

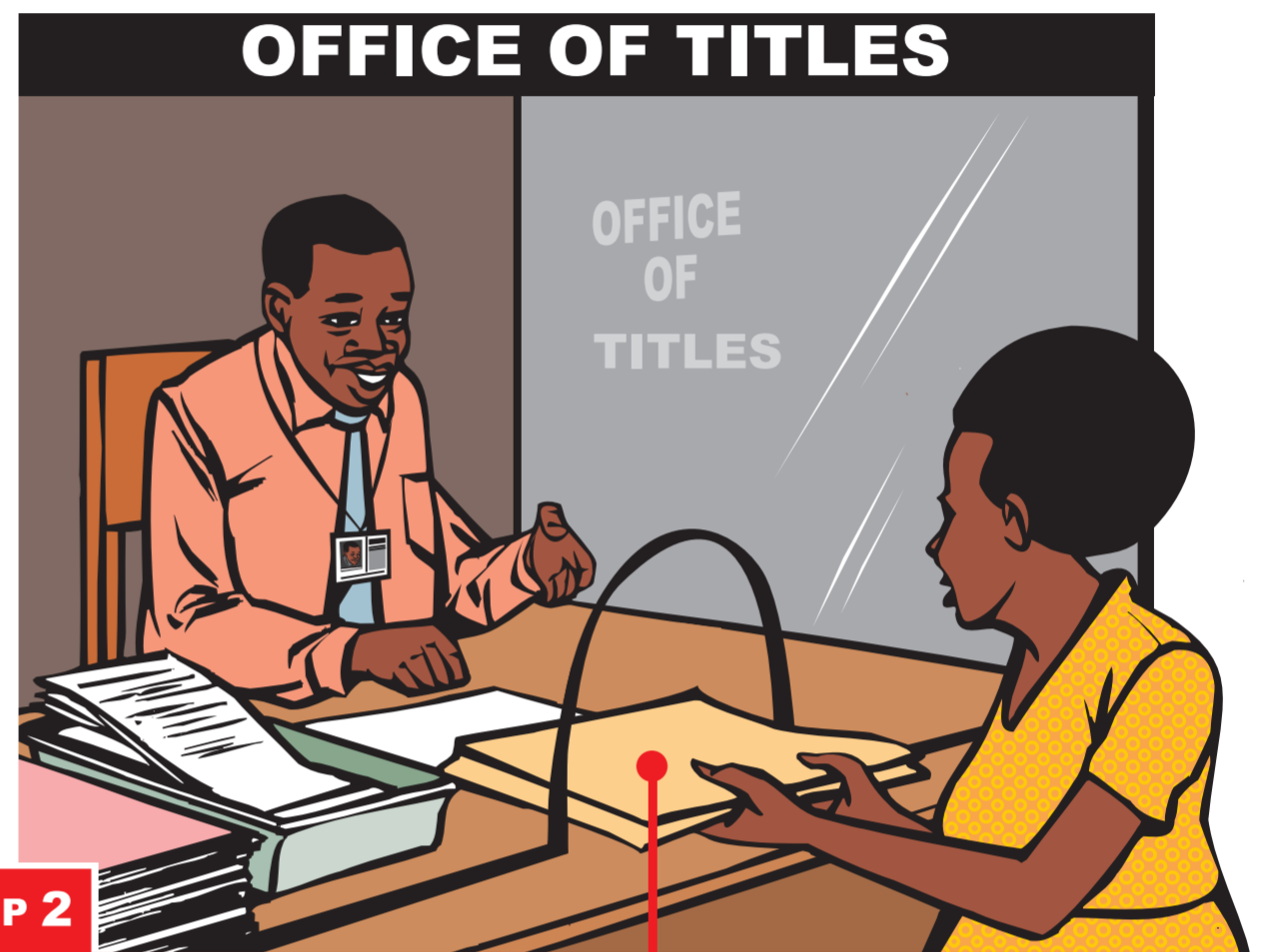
HOW TO REGISTER A MORTGAGE



STEP 1

The Applicant must have in his/her possession:

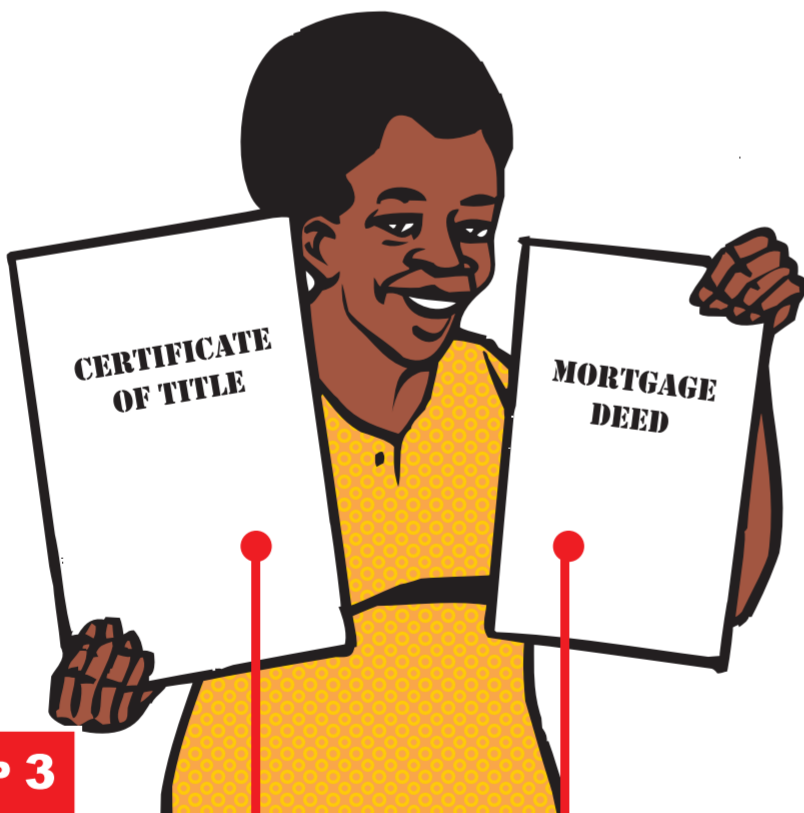
- Two sets of embossed, duly signed, dated and witnessed Mortgage Deeds;
- Duplicate Certificate of Title;
- Two Passport Photographs of the person registering the Mortgage.



STEP 2

The Applicant presents the full set of original documents and a photocopy of the same, to the Office of Titles for processing.

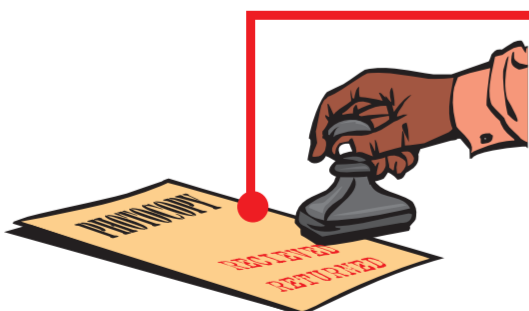
The photocopy is stamped 'Received' and returned to the Applicant. The Applicant checks with the Office of Titles after 10 working days to confirm entry of the Mortgage upon the Register.



STEP 3

The Applicant upon presentation of the photocopy stamped 'Received' collects the Duplicate Certificate of Title together with a Mortgage Deed.

The photocopy is stamped 'Returned' on completion.



DOCUMENTS REQUIRED

- Two sets of Mortgage Deeds and Duplicate Certificate of Title
- Set of Passport Photographs and General receipts of payment

FEES PAID AT THE MINISTRY / DISTRICT

- Stamp duty 0.05% of the value of the Mortgage
- Registration fees-15,000/= . If it is a Company, an additional 5,000/= is paid for perusal of company records. If the Mortgage affects more than one Title, 5000 is paid for each extra Plot.