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| Instrument for Variation of Mortgage | | | | | |
| Objective | | | | | |
| The Mortgagor and Mortgagee, intend to register a Variation to the amount and/or term length of a Registered Mortgage. | | | | | |
| Section 1: Details Required | | | | | |
| Folio of Register1: | Folio No: | | | | |
| Property to which the mortgage relates: | Building Name: | | | | |
| Floor Number: | | | | |
| Unit Number: | | | | |
| Amount of debt or liability secured2: |  | | | | |
| Term of Mortgage: | Mortgage Commencement Date: | | | | |
| Mortgage Expiry Date: | | | | |
| Name/s of Mortgagor/s3: |  | | | | |
| Address of Mortgagor/s4: |  | | | | |
| Contact Details: | Tel: | | | Email: | |
| Name of Mortgagee: |  | | | | |
| Name of authorised signatory representing the Mortgagee5: |  | | | | |
| Address of Mortgagee6: |  | | | | |
| Contact Details: | Tel: | | | Email: | |
| Date and nature of variation to Mortgage7: |  | | | | |
| Section 2: Signatures | | | | | |
| Signature of Mortgagor/s: |  | Signature of Mortgagee: | | |  |
| **Date:** |  | **Date:** | | |  |
| Section 3: For Official Use Only | | | | | |
| **Received By:** | **Date:** | | **Stamp:** | | |

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| Instrument for Variation of Mortgage | |
| Guidelines | |
| **Section 1** | |
| 1 | Specify the Folio Number which is on the Title Deed and add details of the Lease where the mortgage is registered against a leasehold interest. |
| 2 | Specify the amount of the debt or liability. |
| 3 | The name of the Mortgagor/s must be identical to that on the Title Deed/Lessee. |
| 4 | The address provided must be a valid address where the Registrar may serve notices and it is up to the party to keep their address updated with the Registrar at all times. |
| 5 | Proof of authorization to be provided to the Registrar. |
| 6 | The address provided must be a valid address where the Registrar may serve notices and it is up to the party to keep their address updated with the Registrar at all times. |
| 7 | The parties are to provide the document which evidences their mutual consent to the variation of the Mortgage and specifies the nature and date of the variation. Please note that only variations in the term length of the Mortgage and the amount secured by the Mortgage are permitted with this Instrument. |
| **Section 2** | |
| All signatures shall be provided, including company stamp where applicable. The Registrar is entitled to request whatever documents it deems necessary to ascertain the identity of an authorised signatory. | |

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| Warranty |
| The parties to this Instrument warrant that the information provided in the Instrument and all accompanying documents is true and accurate. Any party providing any information which is false, misleading or deceptive to the Registrar or withholds or conceals information from the Registrar shall be fined and/or prosecuted to the full extent of the Law. |