

Electronic Assignment of Mortgage for Financiers

This document explains how to create and assign an electronic Assignment of Mortgage for Financial Institutions that have signed E-Submission agreements with Service New Brunswick. Please refer to the tutorial on Electronic Document Submission for additional information on the steps in the online documents process, the general buttons, the alert boxes, the document states and the Financial Electronic Document Information.

General

The two main roles for users from Financial Institutions are:

ESUB Financier Creator- A user with this role creates the Assignment of Mortgage document and assigns it to a user having the role of ESUB Financier Submitter.

ESUB Financier Submitter – A user with this role certifies the Assignment of Mortgage document and submits for registration.

Both roles are cumulative; a user who wishes to process an Assignment of Mortgage from start to finish would require both the ESUB Financier Creator and ESUB Financier Submitter roles.

Creating a new Assignment of Mortgage document

The following steps apply to an ESUB Financier Creator.

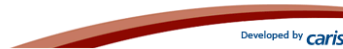
In the PLANET “Welcome to SNB’s Registry and Mapping Services” menu, click on <Land Titles>.



Welcome to SNB's Registry and Mapping Services

Select one of the following menu items to initiate your search:

[Real Property Information](#)
[Land Gazette](#)
[Registration Index and Document Images](#)
[PID Databank](#)
[Land Titles](#)
[Land Titles Covenants](#)
[General Powers of Attorney](#)
[Civic Addresses](#)
[User Administration](#)
[Accounting Information](#)

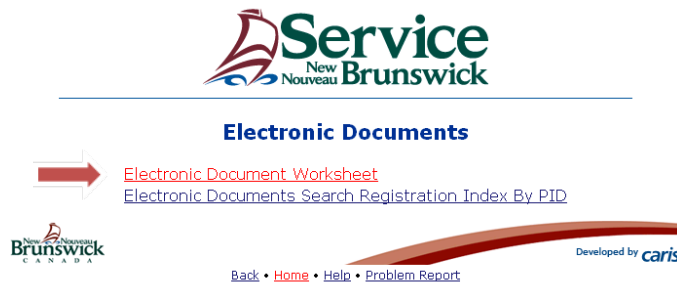


Electronic Assignment of Mortgage for Financiers

Click on <Electronic Documents>.



Click on <Electronic Document Worksheet>.



Click on <New>.

Electronic Document Worksheet

No Records returned

[Refresh](#) [New](#) [Assign](#)



In the dropdown menu, select the Document Type <Assignment of Mortgage>, then click on <Continue>.



Note : E-Submissions by Financial Institutions are limited to Discharges and Assignments of Mortgage.

Electronic Assignment of Mortgage for Financiers

Enter the PID and then click on <Insert>.



Create New Electronic Document

Assignment of Mortgage

Enter values for new record

PID:

The Assignment of Mortgage form will open. All Interest Holders of type Mortgagee will have a corresponding <Assignor> dropdown box with Yes or No values. Select <yes> for the Mortgage that is to be assigned.

Assignment of Mortgage

Success!

Row inserted.

PID: 20621926

Interest Holders									
Name	Qualifier	Interest Type	Type	County	Registration Date	Number	Book	Page	Assignor
Cormier, Cindy		Owner	1100	Gloucester	1999-07-19	10362607	2206	300	
Cormier, Robert		Owner	1100	Gloucester	1999-07-19	10362607	2206	300	
Royal Bank of Canada		Mortgagee	5100	Gloucester	2008-06-17	25701567			No Yes No

In the Assignee block, click on <Add Assignee>.

Assignee

No Records returned

Select the Assignee name from the List of Values (LOV)

Assignee

Enter values for new record

Enterprise Name: LOV

Crown Name:

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You must enter one of Enterprise ID or Enterprise Name. The percent sign % acts as a wildcard.

List Of Values: Common Enterprises

Search criterion for Common Enterprises:

Enterprise ID:

Enterprise Name:

Enterprise ID	Enterprise Name	Branch
16600	Bank of Montreal	Miramichi Pleasant Street
16600	Bank of Montreal	Rothsay Hampton Road
16600	Bank of Montreal	Riverview Coverdale Road
16600	Bank of Montreal	Moncton Main Street
16600	Bank of Montreal	Moncton Mountain Road
16600	Bank of Montreal	Miramichi Water Street (Chatham)
16600	Bank of Montreal	Bathurst Main Street

Selecting from the LOV will auto-populate the name and address which can be edited if it is incorrect.

Assignee

Enter values for new record

Enterprise Name: [LOV](#)

Crown Name:

Last Name:

First Name:

Middle Name:

Qualifier:

Comp Site ID:

Postal Delivery:

Postal Delivery ID:

Postal Station Name:

Floor:

Unit Type:

Unit ID:

Building Name:

Civic Number:

Suffix:

Street Name:

Street Type:

Street Direction:

Place Name:

Province/State: [LOV](#)

Country: [LOV](#)

Postal Code:

Click <Insert>.

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Document Information:

Fill in the mandatory fields which show in orange, and any other fields as required.

User Supplied Reference - This is a field where users can enter information to assist them in tracking billing related to the current assignment.

Assignment Reference Number - This is a field where users can enter information to assist them in tracking the Mortgage or other internal file numbers associated to the Assignment.

User Supplied Reference:	<input type="text" value="RBC-15425"/>
Assignment Reference Number:	<input type="text" value="Mtge RBC-09891"/>
Instrument Type:	<input type="text" value="6205"/>
Language of Document:	<input type="text" value="English"/>
Comments:	<input type="text"/>

The Assignment Reference Number will be displayed in the top right hand corner of all PDF versions of the Electronic Assignment of Mortgage Document created.

Signatories:

Obtain the necessary names of the signatories and complete the signature block. If the fields for the Assignee are filled in, the signature lines will appear on the PDF version of the Assignment of Mortgage created. Click on <Update>.

Date (yyyy-mm-dd):	<input type="text" value="2012-03-19"/>	Assignor:	<input type="text" value="Royal Bank of Canada"/>
Witness		Authority: Name and Title	
			Veronica Mallet, Team Leader, Mortgage Discharges
			Brenda Savoy, Assistant Team Leader, Mortgage Discharges
Witness		Assignee:	<input type="text" value="Bank of Montreal"/>
		Authority: Name and Title	
			Shirley Kelly, VP Mortgage Division
			Mark Roy, Team Leader, Mortgage Division



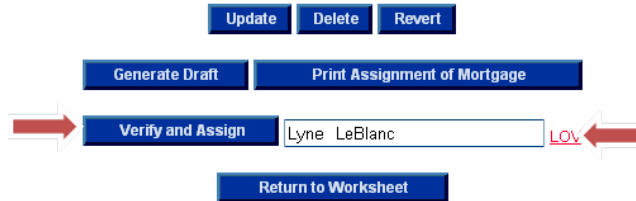
Note: At this stage the Assignment may be printed by Clicking on <Print Assignment of Mortgage> button and sent for collection of signatures. Whether this is done at this step by the ESUB Financier Creator or at the next step, by the ESUB Financier Submitter is a business process decision for each Financial Institution.

Electronic Assignment of Mortgage for Financiers

Assign to ESUB Financier Submitter:

Click on the List of Values (LOV) to verify and assign the Assignment of Mortgage.

From the LOV screen, select the name of the ESUB Financier Submitter who will complete the Assignment of Mortgage, click on close. Click on <Verify and Assign>.



The system will check for the completeness of the document and if OK, the document will be removed from your worksheet and placed on the selected ESUB Financier Submitter worksheet with a status of "Authorized to Submit".

Submitting an Assignment of Mortgage that has been assigned to you.

The following steps only apply to an ESUB Financier Submitter.

On the electronic document worksheet, select the Electronic Assignment of Mortgage Document you wish to work on by clicking on the PID link.

Electronic Document Worksheet

PID	Owner Name	Document Type	Creation Date/Time	Status	Requested By	User Supplied Reference
20621926	Cormier, Cindy	Assignment of Mortgage	2012-03-19 11:13:04	Authorized to Submit	Carol Palmer	RBC-15425

[Refresh](#) [New](#) [Assign](#)

At this stage of the electronic document submission, you must review all the blocks of information carefully to ensure all data is correct and complete. Click on <Print Assignment of Mortgage> to generate a PDF file for printing to review the final document and compare it to the signed original.



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Assignment Reference Number: Mtge RBC-09891

Form 23

ASSIGNMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43

Parcel Identifier: 20621926

Assignor: Royal Bank of Canada
230 Main ST
Bathurst NB
E2A 1A8

Assignee: Bank of Montreal
201 Main ST
Bathurst NB
E2A 1A9

Type of Instrument Assigned: Mortgage

Registration Particulars of Instrument Assigned

Mortgage 25701567

The assignor assigns to the assignee the specified instrument registered against the specified parcel.

Date: 2012-03-19

Assignor:

Royal Bank of Canada
Veronica Mallet, Team Leader, Mortgage
Discharges

Royal Bank of Canada
Brenda Savoy, Assistant Team Leader,
Mortgage Discharges

Assignee:

Bank of Montreal
Mark Roy, Team Leader, Mortgage Division

Bank of Montreal
Shirley Kelly, VP Mortgage Division

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When all data verification has been completed and you are satisfied that the electronic document is accurate and complete, set the certification check box to <Yes>. Click <Submit for Registration>.

Date (yyyy-mm-dd):	2012-03-19	Assignor:	Royal Bank of Canada
Witness		Authority: Name and Title	Veronica Mallet, Team Leader, Mortgage Discharges
			Brenda Savoy, Assistant Team Leader, Mortgage Discharges
Witness		Assignee:	Bank of Montreal
		Authority: Name and Title	Shirley Kelly, VP Mortgage Division
			Mark Roy, Team Leader, Mortgage Division
Certification	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I hereby certify that I am authorized to submit this electronic instrument for registration.	

[Delete](#)


[Print Assignment of Mortgage](#) [Submit for Registration](#)

[Return for Correction](#) [Lov](#)

[Return to Worksheet](#)

The document is now sent to the Registrar.

A popup window will ask you to validate this choice. Click <OK>.

 You have requested to submit this document for Registration. Are you sure you wish to do this?

You will then see the following screen displaying the registration costs. Click OK when ready. These charges will be debited via the Electronic Funds transfer upon successful registration.

Electronic Document Confirmation Assignment of Mortgage

PID(s): 20621926

The cost of this registration is \$ **75.00**
Are you sure you want to submit this electronic document for registration?

I hereby certify that I am authorized to submit this electronic instrument for registration.

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Take note of the registration number, date and time.

Electronic Document Submission

Assignment of Mortgage

Success!

Your Assignment of Mortgage has been successfully submitted and is **IN PROCESS** at SNB.

Document Number: 12487865
PID(s): 20621926
Date/Time: 2012-03-21 12:51:36

Click [Here](#) to Return to Worksheet.

Electronic Assignment of Mortgage for Financiers

On registration of the Assignment of Mortgage, a Certificate of Registered Ownership (CRO) is sent to the ESUB Financier submitter along with the Document Registration Summary.

2012-03-21 15:36:40

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Service New Brunswick / Service Nouveau-Brunswick
Document Registration Summary / Sommaire de l'enregistrement d'un document

Contact person | Personne-contact : Lyne LeBlanc
Phone Number | Numéro de téléphone : 5067052040

Document Number | Numéro du document : 12487865
Document Type Code | Type de document : 6205
Document Type Name | Nom du type de document : Assignment of Mortgage | Cession d'hypothèque
Registration Date/Time | Date/heure d'enregistrement : 2012-03-21 15:33:01

Client Name | Nom du client : Royal Bank of Canada
Registrant Name | Nom de l'enregistreur : LeBlanc, Lyne
User Supplied Reference | Référence fournie par l'utilisateur : RBC-15425
Grantor | Cédant : Royal Bank of Canada
Grantee | Cessionnaire : Bank of Montreal
PID | NID : 20621926

Interests Assigned | Intérêts cédés :

Name Nom	Interest Type Type d'intérêt	Instrument Number Numéro d'instrument
Royal Bank of Canada	Mortgagee Créancier hypothécaire	25701567

Report ID | Rapport ID : 2927914

Electronic Assignment of Mortgage for Financiers

The following process chart was designed to cover a typical scenario;

Electronic Assignment of Mortgage Process for Financial Institutions

