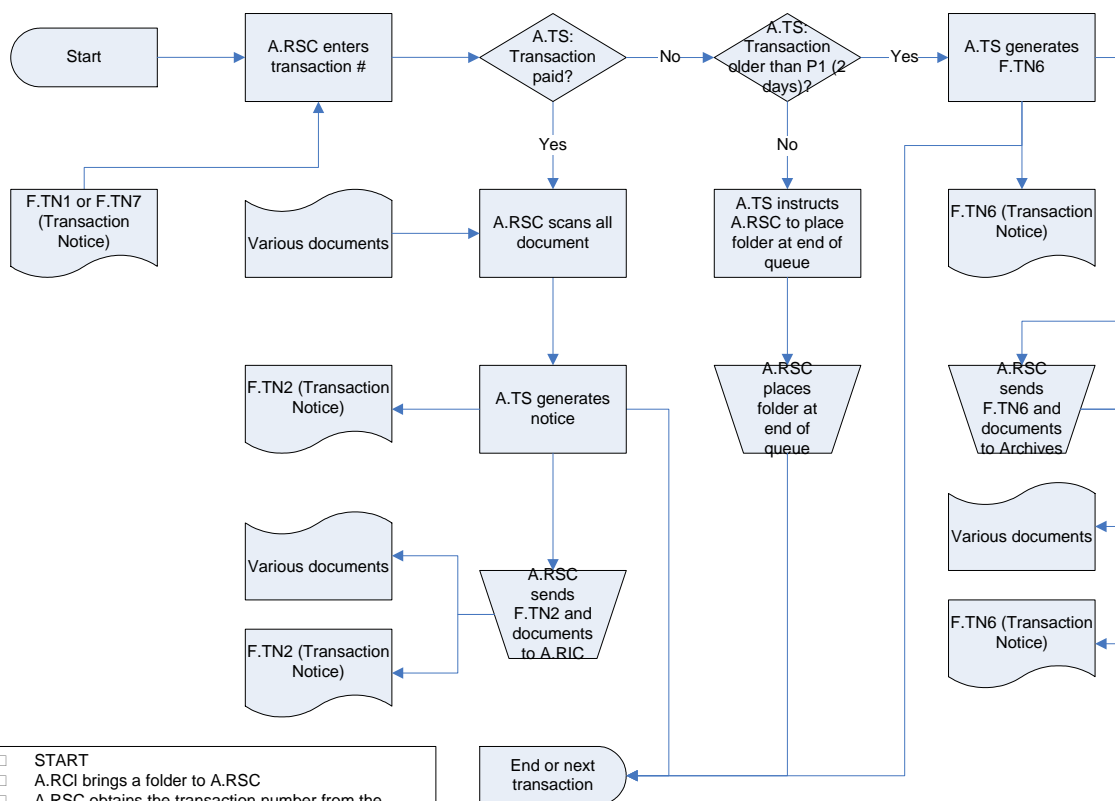
Notes: WT1

- ◇ START
- ◇ A.Ap comes to L.RO with required documents
- ◇ A.RAs questions applicants to determine transaction type
- ◇ A.RAs selects transaction and starts the application
- ◇ A.TS checks if the selected transaction is a simple search. If yes, A.TS checks fees.
- ◇ If A.TS determines that the selected transaction is not a simple search, A.TS checks if documents are required for submission. If no, A.RAs conducts the assessment.
- ◇ If A.TS determines that the selected transaction requires documents, A.TS lists the required documents for that transaction.
- ◇ A.RAs takes required documents from applicants and checks that all required documents are available. Extra documents are not taken.
- ◇ If a F.PA1 (online availability) is provided, A.RAs enters the number. A.TS brings up a scanned image of the F.PA1 and A.RAs compares it to the original. If it is not the same, A.RAs rejects the F.PA1.
- ◇ If a F.PA2 (no online availability) is provided and it has a date older than 2 weeks, A.RAs asks A.RCI to search the archives for the copy. If a copy is obtained, A.RAs compares it to the original. If it is not the same, A.RAs rejects the F.PA2.
- ◇ If a F.PA2 (no online availability) is provided but it has a date closer than 2 weeks, A.RAs advises A.Ap to restart the transaction later and rejects the F.PA2.
- ◇ If one or more required document is not available, A.RAs cancels the transaction
- ◇ A.TS generates a Rejection Report (F.RR1) which lists all required documents for that transaction. A.TS clears the screen and returns to the home page.
- ◇ A.RAs provides A.Ap the F.RR1
- ◇ If all required documents are available, A.RAs reviews the documents and conducts an initial assessment.
- ◇ If A.RAs determines that one or more reason precludes initiating the transaction, they select those reasons on the screen.
- ◇ A.TS generates a Rejection Report (F.RR2) which lists the reason(s) for not initiating that transaction. A.TS clears the screen and returns to the home page.
- ◇ A.RAs provides A.Ap the F.RR2
- ◇ If A.RAs determines that the transaction may proceed, A.TS calculates and lists the required fees.
- ◇ A.RAs informs A.Ap of the required fees.
- ◇ A.Ap decides whether they wish to continue or not. If not, A.RAs cancels the transaction.
- ◇ A.TS generates a Rejection Report (F.RR3) which states that A.Ap decided not to initiate the transaction. A.TS clears the screen and returns to the home page.
- ◇ A.RAs provides A.Ap the F.RR3
- ◇ If A.Ap decides to continue, A.TS initiates the transaction, and generates an Invoice (F.In1). The Invoice (F.In1) indicates the transaction number, time and date stamp, the next required step, and a note to the effect that the transaction will be automatically deleted after a time deadline P1 (system parameter) and that during such time and until the transaction completion another transaction for the same property cannot be started by any party.
- ◇ A.RAs provides the Invoice (F.In1) to A.Ap.
- ◇ A.TS generates one of two Transaction Notices. If the transaction requires documents to be submitted, A.TS will generate Transaction Notice (F.TN1). If the transaction does not require documents to be submitted, A.TS will generate Transaction Notice (F.TN21).
- ◇ A.TS clears the screen and returns to the home page.
- ◇ The Transaction Notice (F.TN1) will list A.RSC as the next stage of the transaction. The Transaction Notice (F.TN21) will list A.RTI as the next stage of the transaction.
- ◇ A.RAs places the Transaction Notice (F.TN1 or F.TN21) on top of all provided documents and places them in a special windowed folder.
- ◇ A.RCI collects the folder and delivers it to A.RSC.
- ◇ END

WT2 Registration Cashiering

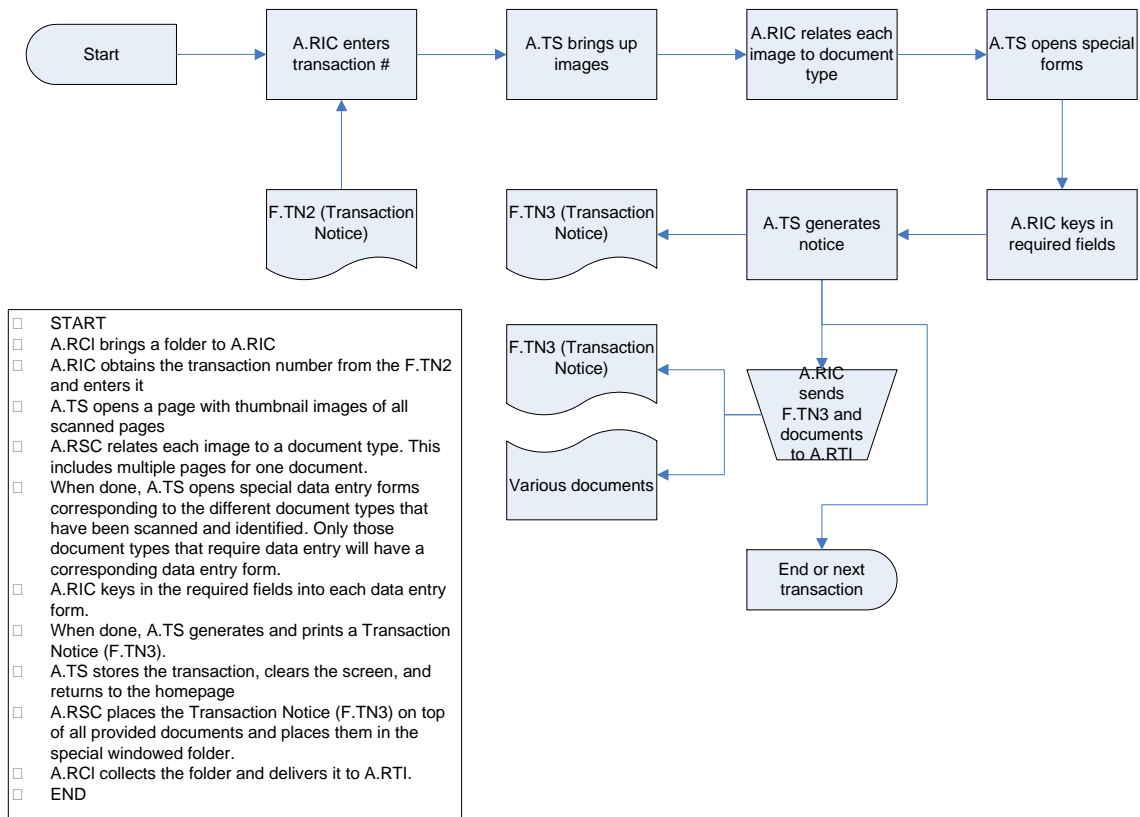


WT3 Scanning

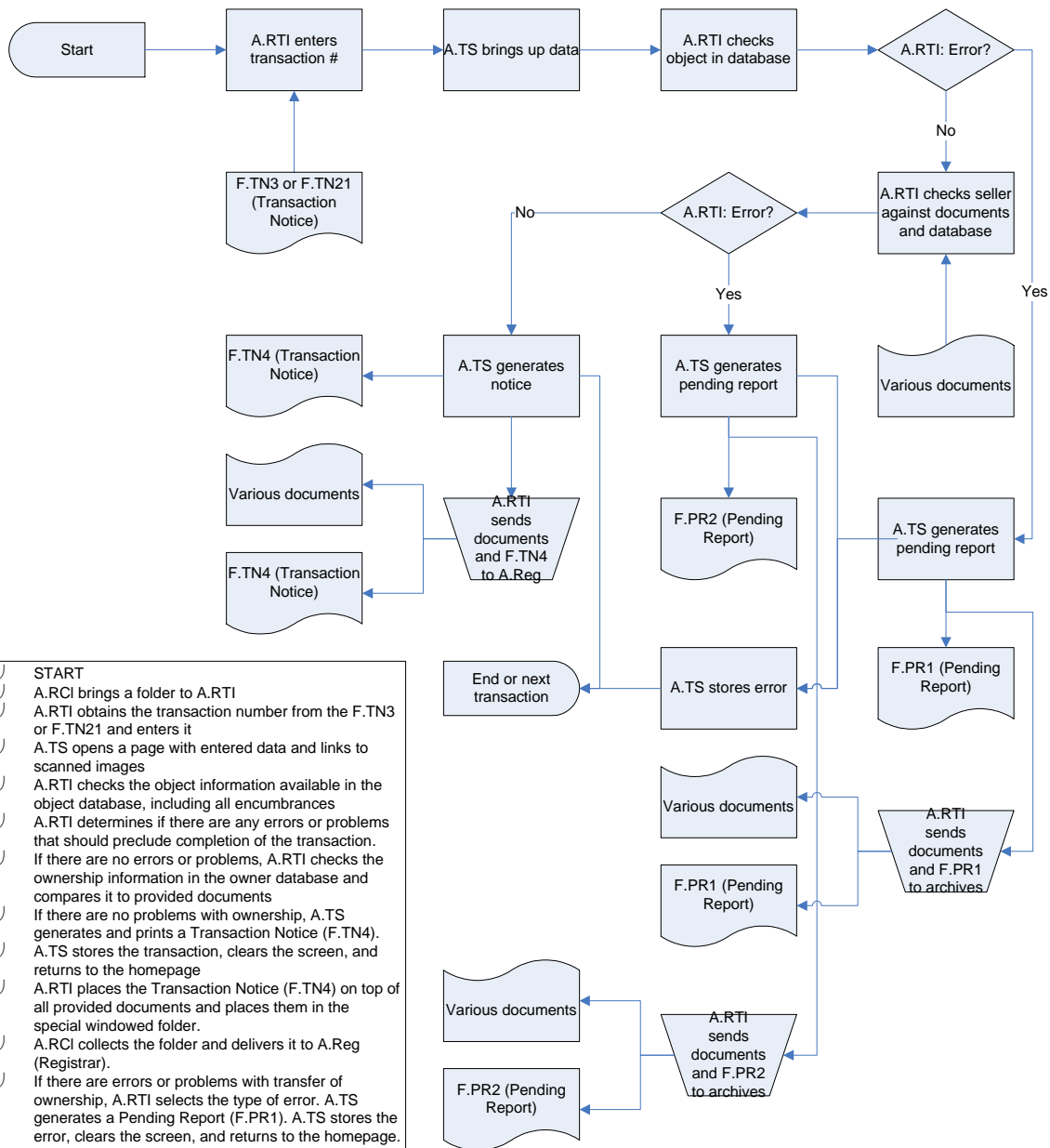


- START
- A.RCI brings a folder to A.RSC
- A.RSC obtains the transaction number from the F.TN1 and enters it
- A.TS checks if the transaction has been paid
- If the transaction has been paid, A.RSC scans the document.
- When done, A.TS generates and prints a Transaction Notice (F.TN2).
- A.TS stores the transaction, clears the screen, and returns to the homepage
- A.RSC places the Transaction Notice (F.TN2) on top of all provided documents and places them in the special windowed folder.
- A.RCI collects the folder and delivers it to A.RIC.
- If the transaction has not been paid, A.TS checks if the transaction is older than P1 (48 hours). P1 is a system stored parameter that can be modified by the A.TSA.
- If the transaction has not been paid but is newer than 48 hours, the screen clears and returns to the homepage. A.RSC places the folder at the end of the queue.
- If the transaction has not been paid but is older than 48 hours, A.TS generates and prints a Transaction Notice (F.TN6). A.TS clears the screen and returns to the homepage.
- A.RSC places the Transaction Notice (F.TN6) on top of all provided documents and places them in the special windowed folder.
- A.RCI collects the folder and delivers it to Archives.
- END

WT4 Indexing

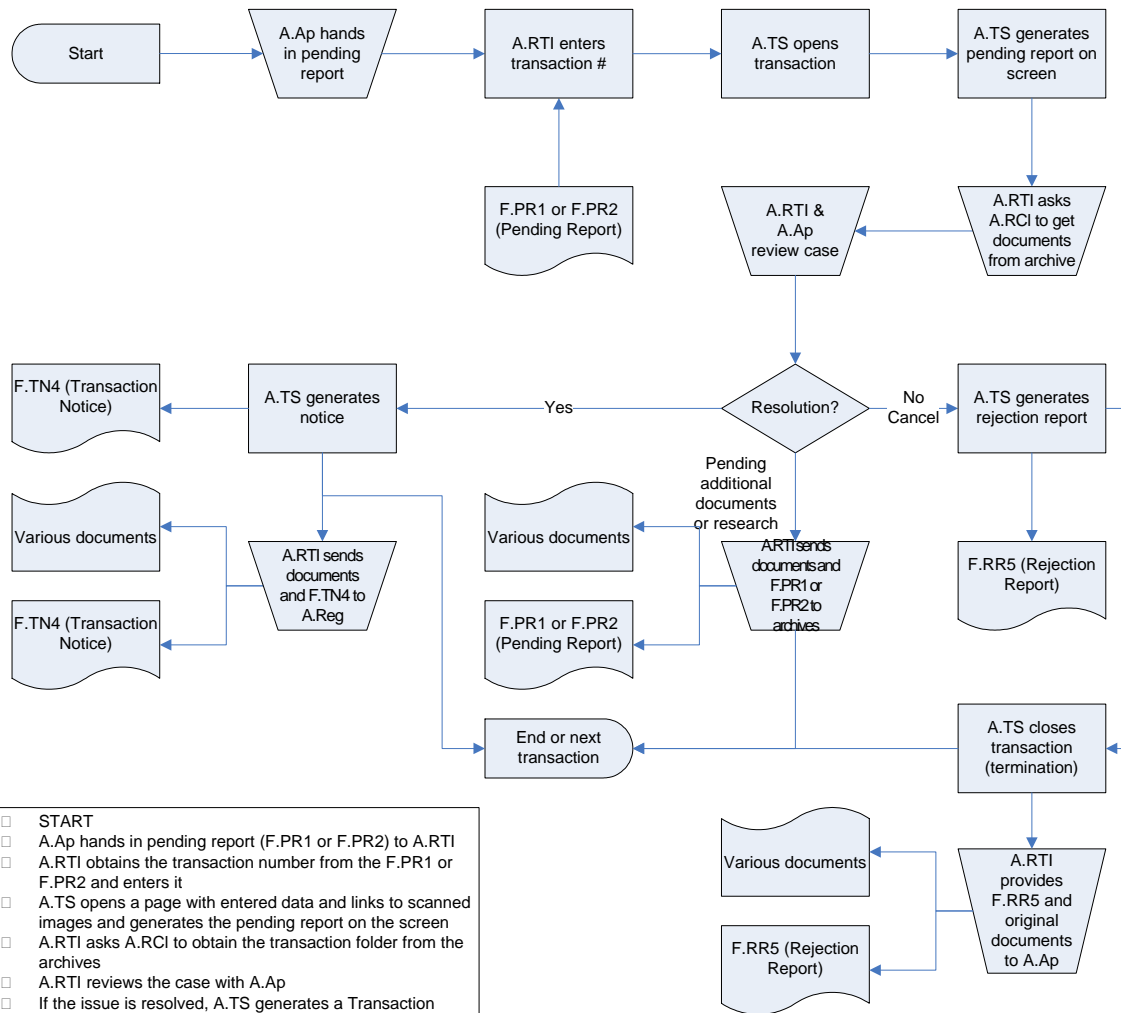


WT5 Investigation



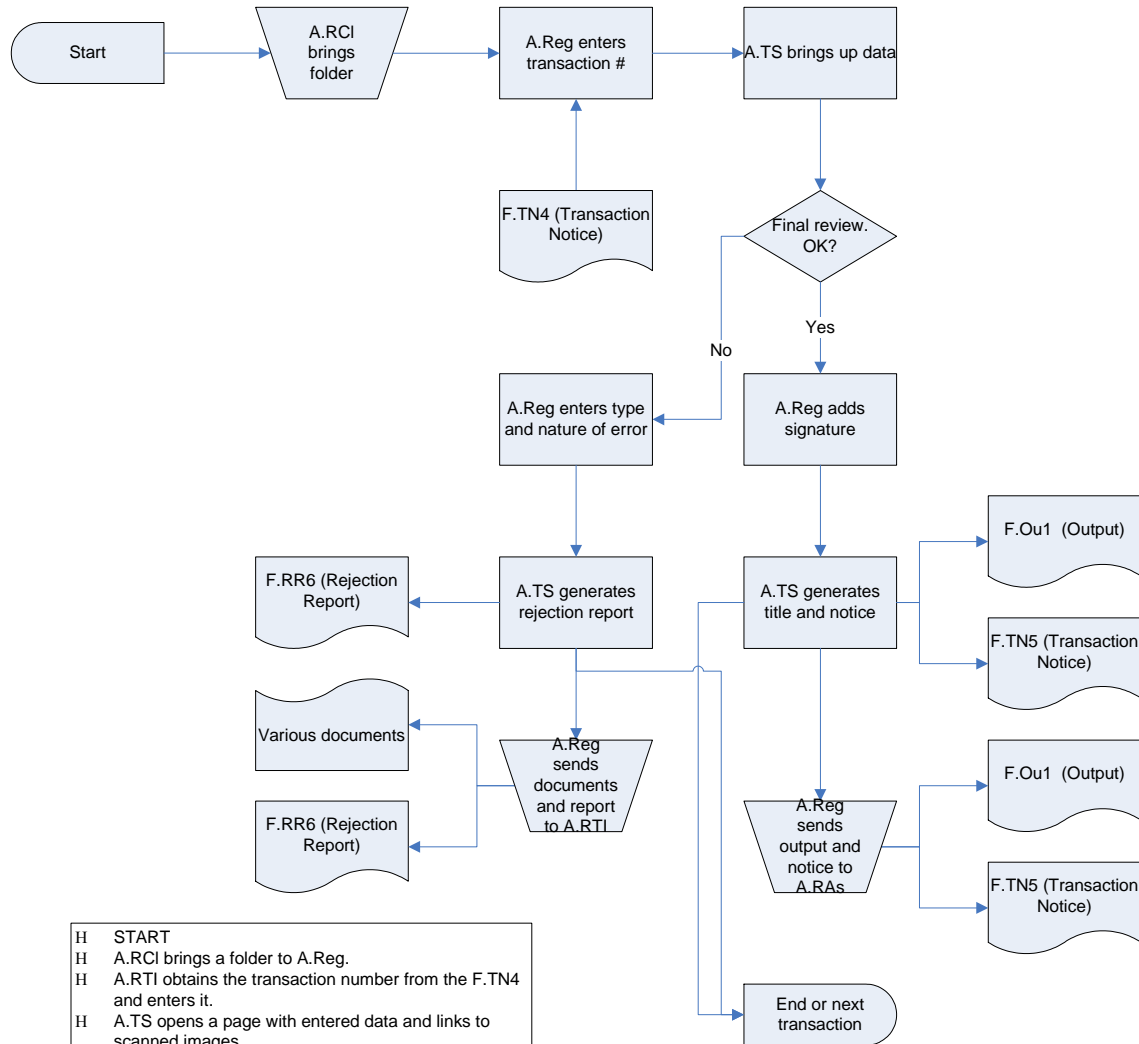
) START
) A.RCI brings a folder to A.RTI
) A.RTI obtains the transaction number from the F.TN3 or F.TN21 and enters it
) A.TS opens a page with entered data and links to scanned images
) A.RTI checks the object information available in the object database, including all encumbrances
) A.RTI determines if there are any errors or problems that should preclude completion of the transaction.
) If there are no errors or problems, A.RTI checks the ownership information in the owner database and compares it to provided documents
) If there are no problems with ownership, A.TS generates and prints a Transaction Notice (F.TN4).
) A.TS stores the transaction, clears the screen, and returns to the homepage
) A.RTI places the Transaction Notice (F.TN4) on top of all provided documents and places them in the special windowed folder.
) A.RCI collects the folder and delivers it to A.Reg (Registrar).
) If there are errors or problems with transfer of ownership, A.RTI selects the type of error. A.TS generates a Pending Report (F.PR1). A.TS stores the error, clears the screen, and returns to the homepage.
) A.RTI places the Pending Report (F.PR1) on top of all provided documents and places them in the special windowed folder. A.RCI collects the folder and delivers it to Archives.
) If there are errors or problems with the ownership, A.RTI selects the type of error. A.TS generates a Pending Report (F.PR2). A.TS stores the error, clears the screen, and returns to the homepage. A.RTI places the Pending Report (F.PR2) on top of all provided documents and places them in the special windowed folder. A.RCI collects the folder and delivers it to Archives.
) END

WT6 Review Pending



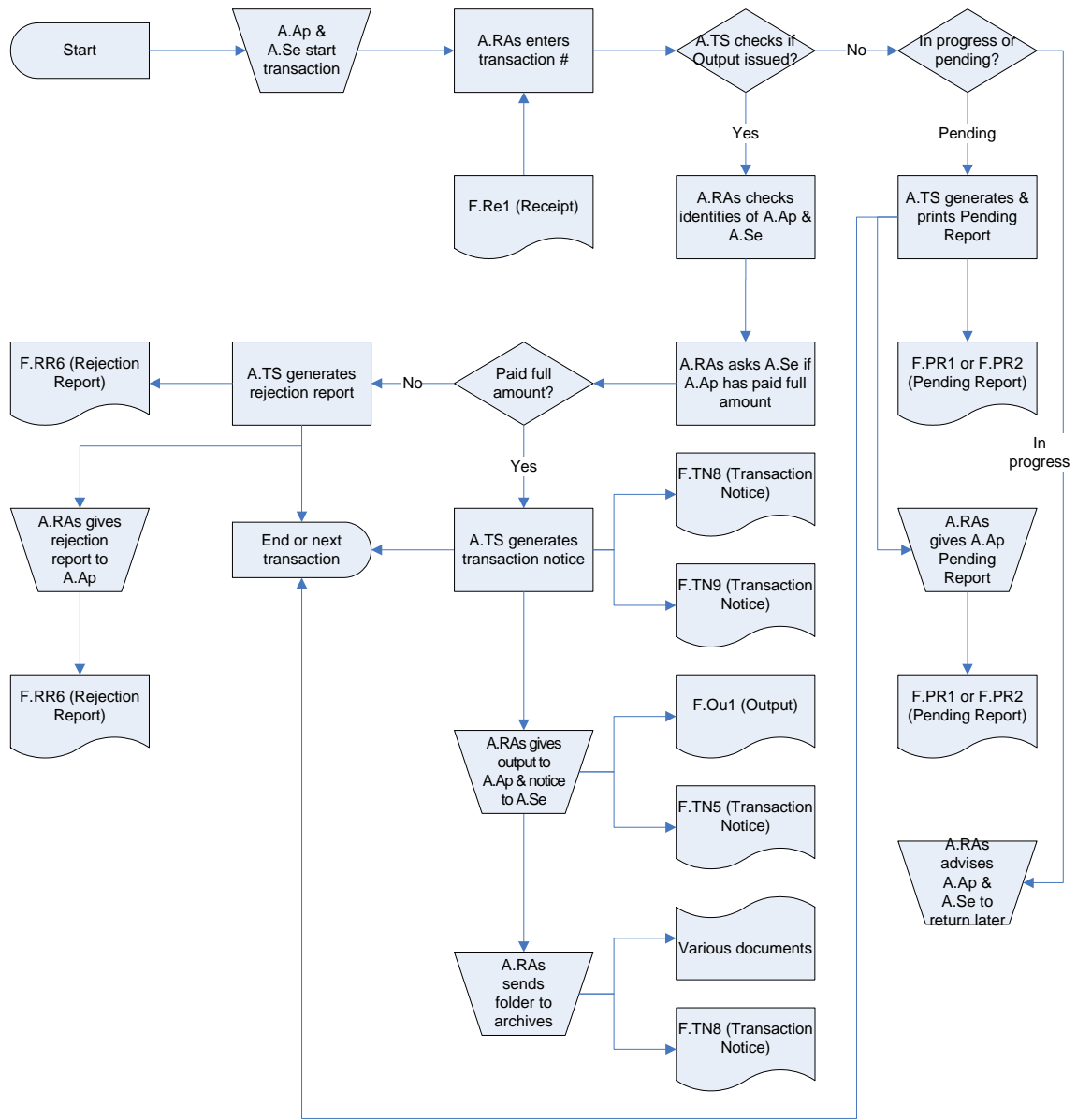
- START
- A.Ap hands in pending report (F.PR1 or F.PR2) to A.RTI
- A.RTI obtains the transaction number from the F.PR1 or F.PR2 and enters it
- A.TS opens a page with entered data and links to scanned images and generates the pending report on the screen
- A.RTI asks A.RCI to obtain the transaction folder from the archives
- A.RTI reviews the case with A.Ap
- If the issue is resolved, A.TS generates a Transaction Notice (F.TN4)
- A.TS stores the transaction, clears the screen, and returns to the homepage.
- A.RTI places the Transaction Notice (F.TN4) on top of all provided documents and places them in the special windowed folder.
- A.RTI advises A.Ap that the issue is resolved and indicates an expected date of transaction completion.
- A.RCI collects the folder and delivers it to A.Reg.
- If the issue is not resolved but requires additional documents or research, A.RTI advises of the missing items.
- A.TS stores the transaction, clears the screen, and returns to the homepage.
- A.RTI places the Pending Report (F.PR1 or F.PR2) on top of all provided documents and places them in the special windowed folder.
- A.RCI collects the folder and delivers it to archives.
- If the issue cannot be resolved and the applicant agrees to terminate it, A.TS generates a Rejection Report (F.RR5).
- A.TS closes (terminates) the transaction, clears the screen, and returns to the homepage.
- A.RTI provides the Rejection Report (F.RR5) and original documents to A.Ap.
- A.TI disposes of any remaining documents generated by A.TS.
- END

WT7 Issue Approval



H START
 H A.RCI brings a folder to A.Reg.
 H A.RTI obtains the transaction number from the F.TN4 and enters it.
 H A.TS opens a page with entered data and links to scanned images.
 H A.Reg conducts a final review.
 H If there are no problems, A.Reg adds their signature digitally.
 H A.TS generates and prints an Output (F.Ou1) and a Transaction Notice (F.TN5).
 H A.TS stores the transaction, clears the screen, and returns to the homepage
 H A.Reg places the Transaction Notice (F.TN5) on top of all provided documents and places them in the special windowed folder.
 H A.RCI collects the folder and delivers it to A.RAs.
 H If there are problems, A.Reg enters the type and nature of the problems.
 H A.TS generates and prints a Rejection Report (F.RR6).
 H A.TS stores the transaction, clears the screen, and returns to the homepage
 H A.Reg places the Rejection Report (F.RR6) on top of all provided documents and places them in the special windowed folder.
 H A.RCI collects the folder and delivers it to A.RTI.
 H END

WT9 Deliver Output

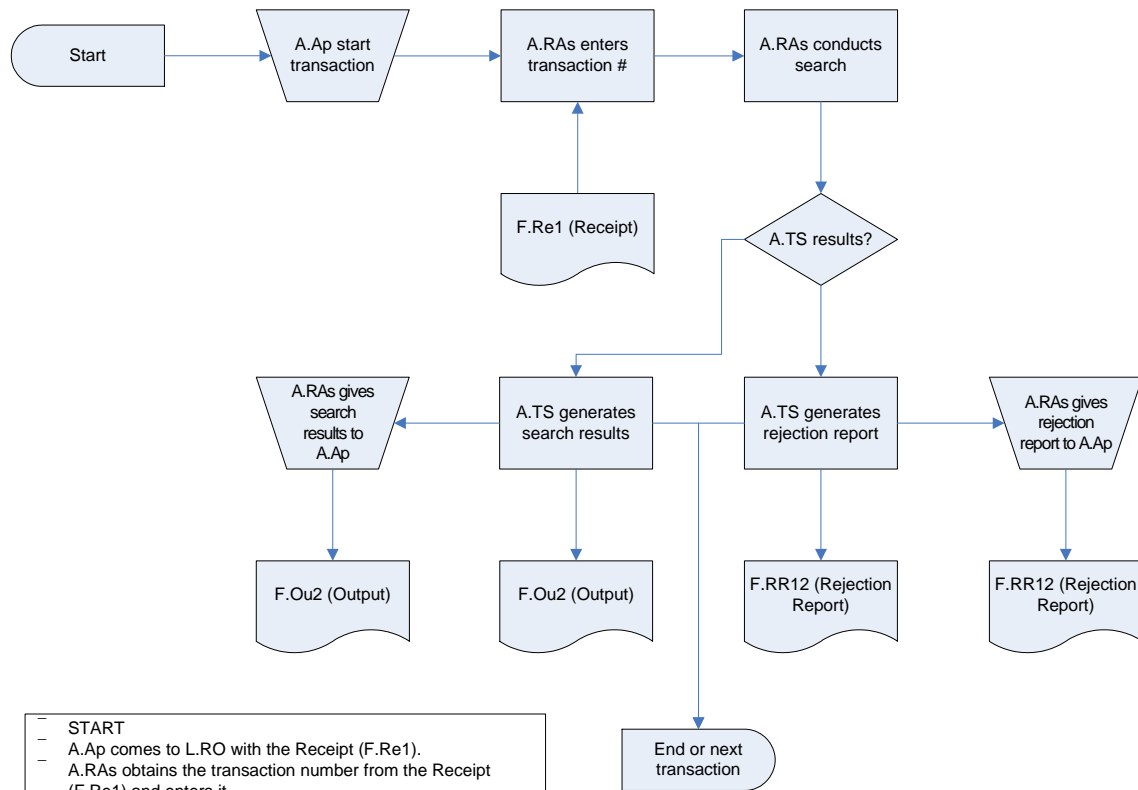


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WT9 Notes

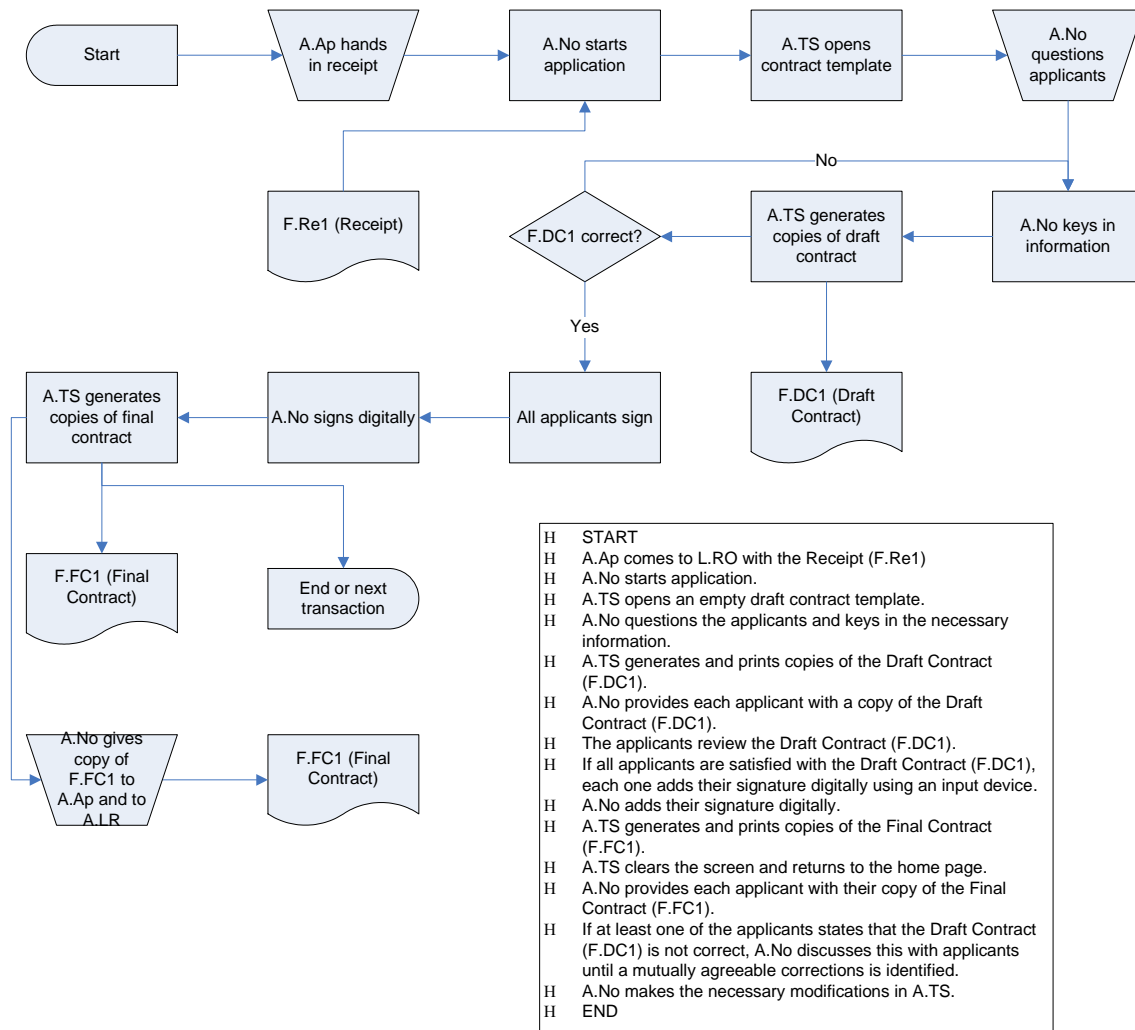
- ⌘ START
- ⌘ A.Ap comes to L.RO with the Receipt (F.Re1)
- ⌘ A.RAs obtains the transaction number from the Receipt (F.Re1) and enters it
- ⌘ A.TS determines whether an output has been issued (F.TN5 has been issued)
- ⌘ If an output has been issued, the folder containing the Output and other documents should already be available with A.RAs
- ⌘ A.RAs checks the identities of A.Ap and A.Se and compares them to data entered into transaction
- ⌘ A.RAs asks A.Se if A.Ap has paid the full amount of consideration
- ⌘ If A.Se confirms having received the full consideration, A.TS generates and prints two Transaction Notices (F.TN8 and F.TN9).
- ⌘ A.TS clears the screen and returns to the home page.
- ⌘ A.RAs provides the Output (F.Ou1) to A.Ap.
- ⌘ A.RAs provides the Transaction Notice (F.TN9) to A.Se.
- ⌘ A.RAs places the Transaction Notice (F.TN8) on top of all provided documents and places them in a special windowed folder.
- ⌘ A.RCI collects the folder and delivers it to archives.
- ⌘ If A.Se claims not to have received full consideration, A.TS generates and prints a Rejection Report (F.RR6).
- ⌘ A.TS clears the screen and returns to the home page.
- ⌘ A.RAs provides the Rejection Report (F.RR6) to A.Ap.
- ⌘ A.RAs keeps the folder in his pending shelf.
- ⌘ If an output has not been issued, A.TS determines if the transaction is in progress or is pending.
- ⌘ If an output has not been issued because the transaction is pending, A.TS generates and prints a Pending Report (F.PR1 or F.PR2).
- ⌘ A.TS clears the screen and returns to the home page.
- ⌘ A.RAs provides the Pending Report (F.PR1 or F.PR2) to A.Ap.
- ⌘ If an output has not been issued because the transaction is in progress, A.RAs advises A.Ap & A.Se to return later. A.RAs may estimate the time remaining for the transaction to complete..
- ⌘ A.TS clears the screen and returns to the home page.
- ⌘ END

WT10 Search

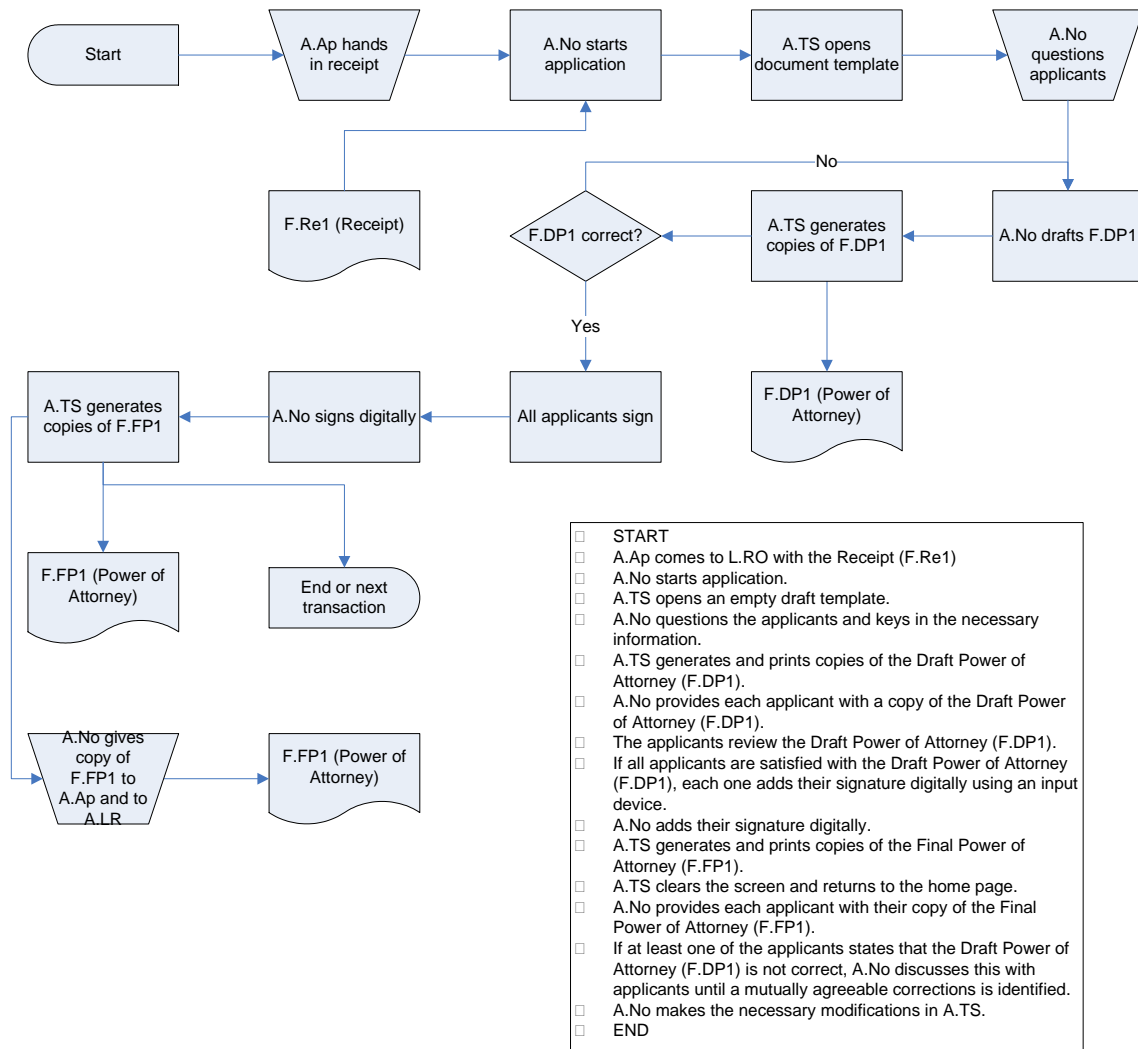


- START
- A.Ap comes to L.RO with the Receipt (F.Re1).
- A.RAs obtains the transaction number from the Receipt (F.Re1) and enters it.
- A.RAs conducts the necessary search.
- A.TS completes the search. If there are results, A.TS generates and prints search results (F.Ou2).
- A.RAs provides the Output (F.Ou2) to A.Ap.
- A.TS clears the screen and returns to the home page.
- If there are no results, A.TS generates and prints search results (F.RR12).
- A.RAs provides the Rejection Report (F.RR12) to A.Ap.
- A.TS clears the screen and returns to the home page.
- END
- END

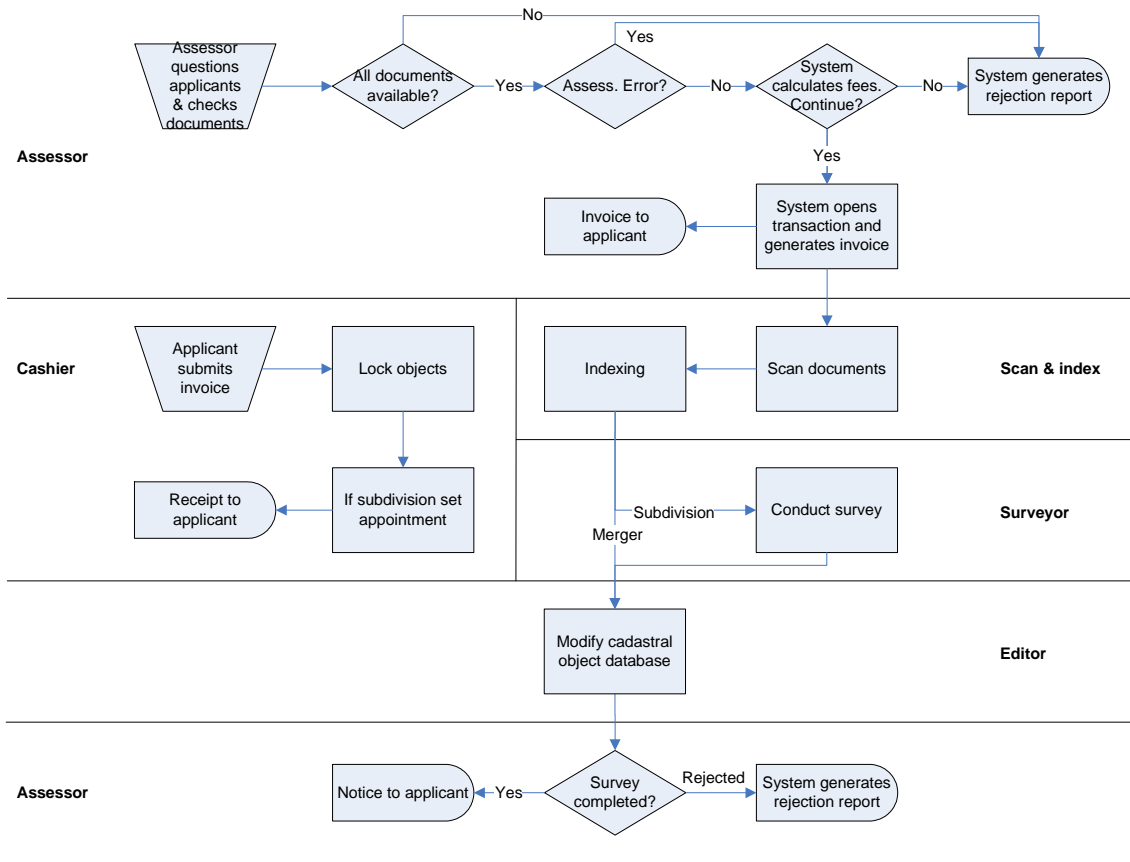
WT11 Notarize Contract



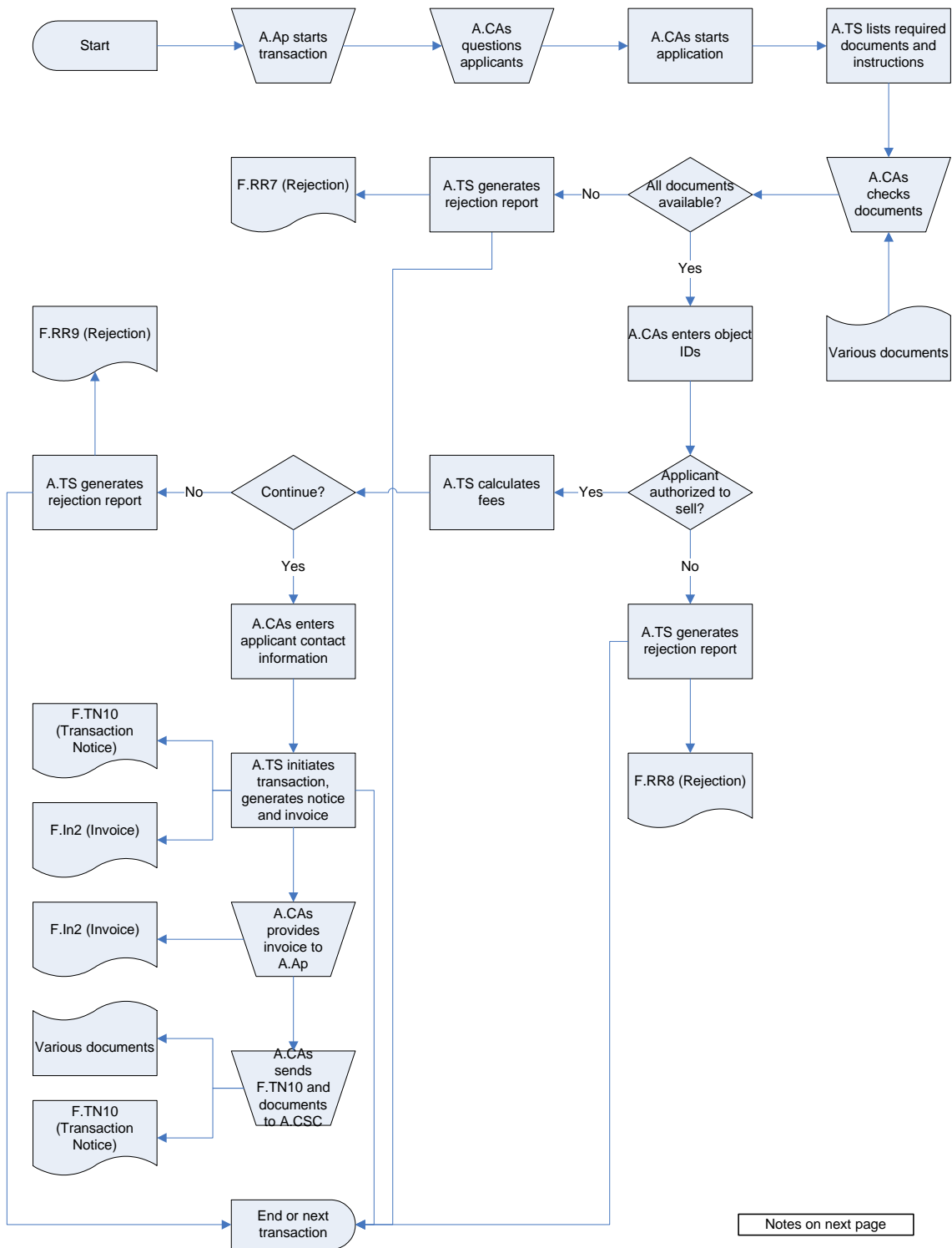
WT12 Power of Attorney



Survey Overview



WS1 Survey Transaction

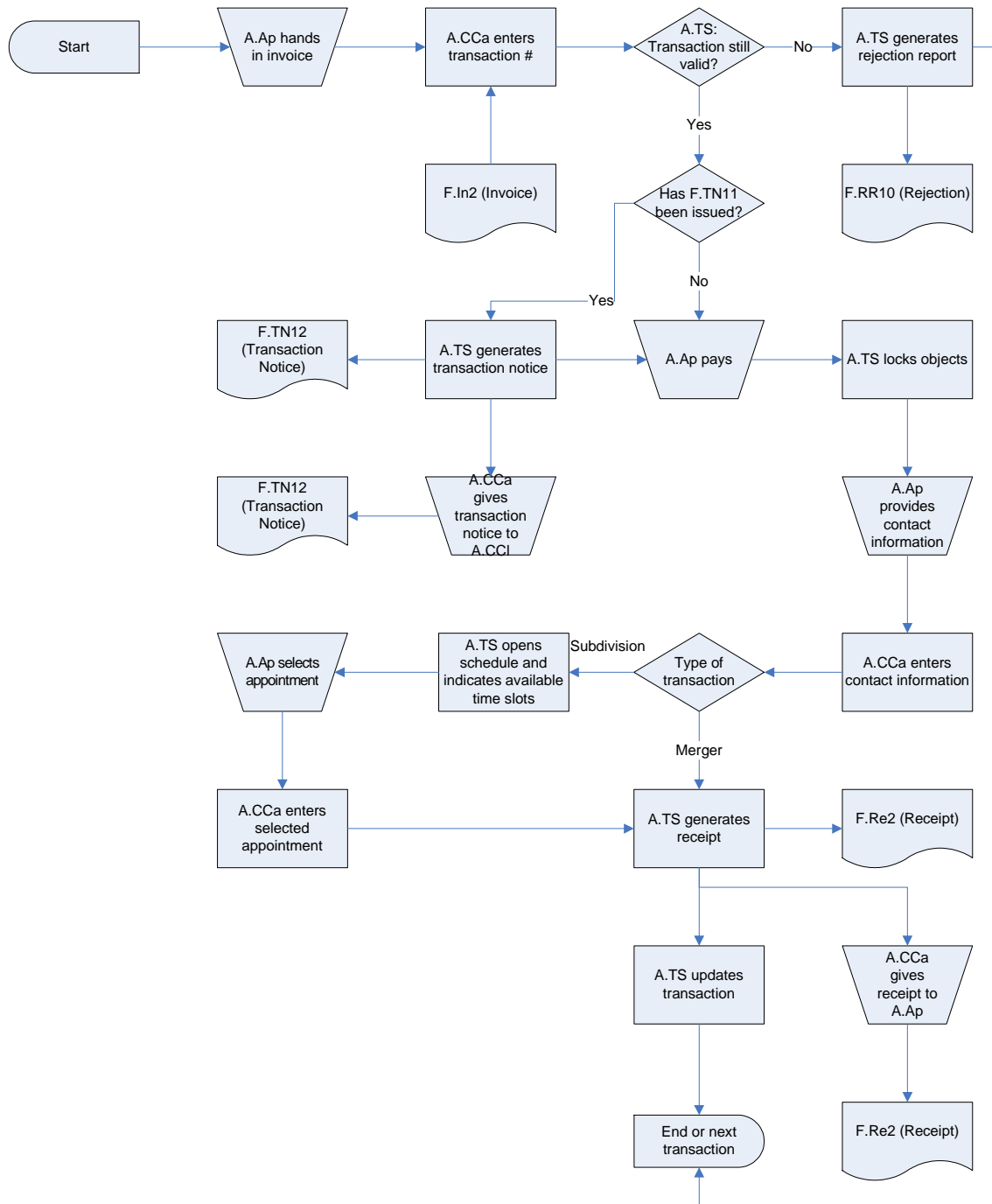


Notes on next page

Notes: WS1

0 START
0 A.Ap comes to L.SO with required documents
0 A.CAs questions applicants to determine transaction type
0 A.CAs starts the application
0 A.TS lists the required documents for that transaction
0 A.CAs takes required documents from applicants and checks that all required documents are available. Extra documents are not taken.
0 If a F.PA1 (online availability) is provided, A.RAs enters the number. A.TS brings up a scanned image of the F.PA1 and A.RAs compares it to the original. If it is not the same, A.RAs rejects the F.PA1.
0 If a F.PA2 (no online availability) is provided and it has a date older than 2 weeks, A.RAs asks A.RCI to search the archives for the copy. If a copy is obtained, A.RAs compares it to the original. If it is not the same, A.RAs rejects the F.PA2.
0 If a F.PA2 (no online availability) is provided but it has a date closer than 2 weeks, A.RAs advises A.Ap to restart the transaction later and rejects the F.PA2.
0 If one or more required document is not available, A.CAs cancels the transaction
0 A.TS generates a Rejection Report (F.RR7) which lists all required documents for that transaction. A.TS clears the screen and returns to the home page.
0 A.CAs provides A.Ap the F.RR7
0 If all required documents are available, A.CAs enters the unique IDs of all relevant property objects.
0 A.CAs conducts an initial assessment and ensures that A.Ap is authorized to sell the relevant objects.
0 If A.CAs determines that one or more reason precludes initiating the transaction, they select those reasons on the screen.
0 A.TS generates a Rejection Report (F.RR8) which lists the reason(s) for not initiating that transaction. A.TS clears the screen and returns to the home page.
0 A.CAs provides A.Ap the F.RR8
0 If A.CAs determines that the transaction may proceed, A.TS calculates and lists the required fees.
0 A.CAs informs A.Ap of the required fees.
0 A.Ap decides whether they wish to continue or not. If not, A.CAs cancels the transaction.
0 A.TS generates a Rejection Report (F.RR9) which states that A.Ap decided not to initiate the transaction. A.TS clears the screen and returns to the home page.
0 A.CAs provides A.Ap the F.RR9
0 If A.Ap decides to continue, A.CAs enters the applicant contact information, which may include home phone number, office phone number, mobile, mailing address, and email.
0 A.TS initiates the transaction, and generates an Invoice (F.In2) and a Transaction Notice (F.TN10).
0 A.TS clears the screen and returns to the home page.
0 The Invoice (F.In2) indicates the transaction number, time and date stamp, the next required step, and a note to the effect that the transaction will be automatically deleted after a time deadline P.2 or P.3 (system parameter) and that during such time another transaction for the same property cannot be started by any party, and that the objects in question have also been locked at the L.RO.
0 System parameter P.2 is for subdivision transactions, while P.3 is for merger subdivisions.
0 The Transaction Notice (F.TN10) will list A.CSC as the next stage of the transaction.
0 A.CAs provides the Invoice (F.In2) to A.Ap.
0 A.CAs places the Transaction Notice (F.TN10) on top of all provided documents and places them in a special windowed folder.
0 A.CCI collects the folder and delivers it to A.CSC.
0 END

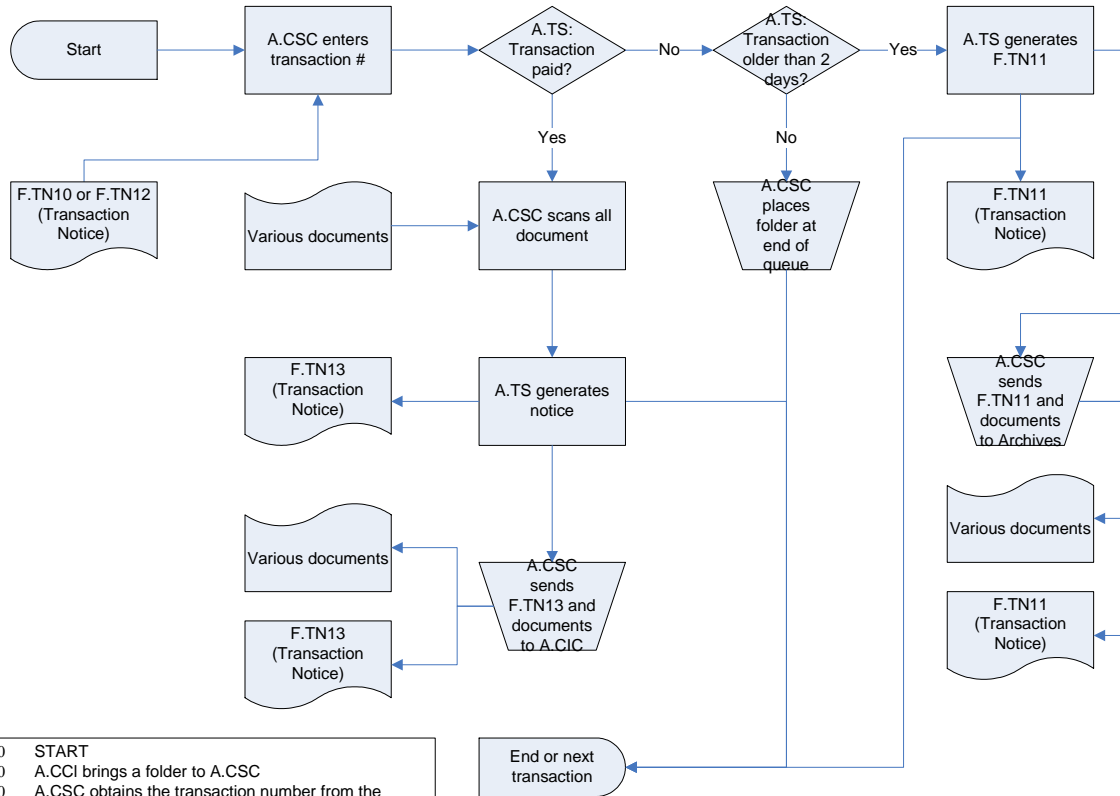
WS2 Cadastral Cashiering



Notes: WS2

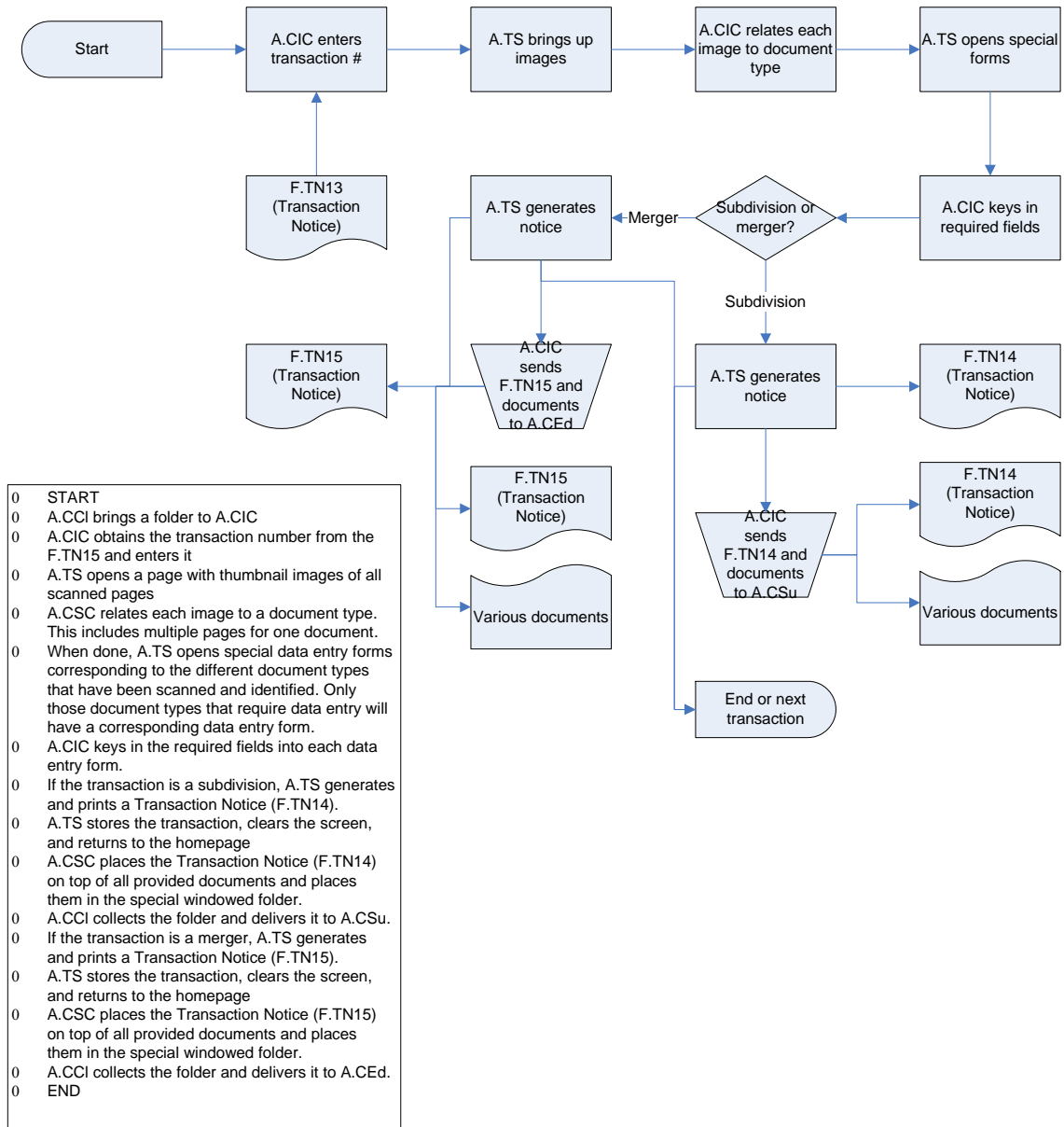
- ◆ START
- ◆ A.Ap proceeds to A.CCa and hands in F.In2 (Invoice)
- ◆ A.CCa enters the transaction number
- ◆ A.TS checks if the transaction is still valid
- ◆ If the transaction is still valid, A.TS checks if a Transaction Notice (F.TN11) has been issued.
- ◆ If a F.TN11 has not been issued, A.TS allows A.CCa to continue the transaction
- ◆ A.Ap pays the required amount
- ◆ A.TS locks the relevant property objects which prevents any other transaction from being initiated on those objects
- ◆ A.CCa asks A.Ap for their contact information, including home phone, work phone, mobile, mailing address, and email.
- ◆ A.CCa enters the contact information.
- ◆ If the transaction type is a subdivision, A.TS opens a schedule page that shows the available survey time slots.
- ◆ A.Ap selects one of the available time slots.
- ◆ A.CCa enters the selected time slot.
- ◆ A.TS generates and prints out F.Re2 (Receipt).
- ◆ A.TS updates and stores the transaction
- ◆ A.TS clears the screen and returns to the homepage.
- ◆ If the transaction is not valid, A.TS automatically prints out a Rejection Report (F.RR10) and brings it up on the screen
- ◆ A.CCa dismisses the Rejection Report and A.TS clears the screen and returns to the homepage
- ◆ If a F.TN11 has been issued, A.TS generates and prints a Transaction Notice (F.TN12), and then allows A.CCa to continue the transaction.
- ◆ A.CCa gives the Transaction Notice (F.TN12) to A.CCI.
- ◆ A.CCI retrieves the transaction folder from the archives and gives it to A.CCS.
- ◆ END

WS3 Cadastral Scanning

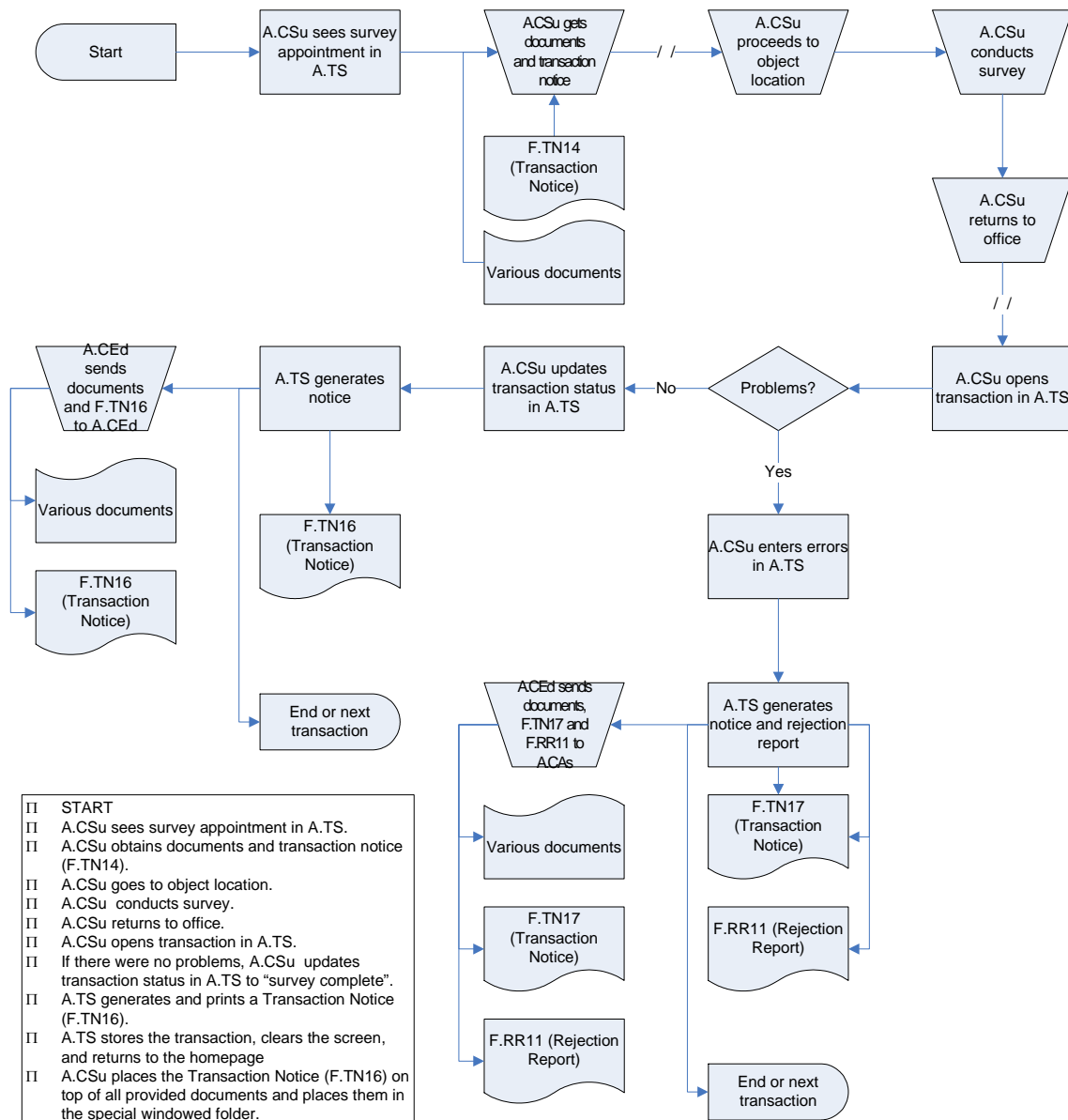


0 START
 0 A.CCI brings a folder to A.CSC
 0 A.CSC obtains the transaction number from the F.TN10 and enters it
 0 A.TS checks if the transaction has been paid
 0 If the transaction has been paid, A.CSC scans the document.
 0 When done, A.TS generates and prints a Transaction Notice (F.TN13).
 0 A.TS stores the transaction, clears the screen, and returns to the homepage
 0 A.CSC places the Transaction Notice (F.TN13) on top of all provided documents and places them in the special windowed folder.
 0 A.CCI collects the folder and delivers it to A.CIC.
 0 If the transaction has not been paid, A.TS checks if the transaction is older than 48 hours.
 0 If the transaction has not been paid but is newer than 48 hours, the screen clears and returns to the homepage. A.CSC places the folder at the end of the queue.
 0 If the transaction has not been paid but is older than 48 hours, A.TS generates and prints a Transaction Notice (F.TN11). A.TS clears the screen and returns to the homepage.
 0 A.CSC places the Transaction Notice (F.TN11) on top of all provided documents and places them in the special windowed folder.
 0 A.CCI collects the folder and delivers it to Archives.
 0 END

WS4 Cadastral Indexing

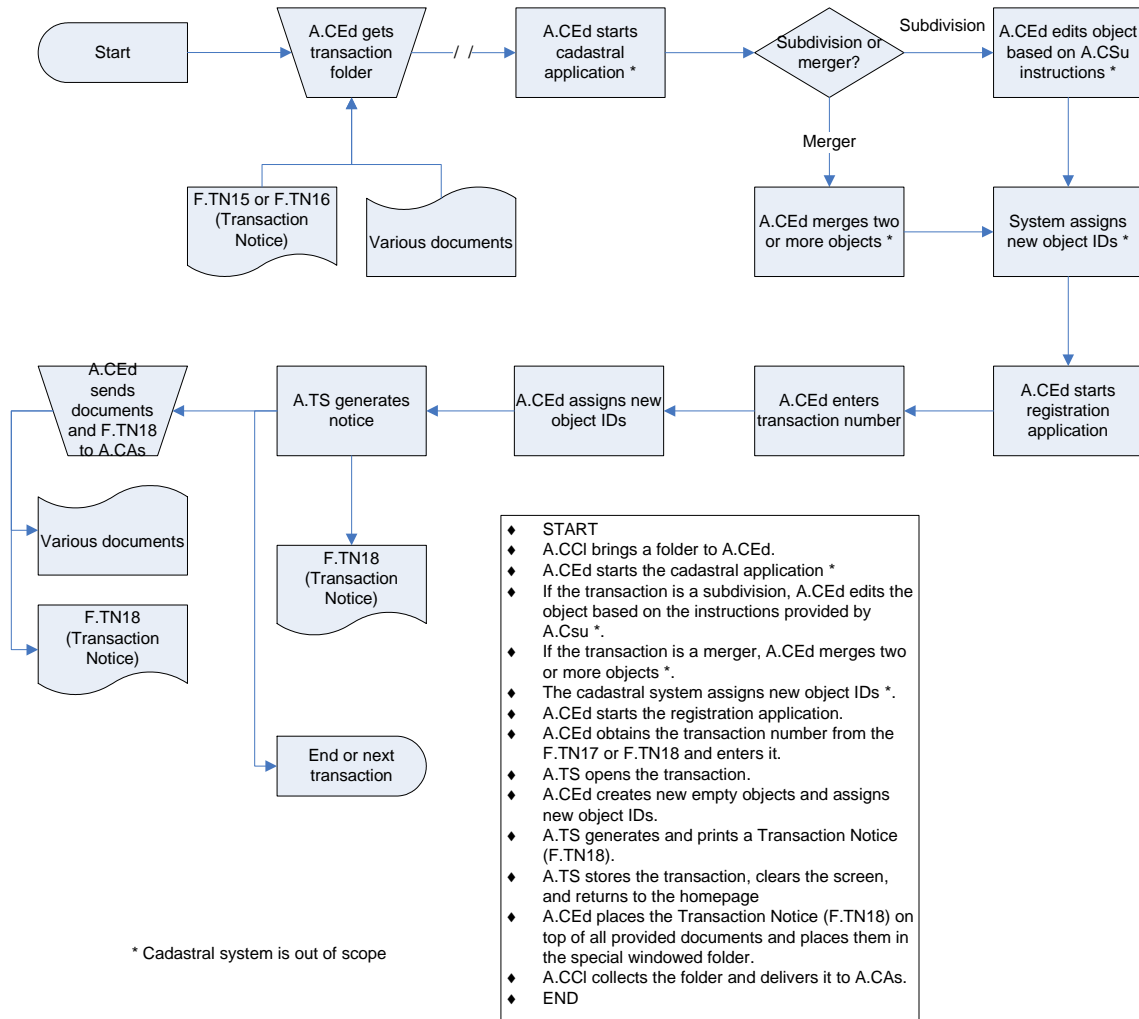


WS5 Field Survey

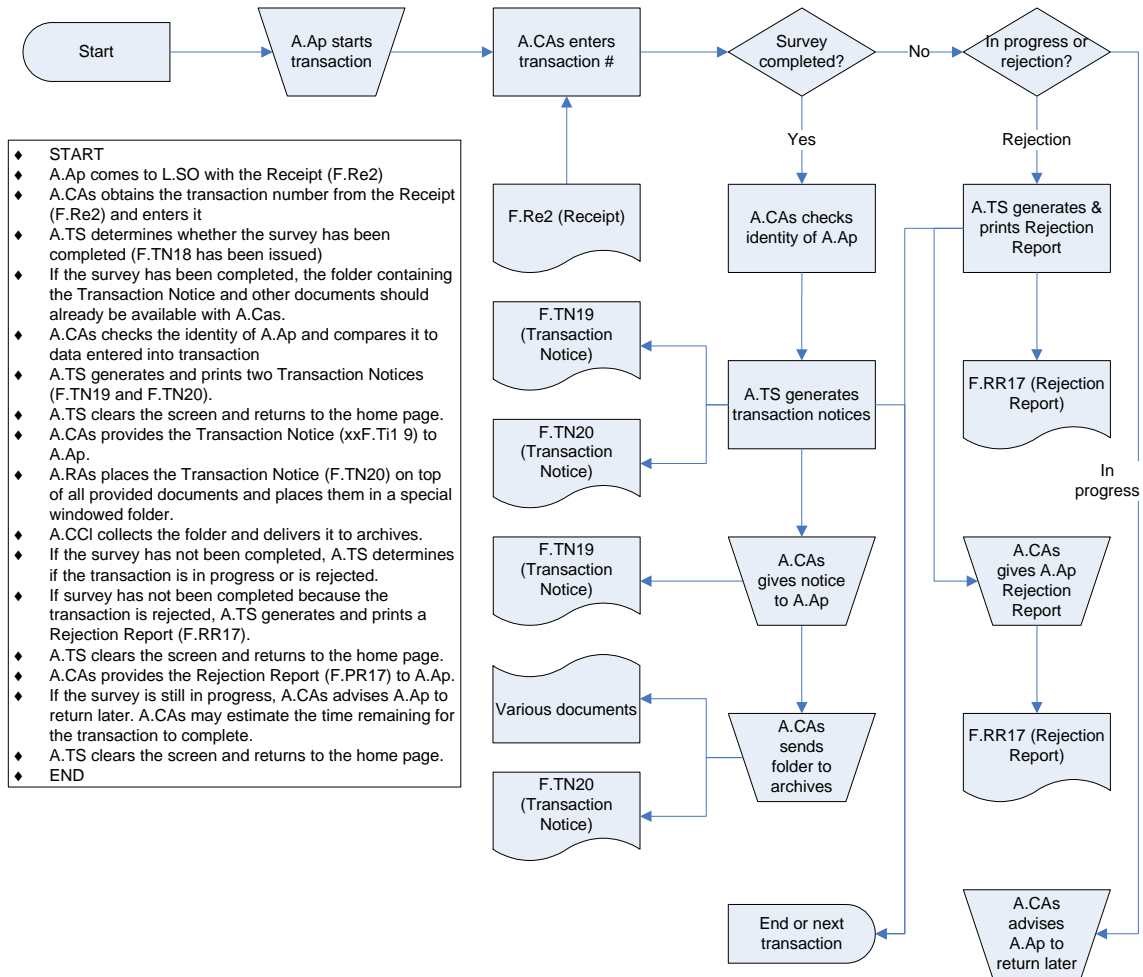


- II START
- II A.CSu sees survey appointment in A.TS.
- II A.CSu obtains documents and transaction notice (F.TN14).
- II A.CSu goes to object location.
- II A.CSu conducts survey.
- II A.CSu returns to office.
- II A.CSu opens transaction in A.TS.
- II If there were no problems, A.CSu updates transaction status in A.TS to "survey complete".
- II A.TS generates and prints a Transaction Notice (F.TN16).
- II A.TS stores the transaction, clears the screen, and returns to the homepage
- II A.CSu places the Transaction Notice (F.TN16) on top of all provided documents and places them in the special windowed folder.
- II A.CCI collects the folder and delivers it to A.CEd (Editor).
- II If there were problems, A.CSu specifies the types of error(s).
- II A.TS generates and prints a Transaction Notice (F.TN17) and a Rejection Report (F.RR11).
- II A.TS stores the transaction, clears the screen, and returns to the homepage
- II A.CSu places the Transaction Notice (F.TN17) and Rejection Report (F.RR11) on top of all provided documents and places them in the special windowed folder.
- II A.CCI collects the folder and delivers it to A.CAs (Assessor).
- II END

WS6 Editor

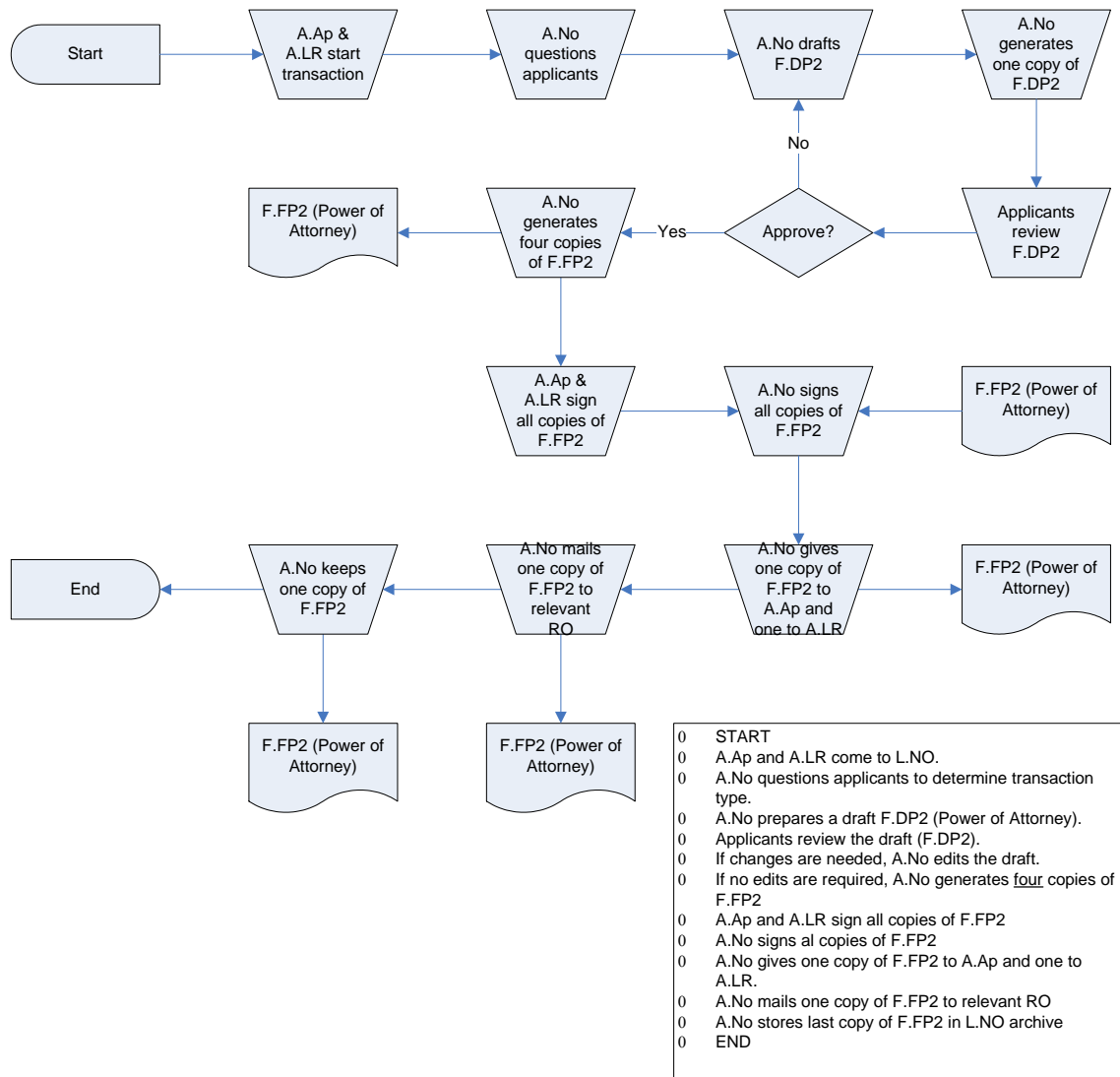


WS7 Deliver Survey



- ◆ START
- ◆ A.Ap comes to L.SO with the Receipt (F.Re2)
- ◆ A.CAs obtains the transaction number from the Receipt (F.Re2) and enters it
- ◆ A.TS determines whether the survey has been completed (F.TN18 has been issued)
- ◆ If the survey has been completed, the folder containing the Transaction Notice and other documents should already be available with A.Cas.
- ◆ A.CAs checks the identity of A.Ap and compares it to data entered into transaction
- ◆ A.TS generates and prints two Transaction Notices (F.TN19 and F.TN20).
- ◆ A.TS clears the screen and returns to the home page.
- ◆ A.CAs provides the Transaction Notice (xxF.Ti1 9) to A.Ap.
- ◆ A.RAs places the Transaction Notice (F.TN20) on top of all provided documents and places them in a special windowed folder.
- ◆ A.CCI collects the folder and delivers it to archives.
- ◆ If the survey has not been completed, A.TS determines if the transaction is in progress or is rejected.
- ◆ If survey has not been completed because the transaction is rejected, A.TS generates and prints a Rejection Report (F.RR17).
- ◆ A.TS clears the screen and returns to the home page.
- ◆ A.CAs provides the Rejection Report (F.PR17) to A.Ap.
- ◆ If the survey is still in progress, A.CAs advises A.Ap to return later. A.CAs may estimate the time remaining for the transaction to complete.
- ◆ A.TS clears the screen and returns to the home page.
- ◆ END

WX1 Remote Power of Attorney



```

0 START
0 A.Ap and A.LR come to L.NO.
0 A.No questions applicants to determine transaction type.
0 A.No prepares a draft F.DP2 (Power of Attorney).
0 Applicants review the draft (F.DP2).
0 If changes are needed, A.No edits the draft.
0 If no edits are required, A.No generates four copies of F.FP2
0 A.Ap and A.LR sign all copies of F.FP2
0 A.No signs al copies of F.FP2
0 A.No gives one copy of F.FP2 to A.Ap and one to A.LR.
0 A.No mails one copy of F.FP2 to relevant RO
0 A.No stores last copy of F.FP2 in L.NO archive
0 END
  
```

WX2 Public Notary Contract

