Execution of Deeds: Step by Step Guide

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1. **Is it a Transfer/Gift/Exchange or a Will?** -if yes, Photographs of executants are needed
2. **Who are the parties to the Deed ?**|Transfer -Vendor & Vendee | Gift -Donor and Donee | Lease- Lessor and Lessee | Mortgage- Mortgagor and Mortgagee | Will -Testator | Power of Attorney-Principal and Attorney -they have to be present to sign and keep their thumb impressions on the Deed
3. **Is any of the Party represented by an Attorney?-**If yes, obtain a certified copy of the Registered PA and the Extracts and get an affidavit from the attorney | If the transaction is with regard to an immovable property, the PA should specify the property.
4. **Check the names of the parties with their NICs and Deed-**If different describe accordingly
5. **Is any of the Parties a Corporate Body?**-If yes, get the Board resolution, Directors names
6. **Transfer?-**Do a search at the Land registry and obtain last extract
7. **Registration-**Deed to be submitted for registration within 30 days |Power of Attorney to be registered within 1 month (local) or 3 months (foreign)