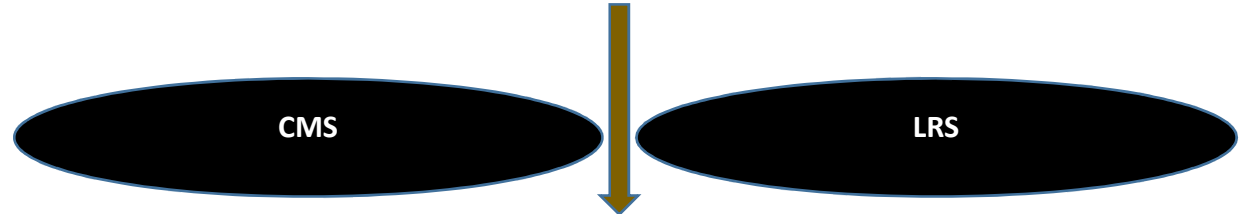


For both INT & LR cases

Check Case to see if acceptable for registration

Check for Representment/Overpayment



INT case only

Intake referral (& Rejections)

Intake Case and App Confirm

Enter Application Number & Deed Type

Identify case as Intake or Settle

For both INT & LR cases

Intake Referral OR Plans/legal referral

Can Registration be Completed/Is it a cat B?

Plans or legal referral only

Settle Case and Confirm

Confirm Case OK for Quality

Amend if necessary (exceptions)

Make amendments (if necessary)

Re-submit

Release to despatch complete

The following day...

Open case at LR Archive

Complete case at despatch complete

Identify and archive supporting documents

Confirm despatch

No further steps