CHECKLIST

TRANSFER A MORTGAGE



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The following documentation should be submitted by the Registered Owner or an Authorised Person in order to transfer a mortgage:

- □ Form CISR 857 Application for Miscellaneous Services.
- Original Executed Mortgage Deed a properly executed statutory mortgage must bear the company seal or the signature must be either notarized or witnessed by an official person who works in a recognized profession (similar to those of passport requirements will be sufficient, e.g. Doctor, Accountant, Barrister etc.) *Witness Details*: Name, qualification, company details and place of attestation.
- Original Power of Attorney (if applicable) notarized or witnessed by an official person who works in a recognized profession (similar to those of passport requirements will be sufficient, e.g. Doctor, Accountant, Barrister etc.) Witness Details: Name, qualification, company details and place of attestation.
- □ Letter of consent from mortgagee (if applicable).
- □ Transfer Mortgage fee.
- □ Courier fee, where applicable.

Please visit **www.cishipping.com** to access forms, fees, vessel registration related services matrices and a list of office locations that may be more suited to your proximity.

A consultative fee is levied for services provided by office outside the Head Office.