



**Registers  
of Scotland**  
ros.gov.uk

Department Registration

Contact **[Insert your name]**

Telephone: 0131 659 6111 Ext. **XXXX**

Email: **xxxxxxx@ros.gov.uk**

DX 555400, Edinburgh 15

Date: **Leave blank if RR Referral being  
returned to Post Reg team for completion**

Our Ref: **XXXX**  
Your Ref: **XXXX**

Dear Sir or Madam

Title Number:

Subjects:

Proprietor:

I write to you as it appears from our records that on **[date]** you submitted on behalf of **[creditor  
1]** the application to register a standard security in their favour by **[proprietor's name]**.

The keeper had become aware of the following manifest inaccuracy in the above title sheet and was satisfied that what was needed to rectify was also manifest:

**Insert detail of inaccuracy**

Therefore, as required by sections 80(2) and 80(4)(b) of the Land Registration etc. (Scotland) Act 2012, the keeper gives you notice that she has rectified the above title, as your client may be materially affected.

If we have identified an email address for you, a link to the updated title sheet will be sent to you in due course, otherwise a plain copy of the updated title sheet is enclosed.

I apologise for any inconvenience this may cause. Should you have any queries please contact me using the contact details above.

Yours faithfully

**[Insert Your Name]**  
Registration Officer

**please amend as appropriate**