

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:

Real Estate Mortgage

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. **Loan Amount** _____ (Refer to the Real Estate Mortgage Contract)
- II. **Title Type:** Original Certificate of Title No. _____;
Transfer Certificate of Title No. _____;
Condominium Certificate of Title No. _____.

III. **Mortgagor** (Refer to the Title and Real Estate Mortgage Contract)

Name of Registered Owner _____.
If married, name of Spouse _____.
If the Mortgagor is represented through Special Power of Attorney (SPA), name of Attorney-in-fact _____ (Refer to the SPA and Real Estate Mortgage Contract)

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 / 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)

If the Mortgagor is minor, please refer to the Court Order or Decision approving the mortgage 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)

IV. **Mortgagor** (If Corporation, Partnership, Sole Proprietorship, Company, Cooperative, etc.)

Name of Registered Owner _____ (Refer to the Title and Real Estate Mortgage Contract)

Name of Authorized Signatory _____ (Refer to the Secretary's Certificate or Board Resolution and Real Estate Mortgage Contract)

V. **Mortgagee** (If Natural Person)

Name of the Mortgagee _____ (Refer to the Real Estate Mortgage Contract)

If married, Name of Spouse _____ (Refer to the Real Estate Mortgage Contract)

If Mortgagee is minor, name of Natural or Legal Guardian: _____ (Refer to the Real Estate Mortgage Contract)

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

Name of the Mortgagee _____ (Refer to the Real Estate Mortgage Contract)

Name of Authorized Signatory _____ (Refer to the Secretary's Certificate or Board Resolution and the Real Estate Mortgage Contract)

VII. **Notarial Details for the Real Estate Mortgage Contract**

A. If Notarized Locally: (Refer to the Real Estate Mortgage Contract)

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 Real Estate Mortgage Contract)

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)

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