



Winnipeg Land Titles Office - Titres fonciers Winnipeg

276 avenue Portage Avenue  
Winnipeg, Manitoba R3C 0B6

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September 15, 2015

**To: All Clients of The Property Registry**

**Re: Document Barcode Labels**

The Property Registry is piloting a new records management process in the Winnipeg Land Titles Office. The purpose of the pilot is to introduce internal efficiencies to help improve processing time and the availability of online documents. This will not change your process of registering documents. One of the steps in the process is to place barcoded labels on the Registration Details Application (RDA) form and on each document in the registration series.

**What does this mean to you?**

- These new barcoded labels will be placed on the white page of the RDA and on first page each document in the registration series.
- The labels contain both a barcode and a registration number and will replace the current process of hand-writing a registration number on the documents.
- You may notice that some of your yellow copies of the RDA will not have hand written registration numbers on them.
- RDAs without a hand written registration number will have that number in the cashier's imprint in the lower right portion of the RDA.

Questions? Please contact our Client Support Team at [tpclient@tpmb.ca](mailto:tpclient@tpmb.ca).

You received this communication, as the primary or alternate firm contact for your organization. We ask that you distribute this notice to anyone within your organization that may be impacted by this change.

Sincerely,

John Chaput  
Operations Manager