

HOW TO PERFORM SEARCHES IN PIMS ONLINE

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1. CREATING A PIMS ONLINE ACCOUNT

register

Please create your free account to access our services.

✗ Email:	<input type="text"/>	Address 2:	<input type="text"/>
✗ Password:	<input type="text"/>	City:	<input type="text" value="▼"/>
✗ Confirm Password:	<input type="text"/>	✗ Ward:	<input type="text" value="▼"/>
✗ First Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Middle Name:	<input type="text"/>	Pin:	<input type="text"/>
✗ Last Name:	<input type="text"/>	Type the characters you see in the picture.	
✗ Address 1:	<input type="text"/>		
		The picture contains 6 characters.	
		✗ Characters:	<input type="text"/> 

[Register](#)

All items with a **RED *** must be filled out

2. PAYMENTS

Once you have created an account, payment for this service can be made directly to a Land Registry cashier. Cash payments for this Service can be made at:

Registration House	Registrar General Dpt - San Fernando	Registrar General Dpt - Arima
72-74 South Quay	9 Leotaud Street	Pennywise Building (2nd Floor)
Port of Spain	San Fernando	10-10A Devenish Street
Trinidad and Tobago		Arima

When making a payment please supply the cashier with the email address used to register.

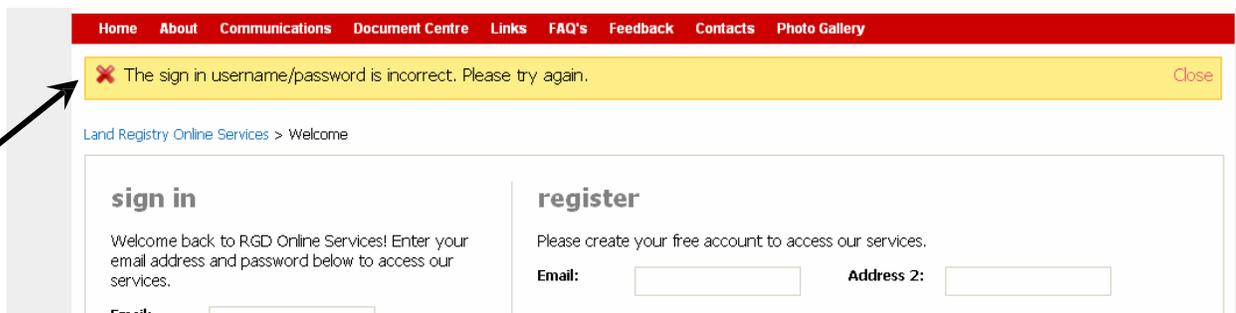
Alternative Method of Payment

Cheques as well as International Money Orders are also accepted. These are to be made out to "The Registrar General". They should be accompanied by a note stating the user account (email address) you wish to credit and also indicating that it is a payment for the Land Online Search Service.

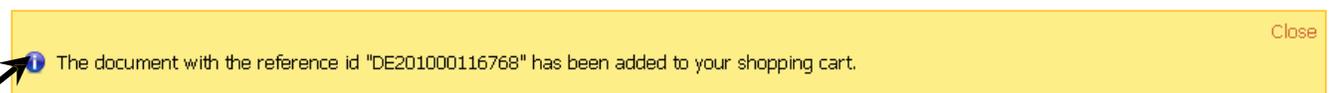
Include your e-mail address and contact number so you may be contacted if any issues may arise.

3. MESSAGES

All messages are highlighted in yellow and displayed at the top of the screen



The screenshot shows a navigation bar with links: Home, About, Communications, Document Centre, Links, FAQ's, Feedback, Contacts, Photo Gallery. Below the navigation bar is a yellow error message box: "The sign in username/password is incorrect. Please try again." with a "Close" button. Below the message is the "Land Registry Online Services > Welcome" header. The main content area is divided into two sections: "sign in" and "register". The "sign in" section has a text input for "Email" and a "password" input. The "register" section has text inputs for "Email:" and "Address 2:". An arrow points to the error message box.



The screenshot shows a yellow success message box: "The document with the reference id 'DE201000116768' has been added to your shopping cart." with a "Close" button. An arrow points to the message box.

Land Registry Online Services > Land Registry Online Searches > Search Results amanda.fulchan@legalaffairs.gov.tt Logout

Reference Id	Date Received	Ward Name	City Name	Address1	Address2	Pres Owners	Prev Owners	Consideration	Interest Rate	Exec Date
DE201000116768	15/01/2010	Chaguanas	Chase Village	LOT 14	DERRICK ROAD	SCOTIABANK TRINIDAD AND TOBAGO LIMITED	CARIBBEAN HOME & OFFICE JANITORIAL FACILITY SERVICES LIMITED	412500	0	15/1/

Remove From Cart

4. SEARCHING FOR A PARTICULAR DOCUMENT NUMBER

There are two formats for documents numbers.

The numbering system that existed prior to computerization in 2000. These documents are made up of a number and year e.g. 23451 of 1956. When looking for these numbers on PIMS online the number needs to be arranged in the following order if the number on the document consists of 5 digits as in the e.g. given above

<Document prefix><year><document number><*> Eg.

Deed

Start Date  

End Date  

Reference ID: 

If the number of digits on the document is less than 5 digits e.g 385 of 1976 the following format need to be used.

<Document prefix><year><*><document number><*> e.g.

Deed

Start Date  

End Date  

Reference ID: 

The Barcode Number

This is the number that appears at the bottom of the barcode that is placed on the document on registration e.g.



To look for this document in PIMS online DE20080000464 should be typed into the Reference ID field in PIMS online the D001 is omitted

e.g

Deed

Start Date  

End Date  

Reference ID: 

5. SEARCHING FOR A COMPANY

Company names are entered into the last name field for all document types.

Tip: Company names generally end in 'Limited' there are variations as to how this may be typed on a document so to ensure that your search is as complete it is advised that a (*) be placed in lieu of the word limited.

e.g. Sunny Toys Limited should be queried in PIMS online by placing 'sunny toys *' in the last name field

Owner

First Name: ?

Middle Name: ?

Last Name: ?

The '*' is a wild card, it indicates that you would like to see all companies whose names start with 'sunny toys' in so doing all documents registered as 'Sunny Toys Limited' or 'Sunny Toy Ltd' or 'Sunny Toys LTD.' Etc would be displayed

6. SEARCHING FOR NAMES

Names are broken up in the First , Middle and Last name fields. These names are placed in the relevant fields provided.

Owner

First Name: ?

Middle Name: ?

Last Name: ?

At times names are hyphenated

e.g. Jane Sampson-Smith

Tip: In situations like these it is advised that an '*' be placed instead of the '-'

e.g

Owner

First Name: ?

Middle Name: ?

Last Name: ?

NB – capitalization of the first letters of names is not required.

7. WHAT IS 'MAX RESULTS'

The 'Max Result' box appears at the bottom of the search criteria of all documents types. By default the system being back the first 100 records that matches you criteria. However you can extend this results list by typing in the amount of results you would like returned.

e.g.

Max Results

NB: the larger the number of search results returned is the long the query may take to run.

8. Who is a 'Previous Owner' and do I when to use this option?

The previous owner is a check box available under the Deeds search options

Deed

Start Date  

End Date  

Reference ID: 

Owner

First Name: 

Middle Name: 

Last Name: 

Use as Alias Name

Use as Previous Owner

Property

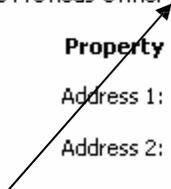
Address 1: 

Address 2: 

City:  

Ward:  

Max Results



When properties are sold it transfers from one party to another. If A sells a property to B, A is the previous owner of the property. Likewise if B then in turn mortgages the property to bank X, B becomes the previous owner of the property. In situation like these the check box should be selected in order to find the relevant documents.

The same applies to Power of Attorney documents when power of attorney for A is given to B, A becomes the previous owner of the rights.

In these instances the 'Use as Previous Owner' check box needs to be selected.

Tip: If you are searching for a property and you are not sure if the person is in fact the previous owner try performing the search with and without the check box selected.

9. USING THE SHOPPING CART

The shopping cart allows you to review what you are about to purchase. Unwanted documents can be removed by clicking the 'remove' link next to the unwanted document.

[Close](#)

 The document with the reference id "DE200902655433" has been added to your shopping cart.

[Land Registry Online Services](#) > [Land Registry Online Searches](#) > [Search Results](#)

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[Land Registry Online Search Results](#) [My Searches](#) [My Documents](#)

[Back to Search Page](#) [Account Details](#) [🛒 1 Items](#) [Download CSV](#) [Report Problem](#) [Add All to Cart](#) [Close](#)

	Reference Id	Date Received	Ward Name	City Name	Address1	Address2	Pres Owners	Prev Owners	Consideration	Interest Rate	Execution Date	Paid	Active	V
Remove From Cart	DE200902655433	17/12/2009	Savana Grande	New Grant	PETIT CAFE' ROAD		ROBERTS, CHRISTOPHER GLEN & WILSON ROAD	MOHAMMED, DENNIS NO. 45B PETIT CAGE' ROAD MOHAMMED, SUZETTE NO. 45B PETIT CAFW' ROAD	270000	0	09/02/2007	YES	NO	N

10. CHECKING OUT THE SHOPPING CART

To checkout items in your cart, select the little shopping cart item. This opens up a window which displays the items in your cart. Select checkout.

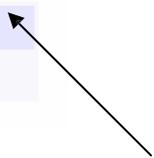


Shopping Cart ✕

Total Cost:\$10.00

Empty Cart Checkout Items

	Document Reference Number	Document Type
Remove	BS199800235693	BILL OF SALE



11. Removing Items from your cart

If you decide you no longer want an item in your cart you can remove the item by selecting the cart and choosing to remove the particular item you no long wish to see

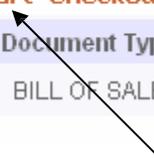


Shopping Cart ✕

Total Cost:\$10.00

Empty Cart Checkout Items

	Document Reference Number	Document Type
Remove	BS199800235693	BILL OF SALE



12. MY DOWNLOADS

The 'My Documents' tab contains all documents available for view as well as list of all documents viewed within a 2 week period. Purchased images are available for viewing off the Ministry of Legal Affairs website for 12 hrs. However you have the option to download the image to your computer where it can be viewed indefinitely

Land Registry Online Services > Land Registry Online Searches > My Documents amanda.fulchan@legalaffairs.gov.tt Logout

Land Registry Online Search My Searches **My Documents**

Account Details 1 Items Collapse All Expand All Close

Show Documents: Available

Transaction Date	Reference Number	Fee Amount	Remaining Time	
BILL OF SALE (1)				
24/02/2010	BS200600000169	\$10.00	05 h : 32 m : 47 s	view
DEED (1)				
24/02/2010	DE200200000569	\$10.00	09 h : 06 m : 30 s	view
JUDGEMENT (1)				
24/02/2010	JS200500007094	\$10.00	05 h : 32 m : 47 s	view