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| **Checklist for Registration and Discharge of Mortgage** |
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| **Entering mortgage** | **Form** |
| 1 | Pre-clear advance copy of mortgage recital (if available), confirm that: | N/A |
| 1.1 | both mortgager and mortgagee are correctly identified; | N/A |
| 1.2 | no reference to TRUSTS exist; | N/A |
| 1.3 | the vessel details are correct. | N/A |
| 2 | Original mortgage Instrument , signed and dated[[1]](#footnote-1) confirm that: | N/A |
| 2.1 | instrument is submitted as one double sided sheet up to A4 size. | N/A |
| 2.2 | ‘Discharge part of form is included on the reverse of the mortgage recital’. | N/A |
| 2.3 | If signed by Attorney in Fact, confirm notarised/apostilled POA is submitted | N/A |
| 3 | Enter into Register noting mortgagee and borrower details and type/date of recital and the date the mortgage instrument was signed | N/A |
| 4 | Stamp original mortgage instrument showing the date and time of entering into the Register | N/A |
| 5 | Record mortgage into the Register assigning sequential lettering denoting its priority (starting at ‘A’, then ‘B’, ‘C’ etc) | N/A |
| 6 | Copy original instrument bearing stamp and time and place in the VHQ vessel’s file | N/A |
| 7 | Return original document(s) as advised by sender | N/A |
| **Fees** |
| 8 | Mortgage invoice  | -- |
| **Issued** |
| 9 | Transcript of Register | VHQ |
| **Deleting Mortgage Entry** |
| 1 | Original mortgage instrument stamped and signed by the mortgagee that the mortgage has been discharged. If signed under POA, check POA received. | N/A |
| 2 | Discharge noted in the Register entering the date and time of discharge. | N/A |
| **Fees** |
| 3 |  Mortgage invoice | -- |
| **Issued** |
| 4 | Transcript of Register | VHQ |

1. (Under company seal, Notarised & Apostilled or signed before Registrar). [↑](#footnote-ref-1)