

Title Deed Registration Form

Dear

Re: Title Deed Registration - Unit No.:.....

We are pleased to announce that we are now able to proceed with the title deed registration of your home at the Ministry of Housing. Please find attached a diagrammatic explanation of the Title Registration process. Kindly note that Stages 1 and 2 have been completed in advance by Al Mouj Muscat.

To facilitate your registration application the following documents must be forwarded to us for review in advance of your appointment at the Ministry of Housing:

- Valid and clear copy of purchaser passport (original must be presented on the day of appointment)
- Attested proof of first degree relation, for example birth or marriage certificate
- Mortgage documentation (if applicable)
- Complete enclosed form (Purchaser Details) to be forwarded to us
- In the case where the purchaser is a company, we require a copy of the commercial registration certificate.

Once we receive all of the above documents we will undertake a review process and once we are satisfied that all documentation is in place we will liaise with the Ministry of Housing to confirm an appointment. Please do confirm in advance if there are any specific dates that you are unable to attend as this will assist us with the appointment arrangements.

When a supplemental agreement exists, please liaise with your Bank so they can prepare all the required documents in order to prepare for the registration and mortgage. Once we have a confirmed appointment we will revert to you to finalize and confirm arrangements with our Land Registration Officer who will meet you and guide you through the process at the Ministry of Housing on behalf of Al Mouj Muscat.

There are two types of services available at the Ministry of Housing and all payments must be via cards as the ministry does not accept cash or cheques.

VIP Service (Option 1)

Payment of OMR 111 to the Ministry of Housing by the Purchaser will allow you to complete the process in a comfortable room with dedicated employees. Where there is a mortgage to be registered, payment of %0.5 of the loan amount must be paid. We understand from the Ministry of Housing that it takes about two working days* for the title deed to be issued under this option.

Normal Service (Option 2)

Payment of OMR 11 to the Ministry of Housing is required. The Purchaser must wait in a queue and in a public area. Where there is a mortgage to be registered payment of %0.5 of the loan amount must be paid. We understand from the Ministry of Housing that it takes about two weeks* for the title deed to be issued by the Ministry of Housing under this option.

Following completion of the application process and receipt of your title deed please forward a copy of your title deed to Al Mouj Muscat customer service so that our files are updated accordingly.

Next Step

Please complete as below to indicate your preferred service option and forward together with all supporting documentation by email to titledeed@almouj.com. Alternatively you may hand deliver to our offices in an envelope addressed to the Title Deed Team (Customer Service) or post to Al Mouj Muscat, Customer Service Team, PO Box 1, PC 138 Muscat, Sultanate of Oman.

Tick your preferred option for administering the registration process:

Option 1 (VIP SERVICE) Option 2 (Normal SERVICE)

I hereby undertake and confirm:

- A supplemental agreement exists for this property:
- No supplemental agreement exists for this property:
- I am fully aware of all the fees and charges applied by the Ministry of Housing for this process:

Signature:

Should you have any queries in this regard or require assistance with your application please do not hesitate to contact us at titledeed@almouj.com.

Yours sincerely,

Customer Service Department

Note:

Kindly print this letter and fill it with original signature and send one scanned copy to us with the required documentation.

*Due to the new applied electronic system in the Ministry of Housing, please note that delay may take place in issuing the title deed.