



Companies House

Guidance on completing paper form

Statement of satisfaction in full or part of a charge (MR04)

January 2015

Guidance for completing paper form: Statement of satisfaction in full or part of a charge (form MR04)

Delivery of documents

Form MR04 should only be used where the date of creation of the original charge to be satisfied, in full or part, has a date of creation prior to, or on or after 6 April 2013.

One form MR04 must be submitted for *each* charge that is to be satisfied.

Use the correct form type

[Form MR04](#) for a company registered in England/Wales/Scotland/Northern Ireland
[Form LL MR04](#) for a Limited Liability Partnership

Company details (section 1)

Enter company name and number of the charging company - both must match the name and number held on Companies House records.

Charge creation (section 2)

When was the charge created?

If the **charge** was created or property was acquired **before 06/04/2013** then you only need to **complete Part A and Part C**.

If the **charge** was created or property was acquired **on or after 06/04/2013** then you only need to **complete Part B and Part C**.

Part A Charges created before 06/04/2013

Charge creation date (section A1)

Enter the date of creation of the charge or in the case of the acquisition of a property, the date of acquisition. This will usually be the date noted on the original particulars of a charge registration form (e.g. MG01, M395) or in the case of the

acquisition of a property, the date of acquisition on the form (e.g. MG06, M397). For full details of types of charge and date of creation please see table below:

Type of charge	When charge created
Standard security	The date of its recording in the Register of Sasines or its registration in the Land Register of Scotland
Charge other than a standard security, where created or evidenced by an instrument	Where the instrument is a deed that has been executed and has immediate effect on execution and delivery, the date of delivery
	Where the instrument is a deed that has been executed and held in escrow, the date of delivery into escrow
	Where the instrument is a deed that has been executed and held as undelivered, the date of delivery
	Where the instrument is not a deed and has immediate effect on execution, the date of execution
	Where the instrument is not a deed and does not have immediate effect on execution, the date on which the instrument takes effect
Charge other than a standard security, where not created or evidenced by an instrument	The date on which the charge comes into effect.

Charge number (section A2)

Enter the charge number which can be found on the certificate of registration issued at the time of registration of the charge. Please note that this is not a mandatory field.

Description of instrument (if any) (section A3)

Enter the description of the charge. If there is more than one charge with the same date of creation, description and short particulars you may also enter the name of the persons entitled to the charge (chargee) so that Companies House can clearly identify the charge to be satisfied.

Short particulars of the property or undertaking charged (section A4)

Enter the details of all the property or assets charged. Either refer to the charging clause within the written instrument or to the original registration form (e.g. MG01, M395). You can state all the charging clauses in full, using continuation sheets if necessary, or summarise the information making sure that the summarisation is an accurate reflection of the property/assets charged.

Part B Charges created on or after 06/04/2013

Charge code (section B1)

Enter the charge code which can be found on the certificate of registration issued at the time of registration.

Part C To be completed for all charges

Satisfaction (section C1)

Tick the appropriate box, FULL or PART, as confirmation that the debt of the charge has been paid or satisfied in full or part. Please note that once a form MR04 has been registered, denoted in FULL, the charge will be marked as FULLY SATISFIED and no further forms can then be registered.

By filing a MR04 denoted in FULL you will not remove the charge from the company record; however, the status of the charge will be shown as FULLY SATISFIED.

Details of the person delivering this statement and their interest in the charge (section C2)

Enter the name of the person delivering the statement, forename and surname or a corporate name e.g. a solicitor's corporate name.

Enter the address of the person delivering the statement.

Enter the person's interest in the charge i.e. the chargor (being the company) or the chargee (being the lender) or a third party on behalf of the chargor or chargee e.g. solicitor/accountant.

Signature (section C3)

The form must be signed by the person detailed in section C2 and it must be a manuscript signature or an automatically generated signature; typeface is not acceptable

If, on examining the form we find that it contains errors, we will reject it and return it to the presenter as detailed in the Presenter information section of the form. If this section is left blank the rejected form will be returned to the registered office of the company.

Please note that a MR04 cannot be informally corrected under Section 1075 of the Act.

If you do not have the relevant information to complete a MR04 please ring our contact centre on 0303 123 4500 to order a mortgage report or view the company's mortgage details via Companies House Direct.