

**CHECK LIST No. 13 DISCHARGE OF MORTGAGE.** (‘Tick’ if complied. ‘X’ if not. Clarify if not complied) **Page 1 of 1**

No	Requirements	Y/N	Remarks
1	The applicant shall state in their letter the reason for discharge of mortgage (if repaid, substituted, released etc.)		
2	Original <b>and a copy</b> of MMD Form No. 10, 11, 12 or 13 as applicable (issued earlier for registering the mortgage) along with Annexure		
3	Form (e.g. No. 11) (original and copy) are to be duly discharged by identifiable (Signature followed by Name and Designation) authorised signatories of the bank. If there is only one authorised signatory, then at least one <i>identifiable</i> witness (with name, designation & address) shall authenticate the signature.		
4	Form (e.g. No. 11) - Seal of the lender is to be stamped.		
5	Form (e.g. No. 11) - Date of satisfaction of Mortgage to be mentioned		
6	Form (e.g. No. 11) – State the amount or consideration for release of Mortgage		
7	Letter of authority from the bank issued by an <b>identifiable</b> (with name & designation) authorised signatory clearly advising the Registrar to (1) discharge of the mortgage (along with annexure) stating reason thereof and (2) authorising a person to discharge the Mortgage attesting his specimen signature, who may sign the discharge accordingly. (Copy of ‘Power of Attorney’ can be accepted if notarised. (see sample letter format)		
8	Was the mortgage created jointly (i.e. in favour of two or more mortgagees)? (NOTE : If yes and one of such mortgage is released by a concerned mortgagee, such entry shall be made by the Registrar after receipt of evidence relating to release of such one-mortgage only)		
9	Copy of the duly registered ROC (Registrar of Companies) Form No. 8 ; No. 13 ; No. 17 as applicable, attested by the authorised signatory of the company (as per the Board resolution) <b>OR</b> the original ROC Forms with copies thereof can be presented to MMD for verification. ( <i>Original will be returned immediately after verification by a Surveyor</i> ). <b>If ROC forms cannot be immediately presented, then to be submitted within a month for records.</b>		
10	No activity to be outstanding in the <b>earlier</b> Mortgage(s) -such as submission of ROC Forms, Realisation of Fees etc.		

**Note for office use only:** (i). Letter to owner advising the discharge of Mortgage, adjustment of fees or its payment by demand draft and returning all original documents i.e. Form No. 8, 11 and 13 are to be prepared. (ii). Transaction subsequent to registry in Form No 20 (to be sent to DGS) is to be prepared for each vessel with corresponding noting on the file.

**Note:** - Photocopy of any documents enclosed / attached as per the checklist should be duly signed and stamped by the company authorised person only. Without aforesaid attestation and stamp no documents shall be accepted by this office.

