

DEED & BONDS - PROCEDURE LIST

In terms of Section 14 of the Deeds Registry Act No. 37/1968, the Registrar of Deeds can only sign and register a Deeds of Transfer (DT), Certificate of Registered Title (CRT) and Mortgage Bond (MB) if it has been prepared by a conveyancer.

Conveyancers will generally require or prepare the following supporting documents for the following transactions:

A. Simple Deed of Transfer & Certificate of Registered Title

1. Power of Attorney.
2. Transfer Duty.
3. Rates Clearance Certificate.
4. Certificate of Payment of Dues
5. Income Tax Clearance Certificate
6. Land Control Board Exemption Certificate (if Citizen)
7. Land Control Board Consent Certificate (if Non-Citizen)
8. Certified copy of National Identity document (both for transferor and transferee) or Certificate of Incorporation, if company
9. Original copy of Holding Title Deed
10. Marital Certificate [if married]
11. Spousal Consent [if married in community of property]
12. Stamp Duty, Transfer Duty and Conveyancing fees will also be required.

B. Simple Mortgage Bond

1. Power of Attorney.
2. Rates Clearance Certificate.
3. Certificate of Payment of Dues
4. Certified copy of National Identity document or Certificate of Incorporation, if company
5. Original copy of Holding Title Deed
6. Marital Certificate [if married]
7. Spousal Consent [if married in community of property]

8. Stamp Duty, Transfer Duty and Mortgaging fees will also be required.