

STEPS TAKEN TO EFFECT REGISTRATION OF A MORTGAGE BOND

1. Receive instructions to attend to registration of mortgage bond.
2. Obtain details of the existing bondholder.
3. Request the cancellation figures and title deed from the existing bondholder.
4. Draft the necessary bond documents
5. Call upon client to attend to signature of the bond documents drafted.
6. Forward the guarantees to the attorneys attending to the bond cancellation and request bank's permission to proceed with lodgement.
7. Liaise with the bond cancellation attorneys to arrange for the documents to be lodged simultaneously at the deeds office.