**Mortgage Registration Checklist**

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| **Registration of Mortgage** |
| ***Required documents*** | ***Submitted*** | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |  |
| *1.* | *Three (3) originals of notarized Mortgage Agreement* | [ ]  | [ ]  | [ ]  |       |
| *2.* | *Three (3) originals of notarized Loan Agreement* | [ ]  | [ ]  | [ ]  |       |
| *3.* | *Three (3) original RE-DOC-06- Application forms* | [ ]  | [ ]  | [ ]  |       |
| *4.* | *Three (3) original POA, notarized (Where needed)* | [ ]  | [ ]  | [ ]  |       |
| *5.* | *Signed Quotation* | [ ]  | [ ]  | [ ]  |       |

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| **Transfer of Mortgage**  |
| ***Required documents*** | ***Submitted*** | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |  |
| *1.* | *Three (3) originals of new notarized Mortgage Agreement* | [ ]  | [ ]  | [ ]  |       |
| *2.* | *Three (3) originals of new notarized Loan Agreement* | [ ]  | [ ]  | [ ]  |       |
| *3.* | *Three (3) original RE-DOC-06- Application forms (relevant part for transfer of mortgage also completed and signed by the parties)* | [ ]  | [ ]  | [ ]  |       |
| *4.* | *Three (3) original POA, notarized (Where needed)* | [ ]  | [ ]  | [ ]  |       |
| *5.* | *Original Mortgage Certificate issued by this Administration* | [ ]  | [ ]  | [ ]  |       |
| *6.* | *Signed quotation* | [ ]  | [ ]  | [ ]  |       |

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| **Discharge of Mortgage** |
| ***Required documents*** | ***Submitted*** | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |  |
| *1.* | *Three (3) originals of endorsed (amount paid) mortgage deed, notarized or Termination of Mortgage Agreement, notarized* | [ ]  | [ ]  | [ ]  |  |
| *2.* | *Three (3) originals of of the endorsed Loan agreement duly notarized and/or receipt of repayment of mortgage money (loan).* | [ ]  | [ ]  | [ ]  |  |
| *3.* | *Three (3) original RE-DOC-06- Application forms (relevant part for discharge of mortgage also completed and signed by the parties)* | [ ]  | [ ]  | [ ]  |  |
| *4.* | *Three (3) original POA, notarized (Where needed)* | [ ]  | [ ]  | [ ]  |  |
| *5.* | *Original Mortgage Certificate issued by this Administration* | [ ]  | [ ]  | [ ]  |  |
| *6.* | *Signed quotation* | [ ]  | [ ]  | [ ]  |  |

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| **Procedure**  |
| 1. The required documents for Mortgage registration and/or Transfer and/or Discharge of mortgage to be submitted to Registration Department.
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| 1. Registration Department checks all sets of original Application forms and mortgage agreements.
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| 1. Registration Department records the mortgage against the Vessel and issues the Certificate of Mortgage.
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| 1. Registration Department sends the original Certificate of Mortgage along with the two (2) sets of original stamped Mortgage Agreement, Application forms and Loan agreement to the RegOff / Applicant.
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***Note for applicants****: This form is for reference only and does not need to be submitted when applying for mortgage registration/ transfer / discharge of mortgage.*