



Registration Procedure (RP25):

Documentation to be submitted for Discharge of Mortgage

This checklist is used as an indication to allow an Owner/MR to check the documents required for registration. Please complete the relevant sections of the checklist and submit with application form and supporting documents.

All documentation must be submitted as an original or certified true copy of the original document

All documents are to be submitted in the English Language. Where the document has been issued in a language other than English, then a True Translation into English is to be attached to it.

Additional documentation to that stated as SKANReg may deem necessary for the changes in question or from time to time

	DOCUMENT	Applicable Y/N (to be completed by MR/client)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Discharge section of Form A8 Duly completed and signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Power of Attorney or a Board Resolution for the person signing the application form A8 giving them the power to discharge the Mortgage over the vessel.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Confirmation from Mortgagee to Discharge the Mortgage.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

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	DOCUMENT	TICK BOX
1	SKANReg to request confirmation from the Maritime Registrar that they have no outstanding fees due for the vessel (if applicable)	
2	SKANReg to review all documents and if approved, Mortgage form to be signed by the Registrar or Assistant Registrar	
3	SKANReg to record the mortgage discharge in the Registry Book	
4	SKANReg to dispatch the documents	