

# LASERFORM CLAUSE BANK

**Demonstrated here using conveyancing forms, the clause bank can be used with any form.**

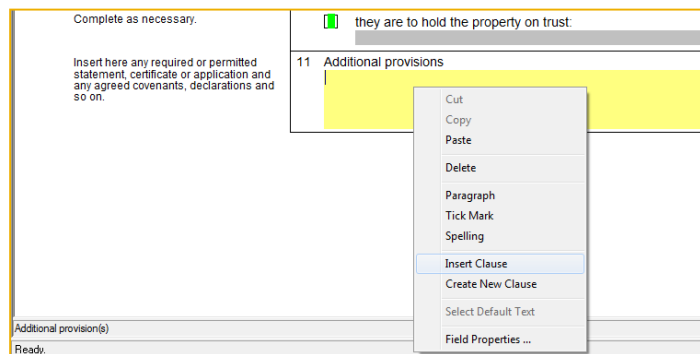
The Laserform clause bank allows the user to insert a standard clause into the Laserform database, which can then be assigned to specific forms, or can be left unassigned to be used in any form. This document explains how to use the clause bank for Land Registry forms (provided as standard in Laserform), and how to add your own clauses into the clause bank.

Standard forms of restriction for use in Land Registry forms and prescribed by schedule 4 of the Land Registration Rules 2003 (as amended) are provided as standard in Laserform.

## TO USE A CLAUSE FROM THE CLAUSE BANK

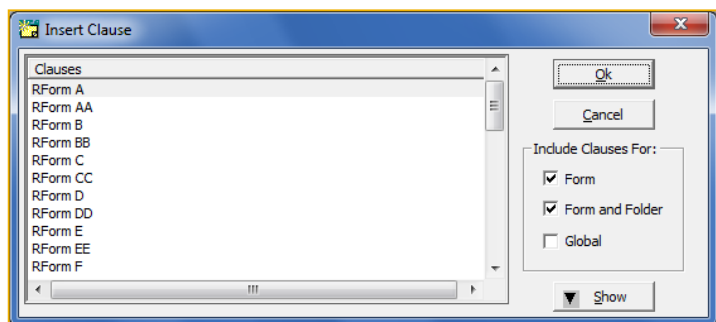
1. Open a form which has a clause assigned to it (e.g. Land Registry forms), and complete the form. This example uses form LRTR1.

2. With the cursor in the field where the clause is required, right click and select 'Insert Clause'.

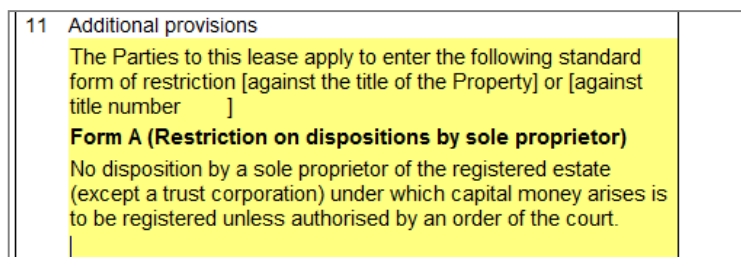


3. A pop up box lists the clauses assigned to this form.

Double click to select the appropriate clause, or highlight the clause in the list with a single click and then click Ok.



4. The clause is added to the field. Here we selected a Form A Restriction, which is added to the active field. If a clause is added to a field where there is not enough space, a pop-up message informs the user that there is not enough space in the selected field. Where the field is expandable, it expands sufficiently for the clause to be added.



#### 11 Additional provisions

The Parties to this lease apply to enter the following standard form of restriction against title number AB123456

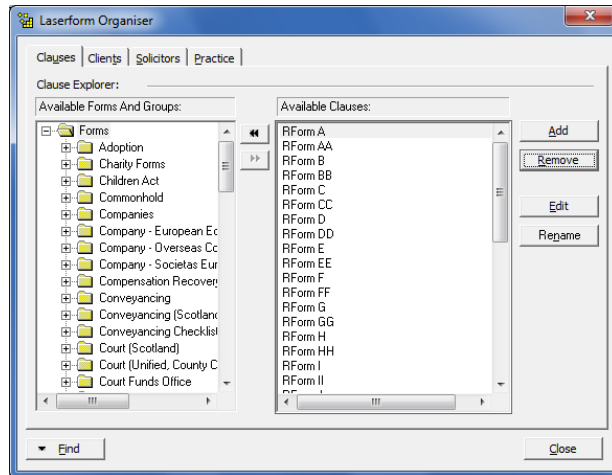
#### Form A (Restriction on dispositions by sole proprietor)

No disposition by a sole proprietor of the registered estate (except a trust corporation) under which capital money arises is to be registered unless authorised by an order of the court.

5. You can edit the clause, adding or deleting wording as appropriate.

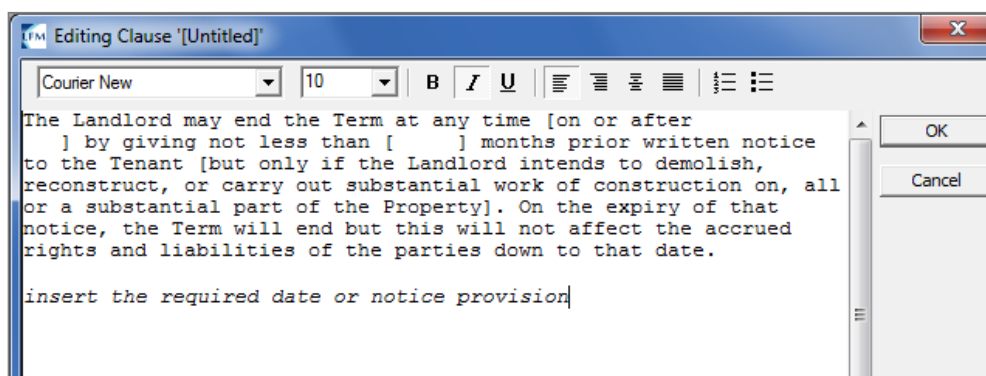
## TO ADD A CLAUSE TO THE CLAUSE BANK

1. Open Laserform, and select 'Admin' from the toolbar, and from the Admin list, select 'Organiser'. The 'Laserform Organiser' dialogue box opens and the 'Clauses' tab is active. Select 'Add' to add a new clause. Note: from this screen you can also edit an existing clause, click once on the existing clause name and then select 'Edit' from the right hand side.

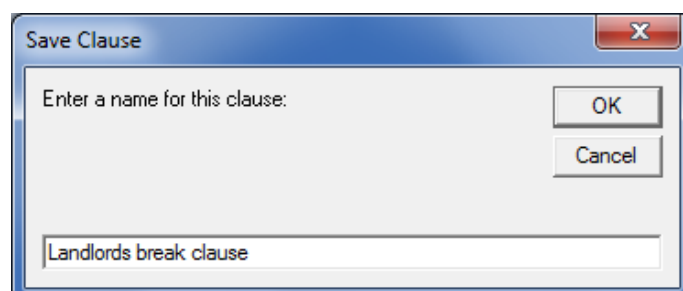


2. A further box opens with space to type or paste in the new clause. Here we add a Landlord's break clause suitable for use as a special letting term in the Laserform Business Lease range. For other example clauses, see Laserform BL(SUP).

Select the font style and size appropriate for the form. As the user can edit the clause on adding it to a form, notes can be added to help the users. Here we have use italics to differentiate the notes. Click 'OK' when you are happy with the clause.



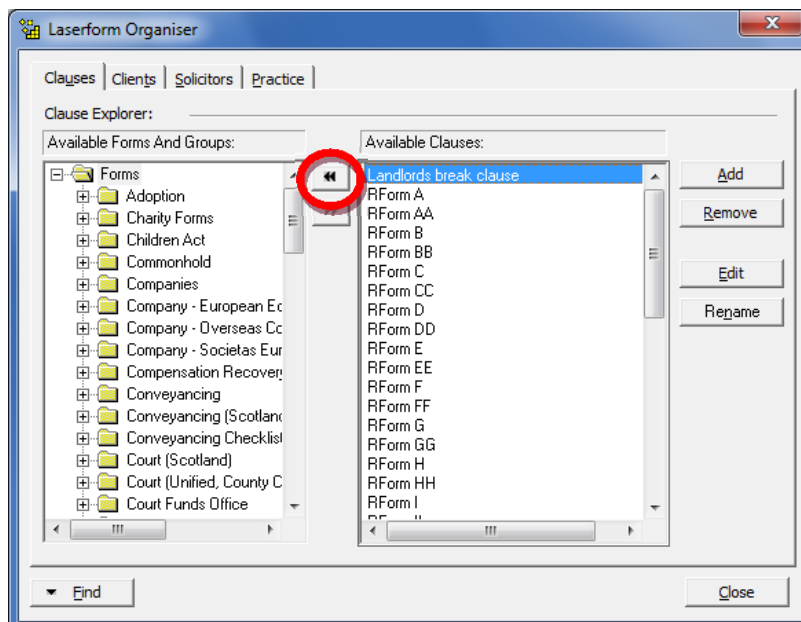
3. Laserform prompts you to enter a name for the clause. Add your choice of short name and click OK.



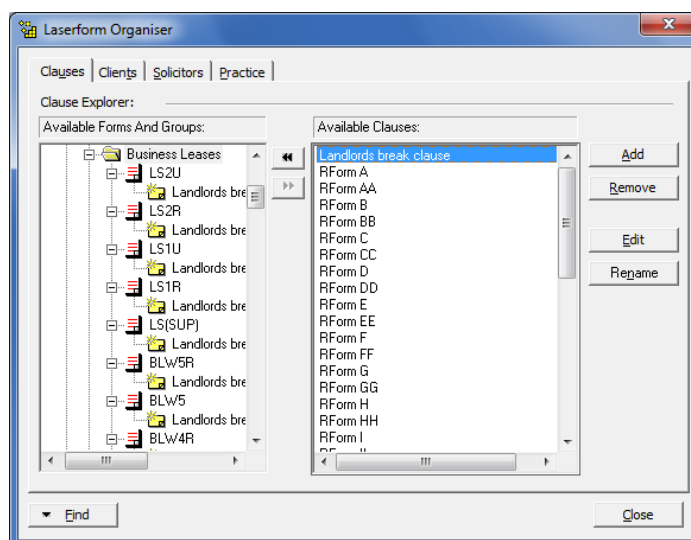
4. The new clause appears in the list of available clauses.

You can assign the clause to a specific form or group of forms. Highlight the new clause, by clicking on it once, then use the list on the left of the dialogue box to find the form or group the clause should be assigned to.

Click once on the form or group folder and then assign the clause by clicking on the left double arrow (circled in red here).



5. Here we assign the clause to the Business Lease range, and it is now listed under each business lease in the organiser as an available clause. Once you have finished assigning the clause to forms, click close.



You do not have to assign a clause to specific forms: if you do not assign the clause to a form, it will be available to use in any form.

**For more information on Laserform functionality, or for assistance with this feature, contact [laserform@advancedcomputersoftware.com](mailto:laserform@advancedcomputersoftware.com).**