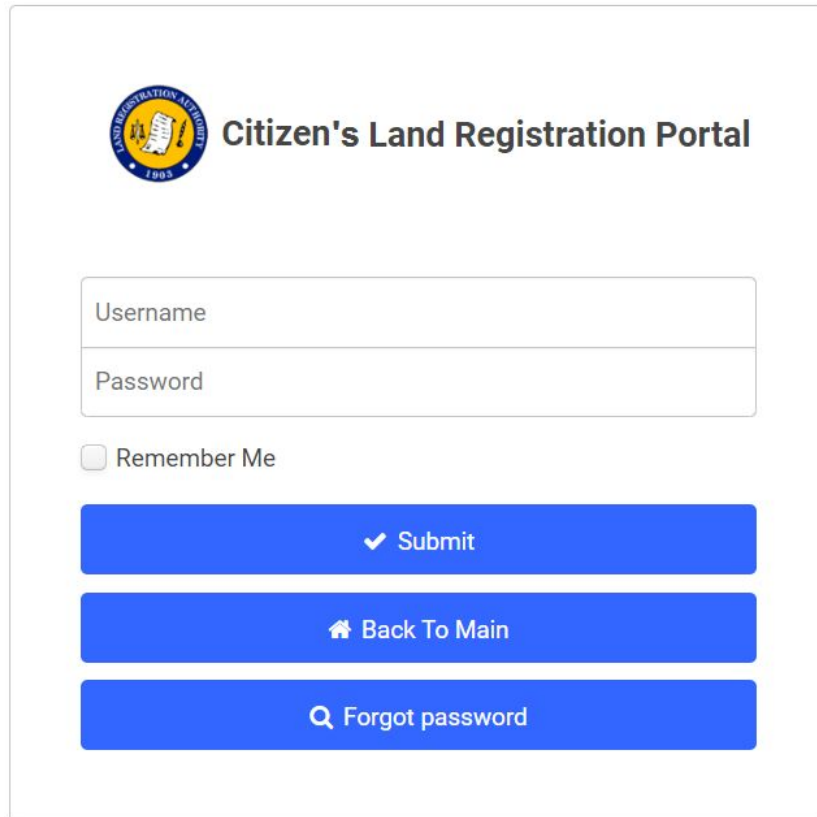


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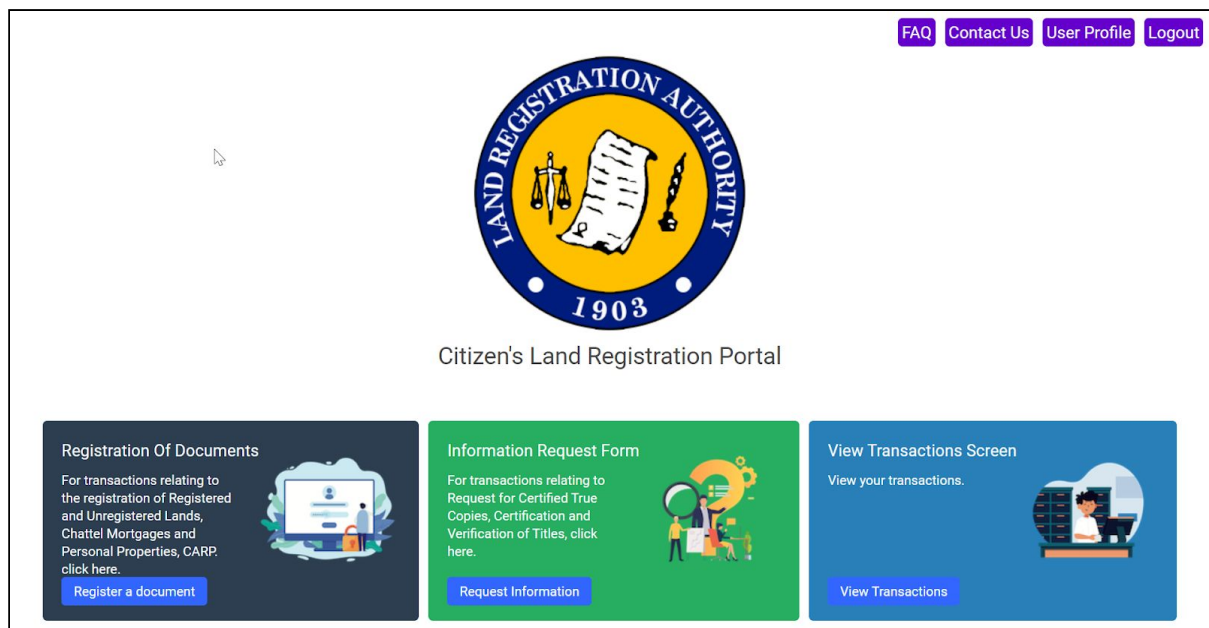
## Proseso para sa Registered Land - Special Power of Attorney

**REKOMENDASYON:** I-print ang CLRP Step-by-Step Procedure na ito habang nag-eencode sa portal upang maiwasan ang magpalipat-lipat ng screen sa computer.



The screenshot shows the login interface of the Citizen's Land Registration Portal. At the top left is the logo of the Land Registration Authority, established in 1903. To the right of the logo is the text "Citizen's Land Registration Portal". Below this, there are two input fields: "Username" and "Password". Under the password field is a checkbox labeled "Remember Me". At the bottom of the login area are three blue buttons: "Submit" with a checkmark icon, "Back To Main" with a house icon, and "Forgot password" with a magnifying glass icon.

I-type ang **Username** at **Password** na binigay sa iyo ng Office ng Register of Deeds (RD) at pagkatapos ay pindutin ang "Submit" button.



The screenshot shows the home page of the Citizen's Land Registration Portal. At the top right, there are four purple buttons: "FAQ", "Contact Us", "User Profile", and "Logout". In the center is the Land Registration Authority logo, which is a circular emblem with a yellow background and a blue border containing the text "LAND REGISTRATION AUTHORITY" and "1903". Below the logo is the text "Citizen's Land Registration Portal". At the bottom, there are three main service cards. The first card is dark blue and titled "Registration Of Documents", with a sub-heading "For transactions relating to the registration of Registered and Unregistered Lands, Chattel Mortgages and Personal Properties, CARP, click here." and a "Register a document" button. The second card is green and titled "Information Request Form", with a sub-heading "For transactions relating to Request for Certified True Copies, Certification and Verification of Titles, click here." and a "Request Information" button. The third card is blue and titled "View Transactions Screen", with a sub-heading "View your transactions." and a "View Transactions" button.

I-click ang "Register a document" button upang magpatuloy sa susunod na screen.

**Registration Of Documents**

For transactions relating to the registration of Registered and Unregistered Lands, Chattel Mortgages and Personal Properties, click here.



Registry Of Deeds

Book Type

**Registry of Deeds.** Piliin ang Registry of Deeds kung saan matatagpuan ang lupa na paggagamitan ng Special Power of Attorney.

**Book Type.** Piliin ang Registered Land.

Kopyahin ang **Verification Code** na makikita sa kaliwang box at i-type ito sa box na nasa kanan.

Kapag natapos na ma fill-in lahat ng boxes pindutin ang “Create” button.

Major  Minor

Currency

**Major. Minor.** Piliin ang “Annotation on Certificate of Title in Subsequent Registration” para sa Major Transaction, at piliin ang “Special Power of Attorney” para sa Minor Transaction.

Pindutin ang “Next” button.

Type  Name

Address  Phone Number

ID Presented

**Type.** Pindutin ang arrow at may dalawang pagpipilian na lalabas: **Owner** at **Representative**.

Ang impormasyong kailangan dito ay kung sino ang taong personal na pupunta sa RD para ipa-register ang transaksyon. Kung ang Registered Owner ang mismong pupunta, pindutin ang Owner. Kung hindi, pindutin ang Representative.

**Name. Address. Phone Number. ID Presented.** Base sa pinili, i-type ang kanyang Name, Address, Phone Number at ang ipi-presentant government-issued ID.

Pindutin ang “Next” at ang screen ay kusang lilipat sa susunod na page.

Registry Of Deeds

Title Type

Title No.

0 rows

Registry of Deeds	Title Type	Title No.

**Title Type.** Pindutin ang arrow at lalabas ang tatlong maaaring pagpilian. Tingnan mabuti ang hawak na titulo upang makasiguro sa pipiliing Title Type.

**Title No.** Upang malaman ang title number, tingnan ang hawak na Special Power of Attorney at kopyahin ang eksaktong title number na nakasulat dito. Ang number lang ang i-type at hindi na isali ang TCT, OCT, at CCT.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Owner Type

Executed By

0 rows

Owner Type	Executed by

**Owner Type.** Hayaan lang na Generic.

**Executed By.** I-type ang pangalan ng Registered Owner na makikita sa hawak na titulo. Siguraduhin na tama ang spelling.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Owner Type: GENERIC

In Favor Of: [Empty Field]

Buttons: Add Entry, Remove, Save, Cancel, Previous, Next, Submit

**Owner Type.** Hayaan lang na Generic.

**In Favor Of.** Basahin ang “Special Power of Attorney” at ilagay ang pangalan ng “pinayagan ng may-ari na mag-proseso ng transaksyon”.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Notarial Details Of Main Document

Consular Notarial Details

Document No. [Field]

Page No. [Field]

Book No. [Field]

Series Of [Field]

Name Of Notary Public [Field]

Notary Date [Field]

Notary Date 2 [Field]

Notary Date 3 [Field]

Notary Date 4 [Field]

Place Of Notary [Field]

Document No. [Field]

Service No. [Field]

Book No. [Field]

Series Of [Field]

Consul General [Field]

Consular Office [Field]

Consular Address [Field]

Consular Notary Date [Field]

Consular Notary Date 2 [Field]

Consular Notary Date 3 [Field]

Consular Notary Date 4 [Field]

Buttons: Save, Cancel, Previous, Next, Submit

Mayroong dalawang pagpipilian: **Notarial Details of Main Document** o Consular Notarial Details. Kung pipiliin ang isa, hindi na kailangang maglagay ng detalye sa hindi napili.

Para malaman ang **Document No., Page No., Book No., Series of., Name of Notary Public, Place of Notary**, ang mga ito ay makikita sa hawak na Special Power of Attorney/Main Document.

**PAALALA:** Kung ang dokumento ay ipinanotaryo sa loob ng bansa, piliin ang Notarial Details of Main Document. Kung ang dokumento ay ipinanotaryo naman sa ibang bansa, piliin ang "Consular Notarial Details".

Pindutin ang “Next” button.

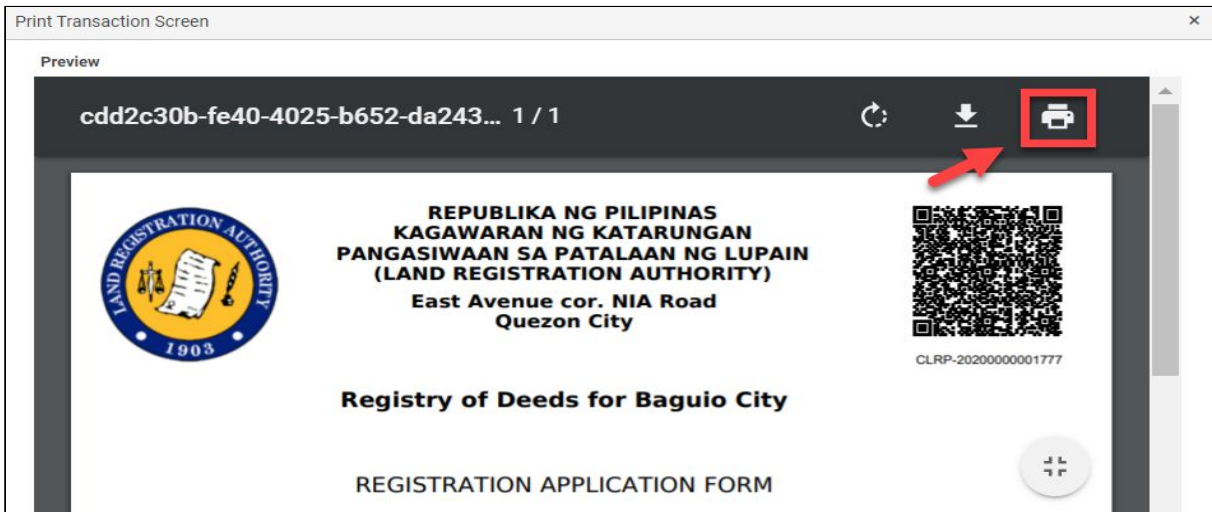
Type
Owners Duplicate Copy of Title
Special Power of Attorney

Ang mga nakalista ay ang mga kinakailangan na mga documents na dadalhin sa Registry of Deeds. Pagkatapos basahin, pindutin ang “Next” button.

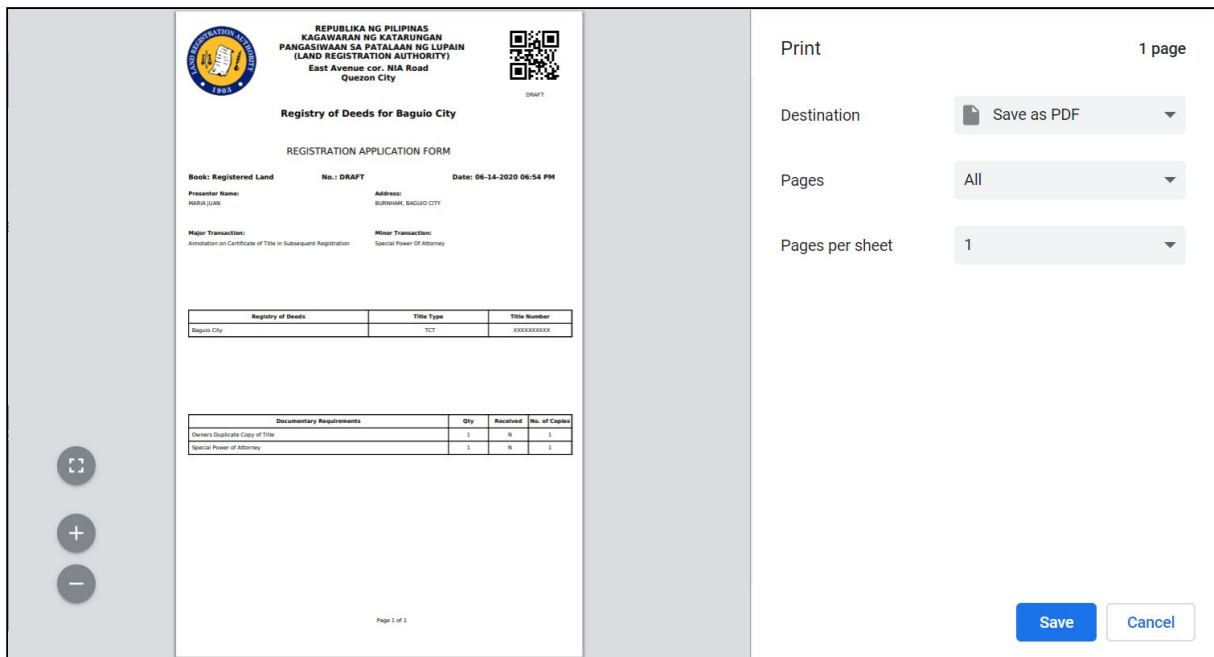
You have an option to send a copy of this transaction to the following email address :

Email :  Email 2:

I-type ang email address kung nais makakuha ng soft copy ng transaksyon at pagkatapos ay pindutin ang Preview para masuri ang detalye ng transaction. Pindutin ang Submit para magpatuloy sa susunod na page.

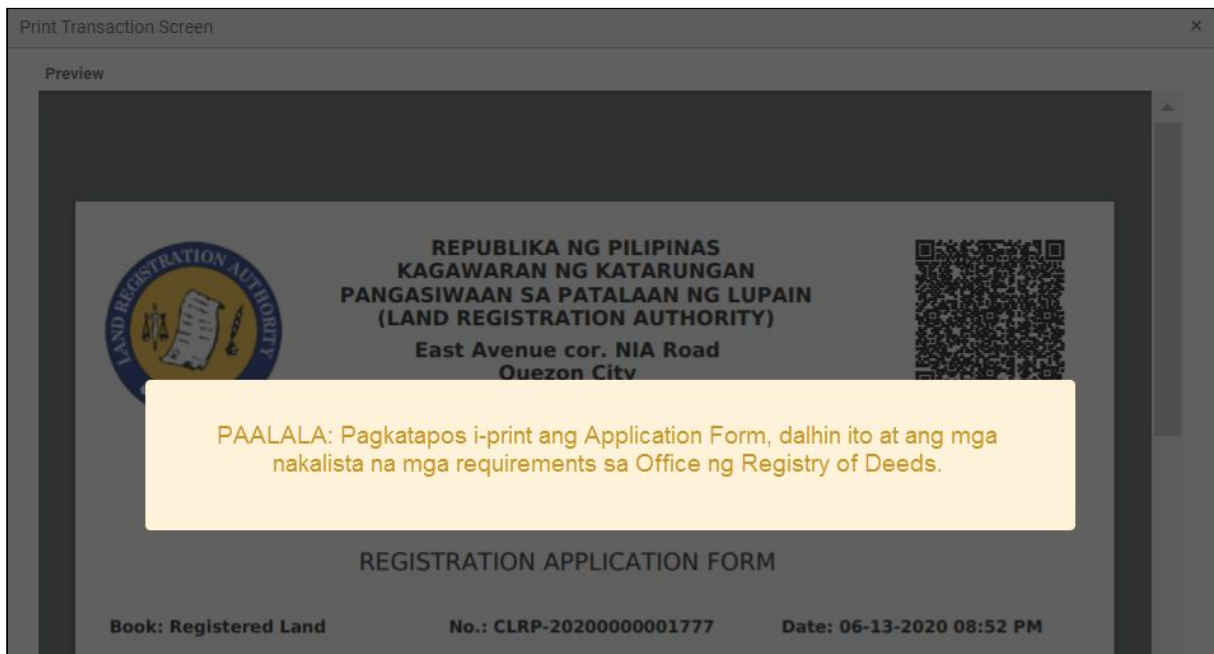


Upang ma-print ang Application form, pindutin ang “Print” icon sa itaas.



**Destination.** Piliin sa drop-down kung saan mo nais i-print ang transaksyon.

I-click ang “Save” button.



Pagkatapos ng transaksyon, makakatanggap ng mensahe na maaari nang i-print ang Application Form.

PAALALA: Pagkatapos i-print ang Application Form, dalhin ito at ang mga nakalista na mga requirements sa Office ng Registry of Deeds.

**Approved for Release/Publication:**

LRA Approver:	<hr/> <p style="text-align: center;"><b>Renato D. Bermejo</b> Administrator</p>
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