

Mandatory Registration Information

This form is to be accomplished pursuant to **LRA Circular No. 17-2021 issued on August 3, 2021**, with subject, "Use of LRA Guides for the Improved Entry of Mandatory Registration Information for Transactions in the Registries of Deeds".



Transaction: **Deed of Donation**

To the Registrant:

The filling-up and submission of this form will facilitate the encoding process of our Registry Offices as it will dispense with the searching of data from voluminous documents. You may also encode, instead, the information by using the link www.clrp.com.ph. Thank you for performing your civic duty of assisting our Government particularly the Registry Personnel in their encoding of your transaction.

(Signed) **Renato D. Bermejo**
Administrator, LRA

- I. **Assessed Value** _____ (Refer to the Tax Declaration)
- II. **Title Type:** Original Certificate of Title No. _____;
Transfer Certificate of Title No. _____;
Condominium Certificate of Title No. _____.
- III. **Lot Data:** Lot No. _____; Block No. _____;
Plan No. _____ (Refer to the Technical Description of the Title)
- IV. **Area** _____ Square Meters (Refer to the Deed of Donation)
- V. **Donor (If Natural Person)**
Name of Registered Owner _____
If married, name of Spouse _____ (Refer to the Title and Deed of Donation).
If the Donor is represented through Special Power of Attorney (SPA), Name of Attorney-in-fact _____ (Refer to the SPA and Deed of Donation)

Notarial Details for the SPA

If Notarized Locally: (Refer to the SPA)

Doc. No. _____; Page No. _____; Book No. _____; Series of _____;
Place of Notary _____;
Name of Notary Public _____;
Date of Notarization _____. (Located below the Acknowledgement portion)

If Notarized Outside the Philippines: (Refer to the SPA)

Doc. No. _____; Page No. _____; Book No. _____; Series of _____;
Place of Notary _____;
Name of Notary Public _____;
Name of Secretary of State _____;
Name of Consular Official _____;
(Note: If the document is notarized by a Consular Official, there is no need to fill-up the name of the Notary Public & Secretary of State)
Date of Notarization _____. (Located below the Acknowledgement portion)

If the Donor is minor, please refer to the Court Order or Decision approving the sale of minor, and fill-up the following information: Judicial Region _____;
Branch _____; Name of Judge _____;

Date of Decision _____; Date of Certificate of Finality _____. (Refer to the Certificate of Finality. Note: This is a separate document apart from the Decision or Court Order)

VI. **Donor:** (If Corporation, Partnership, Sole Proprietorship, Company, Cooperative, etc.)

Name of Registered Owner _____ (Refer to the Title and Deed of Donation)

Name of Authorized Signatory _____ (Refer to the Secretary's Certificate or Board Resolution and Deed of Donation)

VII. **Donee** (Refer to the Deed of Donation)

Name of the Donee _____

Address of the Donee _____

Citizenship of the Donee _____

If married, Name and Citizenship of Spouse _____

If Donee is minor, age as of the date of notarization of the Deed of Donation _____

(Refer to the Deed of Donation particularly the date of Notarization. Note: The reference date is located below the Acknowledgement portion of the Deed of Donation.)

Name of Natural or Legal Guardian _____ (Refer to the Deed of Donation)

If the Donee is represented through Special Power of Attorney (SPA), name of Attorney-in-fact _____ (Refer to the SPA)

If Donee is Corporation, Company, etc., Name of Authorized Signatory _____ (Refer to the Secretary's Certificate or Board Resolution and the Deed of Donation)

VIII. **Notarial Details for the Deed of Donation**

A. If Notarized Locally: (Refer to the Deed of Donation)

Doc. No. _____; Page No. _____; Book No. _____; Series of _____;

Place of Notary _____;

Name of Notary Public _____;

Date of Notarization _____. (Located below the Acknowledgement portion)

B. If Notarized Outside the Philippines: (Refer to the Deed of Donation)

Doc. No. _____; Page No. _____; Book No. _____; Series of _____;

Place of Notary _____;

Name of Notary Public _____;

Name of Secretary of State _____;

Name of Consular Official / Place of Embassy or Consulate _____ /

_____; (Note: If the document is notarized by a Consular Official, there is no need to fill-up the name of the Notary Public & Secretary of State)

Date of Notarization _____. (Located below the Acknowledgement portion)

CERTIFICATION

I hereby confirm that the details herein provided are accurate and complete as extracted from the deed, title, instrument, or document submitted for registration.

Name and Signature of Presenter / Date