

Register of Persons Holding a Controlled Interest in Land (RCI)

Notification by executor of the death of a recorded person

In the event of the death of a recorded person, their executor must notify the keeper of the recorded person's death as soon as reasonably practicable.

To allow the keeper to remove all the deceased recorded person's entries from RCI, the executor is required to provide:

- the recorded person's reference number, if known
- the recorded person's name
- the recorded person's address
- the recorded person's land details – the title number(s) if the affected land is registered within the land register or a sufficient property description if the land is recorded within Registers of Sasines
- the date of the recorded person's death

The executor must also provide a copy of the death certificate of the recorded person.

It is acceptable for a solicitor to notify the keeper about the death of a recorded person on behalf of the executor, provided that they have the authority to act for the executor and can evidence this.

How to submit the notification of death of a recorded person

1. Fill in this notification form
2. Print the form and sign the declaration. A scanned image of a wet signed declaration is acceptable
3. Provide a copy of the recorded person's death certificate
4. Send your completed form and death certificate to us by email to RCI@ros.gov.uk - please be aware that we will not accept information via post or to any alternative Registers of Scotland email addresses.

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Completed application forms and supporting evidence should be emailed to RCI@ros.gov.uk

1. Recorded person details

Recorded person reference
number (RPRN), if known

First name

Last name

Address

2. Details of the Recorded person's land

Title number(s), if land
registered

Property description, if not
land registered

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3. Executor details

Full name

Email address

Address

4. Solicitor details if acting for executor

Full name

Email address

Solicitor Firm Address

5. Declaration

By submitting this notification you confirm that:

- you are an executor of the deceased recorded person or you are a solicitor with authority to act for the executor
- you are submitting evidence of your authority to act if you are not the executor
- you are submitting a copy of the death certificate of the recorded person
- you understand that it is an offence to knowingly or recklessly provide false or misleading information to the register

Check box to confirm



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6. Signature and date of submission

Please sign below to confirm you wish to notify the keeper of the death of the recorded person in order to have their entry removed from the register. **A scanned image of a wet signed declaration is acceptable.**

Signature

Date

What happens next?

- When we have received this notification, we will review the form and death certificate
- Providing no additional information is required, the recorded person's entries will be removed from the register
- You will be notified by email once this has been done