Personal Property Securities Registry Website Training Manual

January 2016

Prepared by:

PNG Department of Treasury

And

Investment Promotion Authority

together with

ParadigmApps

and

Private Sector Development Initiative

Asian Development Bank

Overview of Registry Functions

- Create Client Accounts
- Login to Client Accounts
- Manage Client Accounts
  - Account Statements
  - Maintain Users
- Registration
  - Initial Registrations
  - All change registrations
- Searching

Client Account Overview

- **All persons** who wish to submit filings or obtain certified search results **must** establish a client account with the Personal Property Securities Registry.

- Clients may then…
  - Transact all business with the registry, i.e., make all registrations
  - Monitor their own work conducted in the registry
  - Find all of their fee-based transactions ever made in the registry via a one-click "History" tab
    - By date and/or user
    - Can then drill into transaction details with one click
  - Monitor their account balances
  - Internally manage their own users
    - Add users—new hires
    - Deactivate Users—departing employees

Client Account—Users

- A given account may have any number of individual authorized users (for example, managers, loan or credit officers, accountants, etc.). There are two types of users:
  - General Users
    - Empowered to file notices, obtain certified searches, and change their own passwords
  - Client Security Administrator
    - Has all General User rights PLUS the right to add or delete other users, update information about the client account, see all transactions completed under this client account, and monitor financial reports

Client Account – How to Pay

- **Client Accounts must be pre-funded:** Once an account is established you must put funds into it in order to be able to undertake fee-based transactions.

- **Payment Methods:** There are two payment methods—
  - Online via a credit card. You may deposit a large amount that will then reside in your registry account.
  - Payment directly to the Registrar (IPA), who will then credit your account with the amount of the payment.

- **Fee Payment:** Registration fees and fees for requesting certified search reports are automatically debited against this pre-funded client account, and a statement is generated for the client at the end of each month showing all past activity.

- **Account Balance**. When your account dips below 300 kina the client account administrator will receive a warning email to top up the account.

Create an Account

From the Welcome screen, select the **"How to…"** link from the header menu, then select "**Set up a Client Account"**, to learn about creating and managing an account.

You will be directed to the "Creating and Managing a Client Account" page

Creating and Managing a Client Account

Opening a Client Account
In order to make filings or obtain certified search results you must first establish a client account with the registry. This is easy to accomplish as it may all be done online. Simply click on the link provided below and you will be taken to the appropriate online form. Once you complete the form and submit it to the registry it will be reviewed for accuracy and completeness. If the registry staff has any additional questions they will contact you directly (the staff examines each application to make certain biographical data is in order). Once approved you will then need to fund the account either via a credit card or other payment option. Click here for instructions on how to process payments to the registry.

Adding and Managing Account Users
After your business becomes a client of the Registry, the account may have any number of individual authorized users (for example, managers, loan or credit officers, accountants, etc.). At least one of those authorized users will be designated as a client security administrator, which means that this user will have additional rights beyond those of general users. Those rights will include the right to add or delete other authorized users, and to update information about the client account (for example, an address change). The first user added on the account during account creation is assigned as the client security administrator by default. General users will have the right to register notices, search for notices and change their own passwords. A client is responsible for the security practices of its users and for all fees charged for transactions by its users.

Client Account Statements
The Registry will provide a monthly statement to each client on the Registry website, and will send an e-mail notification to the client that the statement is available. The email notification will contain the statement as an attachment in PDF format. Only authorized users of the client account may view the statement. Any authorized user of the client account may view the client information, current balance and prior statements at any time.

You may now Apply for a Client Account or return to the Welcome page

- Click on the Apply for Client Account hyperlink which will direct you to the Setup New Account page.

- Enter the appropriate information, including desired Account Name and Address.

Setup New Account

± Save **⊘ Cancel**

Please provide all available details for the organization or individual applying for the account below. The "Account Name" should be the organization or individual name of the client.

General

Account Name

PO/Street Address

Town   **Province/State (if any)**   **Country**

Papua New Guinea

You will be required to designate a Security Administrator for the account. This user will maintain all associated user and general account information, and will be the point of contact for communications with the Registry. Once successfully created, the Security Administrator will be able to add individual user accounts to the client account for authorized personnel to conduct routine business in the Registry.

In the bottom half of the form, designate a Security Administrator and provide their (1) name, phone, fax, e-mail address, Login ID, and password.. This person will have all permissions assigned to the account. **You must (2) upload a scanned image of a government id for the security administrator.** You must also select a security question, and enter an answer, which will be used to validate the user should they forget their password.

You will be required to designate a Security Administrator for the account. This user will maintain all associated user and general account information, and will be the point of contact for communications with the Registry. Once successfully created, the Security Administrator will be able to add individual user accounts to the client account for authorized personnel to conduct routine business in the Registry.

Security Administrator

(2)

Account Security Admin Photo ID
Please upload a scanned image of a government id, with a photo, of the account security administrator (e.g. driver's license or passport).

+ Select File

(1)

Surname (family)	Primary Given Name

Phone	Fax	Email Address

Login	New Password	Confirm Password

Security Question
{Click to Select} ▼

Answer to Security Question

A client is responsible for the security practices of its users and for all fees charged for transactions by its users. For further details, please see the How to…Set up a Client Account section.

Next, press **"Save"** to submit your account request to the registrar for approval. The request will be reviewed and either approved, rejected or sent back to you for additional information. If approved, you will receive an email notifying you that you may proceed to use the account. If rejected, you will be notified via email and you should contact the Registrar if you feel the request was unfairly rejected.

Setup New Account

[↓ Save] [⊘ Cancel]   [❓]

Please provide all available details for the organization or individual applying for the account below. The "Account Name" should be the organization or individual name of the client.

General

Account Name

[   ]

PO/Street Address

[   ]

Town	**Province/State (if any)**	**Country**
[ ]	[ ]	Papua New Guinea

You will be required to designate a Security Administrator for the account. This user will maintain all associated user and general account information, and will be the point of contact for communications with the Registry. Once successfully created, the Security Administrator will be able to add individual user accounts to the client account for authorized personnel to conduct routine business in the Registry.

If the Registrar requires additional information in order to process the request, you will receive an email asking you to upload additional documentation for verification. To do this, simply login to the site using your login id and password, and click (1) **"My Work Queue"**. From the Work Queue, select (2) **"Edit"** to open your account request form.

(1)

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

My Work Queue 1

Your Work Queue ✕

Show 10 ▼ entries   Search:

(2)

Status	Type of Request	Date/Time	Initiating Client	Initiating User
Edit	ClientAccount	15/01/2016 10:15 AM	Test70	test70

Showing 1 to 1 of 1 entries

Previous 1 Next

- Next, (1) upload the requested file and (2) "Resubmit" the request. You may review the registrar comments by opening (3) "Show Me My Messages".

UA Release 4.11.01 (NOT LIVE SITE)

Setup New Account

(3)

Resubmit | **Cancel Filing** | **Show Me My Messages** | ?

(2)

Please provide all available details for the organization or individual applying for the account below. The "Account Name" should be the organization or individual name of the client.

General

Account Name

Test70

PO/Street Address

10 East Street

Town | **Province/State (if any)** | **Country**

Port Moresby | | Papua New Guinea

You will be required to designate a Security Administrator for the account. This user will maintain all associated user and general account information, and will be the point of contact for communications with the Registry. Once successfully created, the Security Administrator will be able to add individual user accounts to the client account for authorized personnel to conduct routine business in the Registry.

(1)

Security Administrator

Account Security Admin Photo ID

Please upload a scanned image of a government id, with a photo, of the account security administrator (e.g. driver's license or passport).

🗑 govtid.test70.PNG

+ Select File

- Note: the Registrar's Office is authorized by law to ask for information sufficient to verify the identity of the applicant. In addition to a photo ID, this may include asking for uploads of letterhead stationary from a company, etc. Please use the file upload feature on the Setup New Account screen in order to fulfill this requirement. The Registrar may also contact you directly via phone.

- Please be patient with this process as it is in place to protect the integrity of the Registry. We thank you in advance for your assistance.

- Once approved, the Registry will assign a number to your client account which you must provide if you are making payments directly to the Registrar.

Login to Client Accounts

- You may login to the site by entering the chosen Login ID and password in the top right of the Welcome page.

INVESTMENT PROMOTION AUTHORITY
Papua New Guinea
Papua New Guinea Personal Property Securities Register

IPA

| Home | Public Search | Help ▾ | How To... ▾ | Law And Regulations ▾ | Create An Account | Login ▾ |

UA Release 4.11.01 (NOT LIVE SITE)

Welcome to the Personal Property Securities Register | Papua New Guinea

This is the site for searching for notices of security interests in movable property and for registering notices of security interests in movable property.

Search the Registry

File a Notice

- If your account has not yet been approved, you will not see any of the Client account options. The only option available will be the Work Queue, where you can monitor the status of your pending application. If the Registrar's Office decides that the application requires modifications before it can be accepted, the Client can modify the application by navigating the available records available in the Work Queue.

- Once the account has been approved, the Client options menu will appear and the new Client may begin conducting business.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

SEARCHES AND FILINGS

Register A New Notice Of Security Interest

Register A New Notice Of Execution Creditor

Register A Notice Of Pre-Existing Security Interest

Register A Notice Of Pre-Existing Execution Creditor

Change An Existing Notice Of Security Interest Or Execution Creditor

Search For Notices Or Request A Certified Search Report

Data Upload

ACCOUNT ACTIVITIES

Make A Credit Card Payment

Update Or View Client Account Information

Change Password

Lookup Access Number

Client Briefcase

Active Notices

My Work Queue 2

Client: forgot Password/Login ID

(1)

- A "Forgot my Password/Login ID" feature will allow the users to retrieve either their password or their Login ID from the Home Page

- The user will be directed to the "Forgot Login ID or Password?" form.

Forgot Login ID or Password?

Submit | Cancel

(1)

What is the problem you are experiencing?

⦿ I forgot my password.

○ I forgot my Login ID.

Login ID

Please enter the Login ID for which you have forgotten your password. An email will be sent to you with a link to reset your password.

- The user will select the radio button of the desired credential to be retrieved (1).

- If the user has forgotten their password, they will select "I forgot my password." The system will show the Login ID field, which is required to retrieve the password for the account.

(2)

Forgot Login ID or Password?

Submit ⊘ Cancel

What is the problem you are experiencing?
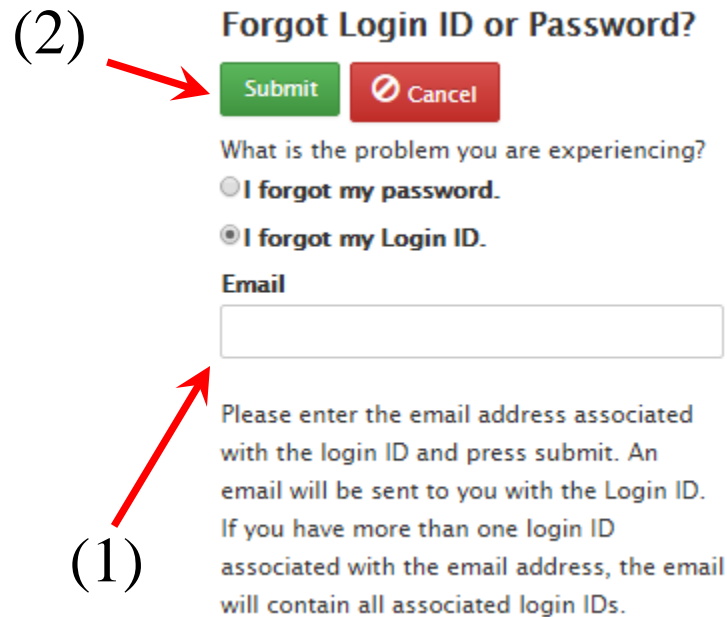◉ I forgot my password.
○ I forgot my Login ID.

Login ID

Please enter the Login ID for which you have forgotten your password. An email will be sent to you with a link to reset your password.

(1)

- The user will enter their Login ID (1), then click the "Submit" button (2).

- The system will then send an email to the user containing a link the user may use to change the password.

- If the user has forgotten their Login ID, they will select "I forgot my Login ID." The system will show the Email field, which is required to retrieve the password for the account.

(2)

Forgot Login ID or Password?

Submit   ⊘ Cancel

What is the problem you are experiencing?
◯ I forgot my password.
◉ I forgot my Login ID.

Email

[   ]

(1)

Please enter the email address associated with the login ID and press submit. An email will be sent to you with the Login ID. If you have more than one login ID associated with the email address, the email will contain all associated login IDs.

- The user will enter the email address associated with the account (1), then click the "Submit" button (2).
- The system will then send an email to the user with the Login ID associated with the email address.

Manage Client Accounts

- To add individual user accounts and update account information, the Client Administrator may click on the "Update or View Client Account Information" hyperlink from the Client Home screen.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

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Add New User to Client Account

- Click on Add User button on Client Account Details screen.

- It will open a new User Profile form.

- (1) Enter the name, user name and all other relevant information to add a new user.
- (2) select the appropriate permissions for the user.
- (3) Then click "Save".

User Profile

(3)

(1)

± Save   ⊘ Cancel

User Detail   User History

User Detail

Active
☑

Client Account Number

Client Name

Primary Given Name

Surname (family)

Position Title

User Name

Password

Re-Enter Password

Email Address

Re-enter Email Address

Security Question

{Click to Select}   ▼

Answer to Security Question

Phone

Fax

Account Security Admin Photo ID

✚ Select File

(2)

Permissions

Check the permissions that apply to this user.
☐

Approve Notices – Allows user to approve notices submitted to the registry by other users on their account. This role is only used if Notice Approval Required is enabled in the system and checked on the account.

☐
Data Upload – Allows a user to upload data files for their account.

☐
Make Credit Card Payment – Allows user to make a payment to their account using a credit card.

☐
Client Security Administrator – Provides user access to manage the general and individual user's account information. User will be able to add new users, update

☐
General Client – Provides user with access to perform searches and register new and change notices. Also provides access to their client briefcase, the ability to lookup access

☐
Search Notices – This permission allows for users to perform free public searches and fee based certified searches of the registry from a link on the client home

- A new Client Administrator is designated by assigning the "Client Security Administrator" permission. A new Client Administrator will be required to supply an upload of a government-issued photo ID. When the new user account is submitted an email will be delivered to the address supplied in its creation. This email will direct the recipient to the New User screen, where they will be required to provide the documentation requested. Once the documentation has been provided, the Registrar's Office will be notified that a new Client Security Administrator is being requested, and the Registrar will review the submission before full permissions can be granted.

- The new user will be able to perform the functions permitted as a General User while the Registrar's decision is pending.

- Once a decision has been made the user will receive an email notification.

Edit/Deactivate User in a Client Account

- To edit or deactivate individual users listed in a client account, the Client Administrator will click on the "Update or View Client Account Information" hyperlink from the Client Home screen.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

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My Work Queue 2

Edit User in Client Account

- It will take the Administrator to the General tab of the Client Account Details. Click on the 'Users' tab.

- It will take the Administrator to a list of all account Users.
- Click on the desired User's account ID. It will take you to the User Profile for edit.

Client Account Details

[Save] [Cancel] [Add User]

General   Financial   Users   History

Show [10 ▼] entries   Search: [_____]

User Name	Individual Name	Email	Phone	Active
test30	30 test	t30@pa.com	234234	True
test31	test 31	jk@paradigmapps.com	9168446410	True

Showing 1 to 2 of 2 entries   [Previous] [1] [Next]

- Update the desired information. To deactivate a user, uncheck the Active box, (1).

- After all desired changes have been made, click on the Save icon, (2).

User Profile

± Save **C Cancel**   (2)

User Detail   **User History**

User Detail

(1)

Active ☑	**Client Account Number** 100042180	**Client Name** test 30
Primary Given Name 30	**Surname (family)** test	**Position Title**
User Name test30	**Password**	**Re-Enter Password**

Email Address
t30@pa.com

Re-enter Email Address
t30@pa.com

Security Question
What is your mother's maiden name? ▾

Answer to Security Question

Phone
234234

Fax
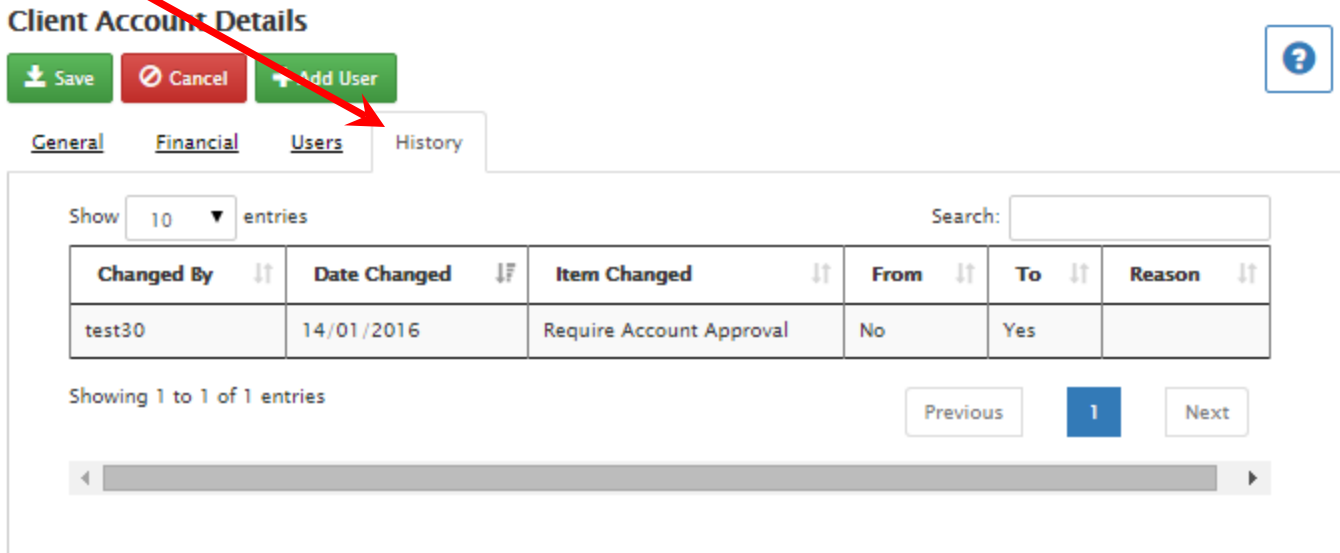
Account Security Admin Photo ID

+ Select File

Permissions

Check the permissions that apply to this user.
☑

☑ **Approve Notices** – Allows user to approve notices submitted to the registry by other users on their account. This role is only used if Notice Approval Required is enabled in the system and checked on the account.

☑ **Data Upload** – Allows a user to upload data files for their account.

☑ **Make Credit Card Payment** – Allows user to make a payment to their account using a credit card.

☑ **Client Security Administrator** – Provides user access to manage the general and individual user's account information. User

☑ **General Client** – Provides user with access to perform searches and register new and change notices. Also provides access to their

☑ **Search Notices** – This permission allows for users to perform free public searches and fee based certified searches of the

Client Account Details Update Log

Client Account Details

[Save] [Cancel] [Add User]   [?]

General   Financial   Users   History

Show [10 ▼] entries   Search: [   ]

Changed By	Date Changed	Item Changed	From	To	Reason
test30	14/01/2016	Require Account Approval	No	Yes	

Showing 1 to 1 of 1 entries   [Previous] [1] [Next]

- A Client Account History feature will maintain a history of all changes made to client account information. This is reached through the Client Account Details screen, on the "History" tab.

- This tab will consist of a grid which will track changes made to the client account information such as change of address or change of contact information. The grid will display:
  - Changed By
  - Date Changed
  - Item Changed
  - From (Original Value)
  - To (Updated Value)
  - Reason - If the field changed is "Account Status" or "Fee Exempt Account" (note: these can only be changed by the registry office staff), the user will be required to enter a brief description of the reason for the change.

Client Account Details

± Save   ⊘ Cancel   + Add User   ❷

General   Financial   Users   History

Show 10 ▼ entries   Search: [   ]

Changed By	Date Changed	Item Changed	From	To	Reason
test30	14/01/2016	Require Account Approval	No	Yes	

Showing 1 to 1 of 1 entries   Previous   1   Next

Payment of Fees: Accounting

- Each Client Account holder will establish a credit with the registry via credit card or a direct payment to the Investment Promotion Authority (IPA)
  - Contact to IPA to determine what payment method is acceptable as this may change from time to time
- Fee transactions made with the registry will automatically debit this account
- Monthly statements will be provided notifying each client of their account activity. This will be available on the Registry website for the Client Administrator, and also sent as a PDF attachment with an e-mail notification of its availability.
- When the account dips below the amount needed to complete a registration, no fee-based transactions are permitted till more money is deposited in the client account.

Review Account Statements

- Administrators click on the "Update or View Client Account Information" hyperlink from the Client Home screen.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

SEARCHES AND FILINGS

Register A New Notice Of Security Interest

Register A New Notice Of Execution Creditor

Register A Notice Of Pre-Existing Security Interest

Register A Notice Of Pre-Existing Execution Creditor

Change An Existing Notice Of Security Interest Or Execution Creditor

Search For Notices Or Request A Certified Search Report

Data Upload

ACCOUNT ACTIVITIES

Make A Credit Card Payment

Update Or View Client Account Information

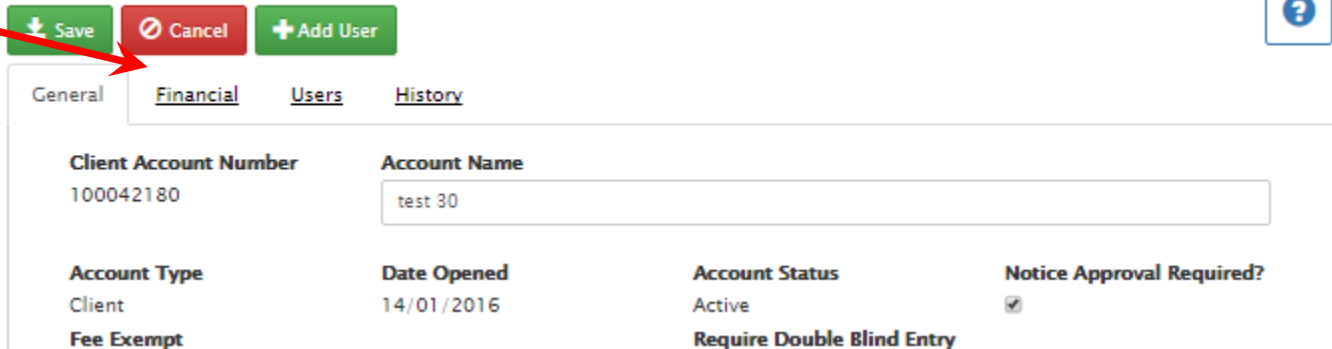**Change Password**

Lookup Access Number

Client Briefcase

Active Notices

My Work Queue 2

Click on Financial tab on client details screen. It will direct one to a list of all account payment statements.

Client Account Details

Save | Cancel | Add User

General | Financial | Users | History

Client Account Number
100042180

Account Name
test 30

Account Type
Client

Date Opened
14/01/2016
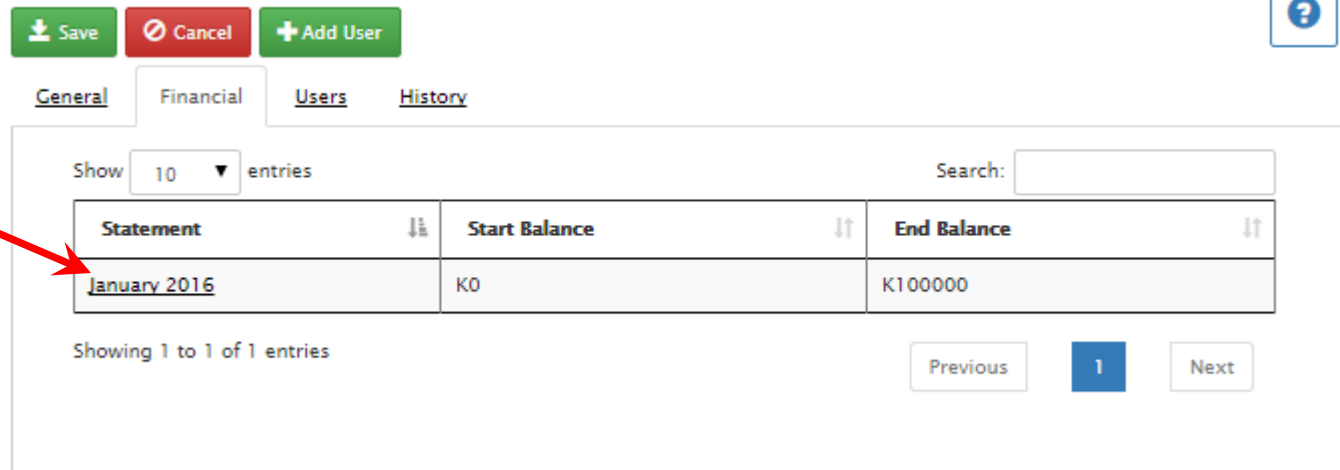
Account Status
Active

Notice Approval Required?
☑

Fee Exempt

Require Double Blind Entry

Click on the desired payment statement month. It will open a new tab with that payment statement.

Client Account Details

Save | Cancel | Add User

General | Financial | Users | History

Show 10 ▼ entries   Search: [   ]

Statement	Start Balance	End Balance
January 2016	K0	K100000

Showing 1 to 1 of 1 entries

Previous | 1 | Next

- One may print the payment statement by clicking on the 'Print' icon (1) or simply review it.

(1)

Client Statement

🖨 Print

❓ ❓

Opening Balance K0

Web Session Id	User Name	Registration/Search/Rcpt #	Transaction Type	Date	Amount
1838	stfoadm	12123	Payment Receipt	14/01/2016 02:36 PM	K50000
1838	stfoadm	1212321	Payment Receipt	14/01/2016 02:36 PM	K50000

Balance (no payment due): K100000

Client Briefcase

- If you have opened a client account, you may access searches and registrations previously performed in one easy location
- After log on, click the **Client Briefcase** option on the welcome page.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

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Client Briefcase

Active Notices

My Work Queue 2

- You will be taken to the Client Briefcase page.
- Enter the desired search date range into the appropriate text boxes, (1).

(1)

(2)

- You can click on 'Find' to return all transactions, (2).
- You be directed to a list of all transactions completed within the indicated date range.

- Click on the desired Transaction Type for full details.

Client Briefcase

[Q Find] [⊘ Cancel]

From Date:
01/01/2016

To Date:

Registration/Certified Search/Payment No.	Transaction Date	Transaction Type	Amount
1000541565	15/01/2016	Notice Of Security Interest	K0
10006530	15/01/2016	Notice of Security Interest – Amendment	K0
1000541239	14/01/2016	Notice Of Security Interest	K0
1000541127	14/01/2016	Notice Of Security Interest	K0
1000540666	14/01/2016	Notice Of Security Interest	K0
1000540554	14/01/2016	Notice Of Security Interest	K0

- A browser will open in a new tab with a full description of the selected transaction.

- You may print the notice for your records.

Registration Detail

The following notice of security interest was registered in Papua New Guinea Personal Property Securities Register at the date and time indicated.

Registrant Name and Address
Anthony Frazier
Suva Lawn Bowling Club, Suva, Fiji

Notice Type
Notice of Security Interest – Initial

PPSA Registration Number	**Registration Date**	**Lapse Date**
1000541565	15/01/2016 08:23 AM	

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	f	Entity Registration Number: f	Papua New Guinea

Secured Parties

Party Type	Party Name	Party Address
Secured Party	Anthony Frazier bbacon@paradigmapps.com	Suva Lawn Bowling Club, Suva, Fiji

Collateral

a

The Access Number for Notice #1000541565 is: 1548
Do not disclose the access number to unauthorized persons. The access number is required to change the notice for the purpose of Amendment, Continuation, or Termination. For security purposes, the access number is not disclosed on public searches of the notice. Do not lose the access number. If lost, you may obtain the access number using the Access Number Lookup feature available on your home page, if authorized to do so.

Lookup Access Number Feature

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

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My Work Queue 2

- **Access Number**: every initial Notice that is filed has an "access number" assigned to it
- The Access Number is a like a PIN: no amendment/continuations/terminations allowed without the Access Number—stops debtors from making changes
- The Lookup Access Number feature allows an authorized user to retrieve the access code assigned to the registration (for sometimes one will lose this number)
- The result will display the matching Registration Number and the Access Code associated with that registration. It will also display the Secured Party Name and the Registration Date for verification purposes.

Access Number Security

Please note: Access Number lookup will be available on the Account Holder Home page. However, accessibility will be broken up into two different levels based on a users permissions:

- <u>Client Account – Security Administrator User</u>: will have rights to see ALL access numbers associated with their client account. For example, the Client Account – Security Administrator for Bank A would have access to all Access Numbers associated with Bank A registrations.

- <u>Client Account – General User</u>: a general user for a client account (like a loan officer) will only have rights to see the Access Numbers associated with registrations created by their own individual user account. They will not have access to the access numbers of registrations submitted by any other user account associated with their "parent" client account.

- Client account users will be able to perform the Lookup Access Number search using one or a combination of the following three criteria:
  - Registration Number
  - From Date
  - To Date

Lookup Access Number

[Q Find] [⊘ Cancel]

PPSA Notice Registration Number

From Date   **To Date**

- By clicking on the "Lookup Access Number" icon on the Home page, the user is directed to the search form fields

(2)

Lookup Access Number

(1)

[Q Find] [⊘ Cancel]

PPSA Notice Registration Number

From Date   **To Date**

- The user will enter the desired search criteria into the appropriate text box (1) and click the "Find" button (2).

  *General Search: A user may also search without using any search criteria by clicking the "Find" button. The system will return ALL possible records available for the logged in user.

- All matching records returned for the logged in user and provide the details sorted in chronological order, newest first:
  - Registration Number
  - Secured Party Name
  - Registration Date
  - Access Number

Lookup Access Number

[🔍 Find] [⊘ Cancel]   [❓]

PPSA Notice Registration Number

[   ]

From Date   **To Date**

[06/01/2016   ]   [   ]

PPSA Notice Registration Number	Secured Party Name	Registration Date	Access Number
1000541891	test 30	17/01/2016	9886
1000541789	test 30	17/01/2016	2918

Registering Initial Notices and Amendments in the Registry

Register a new notice of Security Interest

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

SEARCHES AND FILINGS

Register A New Notice Of Security Interest

Register A New Notice Of Execution Creditor

Register A Notice Of Pre-Existing Security Interest

Register A Notice Of Pre-Existing Execution Creditor

Change An Existing Notice Of Security Interest Or Execution Creditor

Search For Notices Or Request A Certified Search Report

Data Upload

ACCOUNT ACTIVITIES

Make A Credit Card Payment

Update Or View Client Account Information

Change Password

Lookup Access Number

Client Briefcase

Active Notices

My Work Queue 2

- The screen is <u>automatically filled</u> with information about you or your company or institution.

Initial Notice

👁 **Review**   🚫 **Cancel**   ❓

| General | Debtors | Secured Parties | Collateral | Other Information |

Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. Caution: You do not need to enter the loan amount or payment terms to make an effective filing. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address   **Notice Type**
test 30   Notice of Security Interest –
adsf, asdf, Papua New Guinea   Initial

(1) →

➕ Add Registrant As Secured Party

(2)

Lapse Date

17/01/2021

Please insert the date this registration lapses in "dd/mm/yyyy" format. If no date is selected, it will lapse in 5 years.

- If you are the secured party, then simply click the "Add Registrant as Secured Party" button, (1) to add your company as the Secured Party
- Agents making registrations for clients would skip this step
- The lapse date defaults to five years, but you may change this by typing directly into the text box, (2).

Initial Notice

(1)
(3)

[Review] [Cancel]

General | Debtors | Secured Parties | Collateral | Other Information

(4)

(2)

Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. Caution: You do not need to enter the loan amount or payment terms to make an effective filing. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

[+ Add Registrant As Secured Party]

Lapse Date

17/01/2021

Please insert the date this registration lapses in "dd/mm/yyyy" format. If no date is selected, it will lapse in 5 years.

You may then click on the appropriate link that will take you to the data entry page so as to:

1) Add Debtor
2) Add Secured Party
3) Add a description of Collateral
4) Other information (if needed)

- When Adding a Debtor, one will be directed to the Debtor tab. First, select the gender composition or ownership of the debtors from the drop down list, (1).

(1)

Initial Notice

👁 Review   ⊘ Cancel   ❓

General   Debtors   Secured Parties   Collateral   Other Information

Is the composition or ownership of the debtors:

{Click to Select}   ▼

To add a party, click the 'Add Additional Party' button.

⬇	⇅	Party Type ⇅	Party Name ⇅	Party ID Number ⇅	Party Address ⇅
			No data available in table		

➕ Add Additional Party

(2)

- Then click the "Add Additional Party" button, (2), to add a debtor to the notice. A blank debtor entry form will be opened.

Initial Notice

[👁 Review] [⊘ Cancel]

General | Debtors | Secured Parties | Collateral | Other Information

Is the composition or ownership of the debtors:

{Click to Select} ▼

The entity registration number is the number issued by the Investment Promotion Authority upon incorporation of the entity. It may be found on the Certificate of Incorporation issued by the IPA.

Party Type

Company ▼

Entity Registration Number

Re-enter Entity Registration Number

Company Name

PO/Street Address

Town   **Province/State (if any)**   **Country (edit if not PNG)**

Papua New Guinea

[✔ Update] [⊘ Cancel]

(1)
(2)
(3)

- Select the desired debtor type, (1) which will be "company," "overseas company," "association," "business group" or "individual" or "other legal entity"
- Enter the corresponding information into the appropriate text boxes, (2) and click 'Update' link (3).

- The debtor will be added to the notice and displayed in the Debtors grid.

(1)

Initial Notice

❓

👁 Review   ⊘ Cancel

General   Debtors   Secured Parties   Collateral   Other Information

Is the composition or ownership of the debtors:

| Equal Male and Female | ▼ |

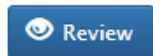To add a party, click the 'Add Additional Party' button.

↓	↕	**Party Type** ↕	**Party Name** ↕	**Party ID Number** ↕	**Party Address** ↕
☑	🗑	Company	Debtor A	Entity Registration Number: 123456789	Port Moresby, Papua New Guinea

➕ Add Additional Party

- Multiple debtors? Just click the "Add Additional Party" button (1) and repeat the above steps.

- When Adding a Secured Party, one will be directed to the Secured Party tab.

Initial Notice

[Review] [Cancel]   ?

General   Debtors   **Secured Parties**   Collateral   Other Information

To add a party, click the 'Add Additional Party' button.

⇊	⇅	**Party Name** ⇅	**Party Address** ⇅
		No data available in table	

+ Add Additional Party

(1)

- Click the "Add Additional Party" button, (1), to add a secured party to the notice. A blank secured party entry form will be opened.

- If you have already selected yourself as the secured party and there are no others, no data entry will be required here and you may proceed to the Collateral tab.

Initial Notice

Review | Cancel

General | Debtors | **Secured Parties** | Collateral | Other Information

(1)

Name

Email Address

PO/Street Address

Town | **Province/State (if any)** | **Country (edit if not PNG)**

Papua New Guinea

Update | Cancel

(2)

- Enter the corresponding information into the appropriate text boxes, (1) and click 'Update' link (2).

- The country defaults to Papua New Guinea but you may overwrite this field.

- The secured party will be added to the notice and displayed in the Secured Parties grid.

Initial Notice

Review | Cancel

General | Debtors | Secured Parties | Collateral | Other Information

To add a party, click the 'Add Additional Party' button.

		Party Name	Party Address
✎	🗑	Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

(1) → **+ Add Additional Party**

- Multiple secured parties? Just click the "Add Additional Party" button (1) and repeat the above steps.

- To enter a description of collateral, one will be directed to the blank Collateral information screen.

Initial Notice

[👁 Review] [⊘ Cancel]   [❓]

General   Debtors   Secured Parties   **Collateral**   Other Information

You must at least enter a Description, a real property identification number or motor vehicle serial/VIN , or Attach a PDF File.
Caution: You do not need to enter the loan amount or payment terms to make an effective filing. You only need to enter a description of the collateral here.

Description

[   ]

Real Property Identification Number and Motor Vehicle Serial/VIN

Number Type	Number	Re-enter Number	
✕ {Click to Select} ▼	[ ]	[ ]	

[➕ Add Additional Number]

PDF Attachment:

[➕ Select File]

Initial Notice

👁 Review   ⊘ Cancel   ❓

(1)

General   Debtors   Secured Parties   Collateral   Other Information

You must at least enter a Description, a real property identification number or motor vehicle serial/VIN , or Attach a PDF File.
Caution: You do not need to enter the loan amount or payment terms to make an effective filing. You only need to enter a description of the collateral here.

Description

[text box]

Real Property Identification Number and Motor Vehicle Serial/VIN

(3)

Number Type	Number	Re-enter Number	
{Click to Select} ▼	[ ]	[ ]	

➕ Add Additional Number

(2)

PDF Attachment:

➕ Select File

There are four ways in which you can enter collateral information, and you may use one, two or all four of them:

1) Type or copy a narrative description of up to 4,000 characters in the text box.

2) Attach a PDF file containing a description of the collateral.

3) One or more VIN Numbers as collateral – to add additional VIN Numbers, click the Add Additional Number button

4) Add real land ID # if applicable (the Volume and Folio #s)

- Once all registration information has been entered, you may press "Review" on the registration to review all registration details.

Initial Notice

👁 Review   ⊘ Cancel   ❓

| General | Debtors | Secured Parties | Collateral | Other Information |

Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. Caution: You do not need to enter the loan amount or payment terms to make an effective filing. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

➕ **Add Registrant As Secured Party**

Lapse Date

17/01/2021

Please insert the date this registration lapses in "dd/mm/yyyy" format. If no date is selected, it will lapse in 5 years.
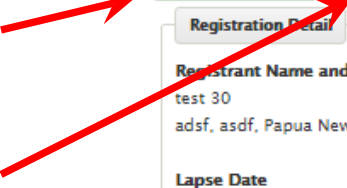
- One will be taken to an Initial Notice page to review and finalize submittal once all information is correct.

- If the registration is correct upon review, then select the "File In Registry" icon, (1) to submit the registration.
- Otherwise, select the "Edit" icon, (2) to return to the tabbed form and make corrections.

Initial Notice

[File In Registry] [Edit] [Cancel]   [?]

(1) →

(2) →

Registration Detail

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

Lapse Date
17/01/2021

Is the composition or ownership of the debtors:
Equal Male and Female

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

Collateral

Collateral Description
Red Honda CRV, 1998

Number Type	Real Property Identification Number and Motor Vehicle Serial/VIN
Motor Vehicle Serial/VIN	123454321

File Attached
[uploadtest2.pdf]

- Once confirmed, you will be presented with a receipt of the registration, which can be printed for your records if you wish.

- Access Number is on this receipt

Initial Notice

🖨 Print

Registration Detail

The following notice of security interest was registered in Papua New Guinea Personal Property Securities Register at the date and time indicated.

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

PPSA Registration Number	**Registration Date**	**Lapse Date**
1000541903	17/01/2016 08:18 AM	17/01/2021

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

Collateral

Collateral Description
Red Honda CRV, 1998

Number Type	Real Property Identification Number and Motor Vehicle Serial/VIN
Motor Vehicle Serial/VIN	123454321

File Attached
[uploadtest2.pdf]

The Access Number for Notice #1000541903 is: 5078

Do not disclose the access number to unauthorized persons. The access number is required to change the notice for the purpose of Amendment, Continuation, or Termination. For security purposes, the access number is not disclosed on public searches of the notice. Do not lose the access number. If lost, you may obtain the access number using the Access Number Lookup feature available on your home page, if authorized to do so.

Register a new
Notice of Execution Creditor

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

SEARCHES AND FILINGS

Register A New Notice Of Security Interest

Register A New Notice Of Execution Creditor

Register A Notice Of Pre-Existing Security Interest

Register A Notice Of Pre-Existing Execution Creditor

Change An Existing Notice Of Security Interest Or Execution Creditor

Search For Notices Or Request A Certified Search Report

Data Upload

ACCOUNT ACTIVITIES

Make A Credit Card Payment

Update Or View Client Account Information

Change Password

Lookup Access Number

Client Briefcase

Active Notices

My Work Queue 2

- A Notice of Execution Creditor is filed after a judgment against a defendant, or automatically if interests arise under law (such as with a liquidator)

- In some cases you may request the Court to file on your behalf

- The screen is <u>automatically filled</u> with information about you or your company or institution

Initial Notice

👁 Review ⊘ Cancel   ❓

General   Debtors   Secured Parties   Collateral   Other Information

CAUTION: This filing type is only for execution creditors, and should not be used for normal loan transactions. Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address	**Notice Type**
test 30	Notice of Execution
adsf, asdf, Papua New Guinea	Creditor – Initial

(1)

➕ Add Registrant As Secured Party

Lapse Date

17/01/2021

Please insert the date this registration lapses in "dd/mm/yyyy" format. If no date is selected, it will lapse in 5 years.

- If you would like to add you or your company as the secured party on the notice, click the "Add Registrant as Secured Party" button, (1). An entry will be added to the Secured Party tab with the details from your client account profile. If you are a law firm or a Court filing for a client, skip this step and add your client as the secured party.

Initial Notice

(1)

[Review] [Cancel]

(3)

General | Debtors | Secured Parties | Collateral | Other Information

CAUTION: This filing type is only for execution creditors, and should not be used for normal loan transactions. Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Execution
Creditor – Initial

[+ Add Registrant As Secured Party]

Lapse Date

17/01/2021

Please insert the date this registration lapses in "dd/mm/yyyy" format. If no date is selected, it will lapse in 5 years.

(4)

(2)

Data entry for a lien is just like data entry for a regular Notice:

1) Add Debtor

2) Add Secured Party

3) Add a description of Collateral

4) Other information (if needed)

- Once all registration information has been entered, you may press "Review" on the registration to review all details.

Initial Notice

👁 Review   ⊘ Cancel   ❓

General | Debtors | Secured Parties | Collateral | Other Information

CAUTION: This filing type is only for execution creditors, and should not be used for normal loan transactions. Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address   **Notice Type**
test 30   Notice of Execution
adsf, asdf, Papua New Guinea   Creditor – Initial

➕ Add Registrant As Secured Party

Lapse Date

17/01/2021

Please insert the date this
registration lapses in
"dd/mm/yyyy" format. If no
date is selected, it will lapse
in 5 years.

- One will be taken to an page to review and finalize submittal once all information is correct.

- If the registration is correct upon review, then select the "File In Registry" icon, (1) to submit the registration.

Initial Notice

(1) →

| File In Registry | Edit | Cancel |

(2) ↗

Registration Detail

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Execution Creditor –
Initial

Lapse Date
17/01/2021
Is the composition or ownership of the debtors:
Equal Male and Female

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
test 30 t30@pa.com	adsf, asdf, Papua New Guinea

Collateral

Collateral Description
All assets of the company.

- Otherwise, select the "Edit" icon, (2) to return to the tabbed form and make corrections.

- Once filed, you will be presented with a receipt of the registration, which can be printed for your records if you wish.

Initial Notice

🖨 Print

Registration Detail

The following notice of security interest was registered in Papua New Guinea Personal Property Securities Register at the date and time indicated.

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Execution Creditor –
Initial

PPSA Registration Number
1000542026

Registration Date
17/01/2016 08:43 AM

Lapse Date
17/01/2021

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
test 30 t30@pa.com	adsf, asdf, Papua New Guinea

Collateral

Collateral Description
All assets of the company.

The Access Number for Notice #1000542026 is: 4961

Do not disclose the access number to unauthorized persons. The access number is required to change the notice for the purpose of Amendment, Continuation, or Termination. For security purposes, the access number is not disclosed on public searches of the notice. Do not lose the access number. If lost, you may obtain the access number using the Access Number Lookup feature available on your home page, if authorized to do so.

Internal Client Filing Approval Process

Clients may designate that filings must be approved internally prior to submission to the Registry. To turn on this alternative workflow the Client Administrator will check a box called "Notice Approval Required" on the Account Profile.

If "Notice Approval Required" is checked, general filing users will enter notices and then press "Submit for Approval" to submit the notice for approval. Users with the "Approve Notice" role will then see the notice in their Work Queue. They may select the notice from the Queue to review it. Upon review they have four options. They may 1) click "File In Registry" to approve and submit the notice as entered, 2) click "Edit" to correct and submit it, 3) click "Return To Filer" to return the notice to the original user for corrections, or 4) click "Cancel Filing" to cancel the notice.

If there are multiple Client Administrators, the person submitting the filing for review may select which Client Administrator receives the filing for review.

Turning on Workflow
The internal 2-step filing process

To turn on the 2-step filing process, the Client Administrator merely ticks this box in the account profile and saves the record.

Filing using the 2-step process

The person completing data entry follows the normal data entry process to complete a filing.

Initial Notice

[Review] [Cancel]

General | Debtors | Secured Parties | Collateral | Other Information

Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. Caution: You do not need to enter the loan amount or payment terms to make an effective filing. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

Lapse Date

17/01/2021

Please insert the date this registration lapses in "dd/mm/yyyy" format. If no date is selected, it will lapse in 5 years.

Once data entry is complete, the user may click the "submit for approval" button. This will send it to an internal client reviewer instead of the PPSA registry.

Initial Notice

Submit For Approval **Edit** **Cancel** ❓

Registration Detail

Registrant Name and Address
Test 02
101 Brampton Street, Port Moresby, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

Lapse Date
01/02/2021
Is the composition or ownership of the debtors:
Equal Male and Female

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 555555555	10 East Street, Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
Test 02 jk@paradigmapps.com	101 Brampton Street, Port Moresby, Papua New Guinea

The person that completed the data entry will then see this screen indicating that the filing has been assigned to the Client Administrator work queue.

If the filer wants to assign the filing to a specific reviewer they would click on the blue button below. The names of the Administrators would then appear in the drop-down field below for selection.

Initial Notice

⊗ Close   👤 Assign To Specified Approver   ❓

Registration Submitted for Approval

The registration has been submitted for approval. It can be reviewed and approved by any user on your account with the "Approve Notice" permission. You may select a specific user from the dropdown list and press Assign Approver if you wish that specific user to handle the approval.

[▼]

The reviewer will be able to access their work queue by clicking on the blue button from their login page.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.
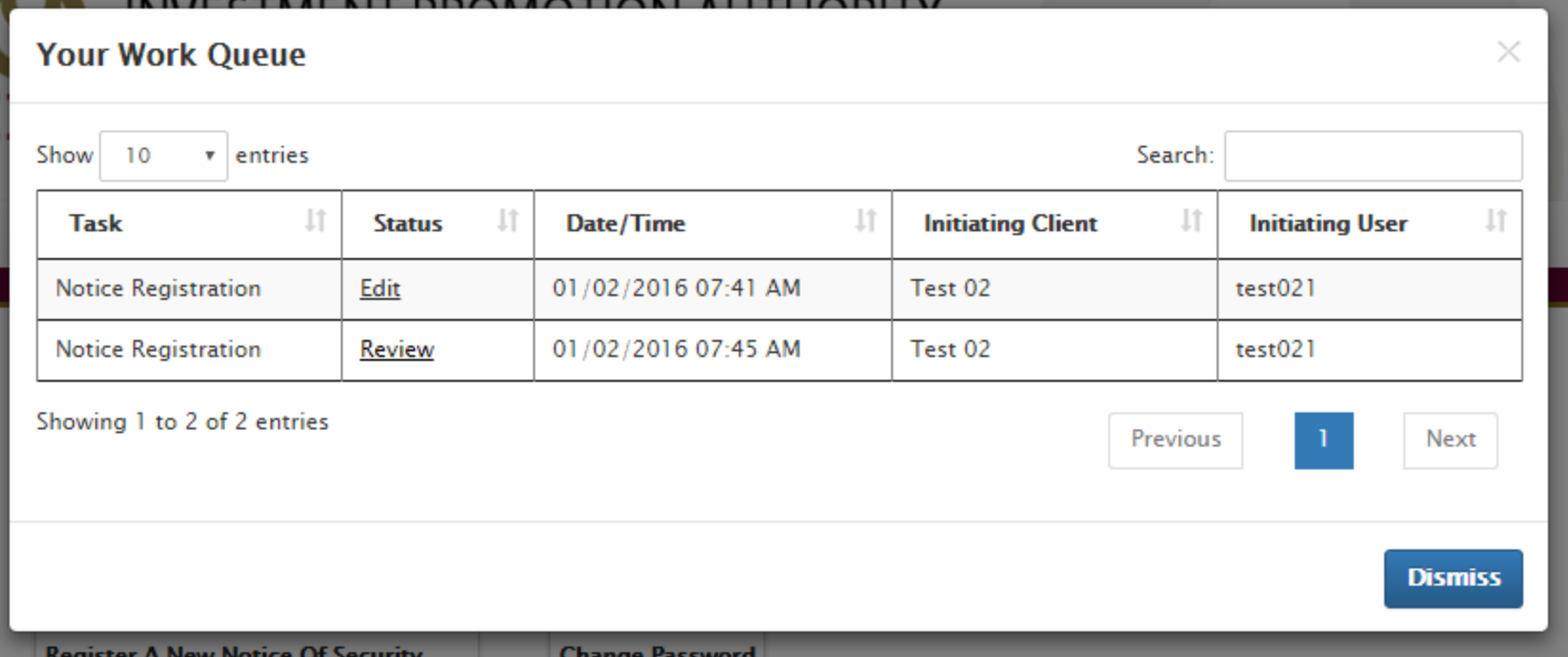
SEARCHES AND FILINGS	ACCOUNT ACTIVITIES
Register A New Notice Of Security Interest	Make A Credit Card Payment
Register A New Notice Of Execution Creditor	Update Or View Client Account Information
Register A Notice Of Pre-Existing Security Interest	Change Password
	Lookup Access Number

My Work Queue **3**

The reviewer's work queue will pop up. They may select any of the items from the work queue to process.

Your Work Queue   ✕

Show [10 ▾] entries   Search: [ ]

Task ⇅	Status ⇅	Date/Time ⇅	Initiating Client ⇅	Initiating User ⇅
Notice Registration	Edit	01/02/2016 07:41 AM	Test 02	test021
Notice Registration	Review	01/02/2016 07:45 AM	Test 02	test021

Showing 1 to 2 of 2 entries   Previous   1   Next

Dismiss

Register A New Notice Of Security   Change Password

(1) **(2)** **(3)** **(4)**

Initial Notice

[👍 File In Registry] [✎ Edit] [↩ Return To Filer] [⚑ Cancel Filing]   [✎ Show Me My Messages] [❓]

Registration Detail

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

Lapse Date
17/01/2021

Is the composition or ownership of the debtors:
Equal Male and Female

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	87 Harbor Lane, Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
test 30 t30@pa.com	adsf, asdf, Papua New Guinea

Collateral

All assets of the company.

After review, the reviewer may select the green icon to submit the filing to the Registry, Edit it, Return it to the data entry person for editing, or cancel the filing entirely.

Initial Notice

| 👍 File In Registry | ☑ Edit | ↩ Return To Filer | ↩ Cancel Filing | | ✏ Show Me My Messages | ❓ |

Registration Detail

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

Lapse Date
17/01/2021
Is the composition or ownership of the debtors:
Equal Male and Female

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	87 Harbor Lane, Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
test 30 t30@pa.com	adsf, asdf, Papua New Guinea

Collateral

All assets of the company.

If the reviewer chooses to Edit the filing, they will then be presented with the regular filing screens. Once they have completed their updates they will submit it to the Registry. They may also cancel the filing or discard their updates, which will revert the filing to its review stage.

Initial Notice

[File In Registry] [Cancel Filing] [Discard Changes]   [Show Me My Messages] [?]

General   Debtors   Secured Parties   Collateral   Other Information

Click the tabs to enter debtor, secured party and collateral description information. You may also enter Other Information, if applicable. Caution: You do not need to enter the loan amount or payment terms to make an effective filing. When finished, click Review to display the information for review prior to submitting.

Registrant Name and Address   **Notice Type**
test 30   Notice of Security Interest –
adsf, asdf, Papua New Guinea   Initial

[+ Add Registrant As Secured Party]

Lapse Date

17/01/2021

Please insert the date this
registration lapses in
"dd/mm/yyyy" format. If no
date is selected, it will lapse
in 5 years.

If the reviewer wants to return the filing to the data entry person, they select the yellow button. A pop-up box will appear allowing the Reviewer to enter the reason why the filing is being returned.

This filing, together with the message from the Reviewer, will then be returned to the work queue of the data entry person.

Initial Notice

| 🖒 File In Registry | ☑ Edit | ↺ Return To Filer | ↩ Cancel Filing | | ✎ Show Me My Messages | ❓ |

Registration Detail

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Initial

Please enter a reason for your decision. ✕

| | Cancel | ↺ Confirm |

"Double Blind Entry" Feature

The Double Blind Entry requires a further verification step when entering Debtor Name/Number and also the VIN/Real Land ID Number. You will enter duplicate entries for the Debtor Name field (for Individuals, the Surname field; for incorporated entities the incorporation number) and also for the VIN/Real Land ID Number. When the feature is enabled, these text boxes will be located in line and to the right side of the primary text box.

Only "Debtor Name/Number" and "VIN/Real Land ID Number" are subject to double-blind entry

1) The user enters a value into the field then moves to the next box.

2) Once the cursor has entered the second text box, the system will hide the primary text box, forcing the user to actually re-type the entry

3) The system will validate the entries upon clicking the 'Update' button

4) If the values do not match exactly, an error message will be displayed and the user will need to re-enter the values

The system defaults to double-blind entry and it is **highly recommended** you keep this for your account. However, the Client Administrator may disable this feature for your account, thus requiring only one entry for your filings.

(See next slide for instructions)

- This functionality is configurable by each Client so it can either be enabled/disabled by individual clients by the Security Administrator of each account This will be controlled via the Client Account Details – General tab.

- As noted, the registry system will be defaulted to require double-blind entry and it is HIGHLY RECOMMENDED you retain it.
- To turn off/on the Double Blind Entry , un-tick/tick the check box(1).

Making Changes/Updates to Existing Registration Notices

Types of Changes and a Prerequisite

- Amendment
  - Add/edit/delete secured party
  - Add/edit/delete debtor
  - Add/edit collateral description
  - Add/edit Other Information
- Termination
- Continuation
- Pre-requisite for all Change Filings:
  - Must have "Access Number"
  - As a security measure, in order to file any type of amendment, one must provide the "Access Number"

- The "Access Number" is provided on the receipt produced when the initial registration was completed.
- You can all find it by performing a Lookup Access Number search from the home page.

Initial Notice

[🖨 Print]   [❓]

Registration Detail

The following notice of security interest was registered in Papua New Guinea Personal Property Securities Register at the date and time indicated.

Registrant Name and Address	Notice Type
test 30	Notice of Execution Creditor –
adsf, asdf, Papua New Guinea	Initial

PPSA Registration Number	Registration Date	Lapse Date
1000542026	17/01/2016 08:43 AM	17/01/2021

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
test 30 t30@pa.com	adsf, asdf, Papua New Guinea

Collateral

Collateral Description
All assets of the company.

The Access Number for Notice #1000542026 is: 4961

Do not disclose the access number to unauthorized persons. The access number is required to change the notice for the purpose of Amendment, Continuation, or Termination. For security purposes, the access number is not disclosed on public searches of the notice. Do not lose the access number. If lost, you may obtain the access number using the Access Number Lookup feature available on your home page, if authorized to do so.

Change an existing Notice of Security Interest

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

SEARCHES AND FILINGS

Register A New Notice Of Security Interest

Register A New Notice Of Execution Creditor

Register A Notice Of Pre-Existing Security Interest

Register A Notice Of Pre-Existing Execution Creditor

Change An Existing Notice Of Security Interest Or Execution Creditor

Search For Notices Or Request A Certified Search Report

Data Upload

ACCOUNT ACTIVITIES

Make A Credit Card Payment

Update Or View Client Account Information

Change Password

Lookup Access Number

Client Briefcase

Active Notices

My Work Queue 2

- To edit an existing notice, log in to the Client Account. From the Client Account Home page, click on the "Change an existing notice of security interest" link. You will be taken to the Change Notice screen.

- There are three types of Change Notices:

  1) Amendment   3) Continuation

  2) Termination

- Select the desired type from the Change Notice Type drop-down box, (1) and the Access Number field will be displayed (2).

Change Notice

▶ Next   ⊘ Cancel

Initiate Change Notice

(1) ↘ **Change Notice Type**

{Click to Select} ▼

Change Notice

▶ Next   ⊘ Cancel

Initiate Change Notice

(2)

Change Notice Type

Amendment ▼

Registration Number

Access Number

(2)

Change Notice

▶ Next   ⊘ Cancel

❓

Initiate Change Notice

(1)

Change Notice Type

Amendment ▼

Registration Number

1?00?42026

Access Number

4961

- Enter the Registration Number and Access Number into the appropriate text box, (1), and click the 'Next' icon, (2).

- You will then be directed to the appropriate screen.

Registering an Amendment

- The screen <u>is automatically filled</u> with information about you or your company or institution and the Notice you are changing (so, you don't have retype your name/address to change collateral, for example)

Amendment Registration

[Review] [Cancel]

(a)

General | Debtors | Secured Parties | Collateral | Other Information (c)

(b)

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Execution
Creditor – Amendment

Number of Initial Notice
1000542656

Date of Initial Notice
17/01/2016 08:43 AM

(d)

Lapse Date
17/01/2021

Authorizing Parties

(1)

Authorizer	Party Name	Party Address
☐	test 30 t30@pa.com	adsf, asdf, Papua New Guinea

- Select the party that has authorized the change registration from the list (1).

- One may then click on the desired tab to:

  a) add a new Debtor; edit or delete an existing debtor

  b) add a new Secured Party; edit or delete an existing secured party

  c) add a new description of Collateral; edit or delete the existing Collateral

  d) add or edit existing "Other Information"

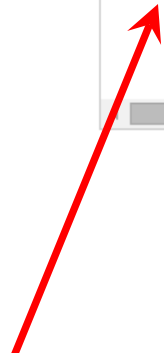- When Adding a Debtor, one will be directed to the Debtor tab.

Amendment Registration

[👁 Review] [⊘ Cancel]   [❓]

General | **Debtors** | Secured Parties | Collateral | Other Information

To add a party, click the 'Add Additional Party' button.

↓↑	↓↑	Party Type ↓↑	Party Name ↓↑	Party ID Number ↓↑	Party Address
☑	🗑	Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Pap

[➕ Add Additional Party]

(1)

- Click the "Add Additional Party" button, (1), to add a debtor to the notice. A blank debtor entry form will be opened.

Amendment Registration

(1)

Review   **Cancel**

❓

General   Debtors   Secured Parties   Collateral   Other Information

The entity registration number is the number issued by the Investment Promotion Authority upon incorporation of the entity. It may be found on the Certificate of Incorporation issued by the IPA.

Party Type

Company ▼

Entity Registration Number   **Re-enter Entity Registration Number**

(2)

Company Name

(2)

PO/Street Address

Town   **Province/State (if any)**   **Country (edit if not PNG)**

Papua New Guinea

(3)

✓Update   **⊘Cancel**

- Select the desired debtor type, (1), enter the corresponding information into the appropriate text boxes, (2) and click 'Update' link (3).

- The debtor will be added to the notice and displayed in the Debtors grid.

(1)

Amendment Registration

Review   Cancel   ?

General   Debtors   Secured Parties   Collateral   Other Information

To add a party, click the 'Add Additional Party' button.

		Party Type	Party Name	Party ID Number	Party Address
✏	🗑	Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Pa

➕ Add Additional Party

- Adding multiple debtors? Just click the "Add Additional Party" button (1) and repeat the above steps.

- When Adding a Secured Party, one will be directed to the Secured Party tab.

Amendment Registration

Review   Cancel   ?

General   Debtors   Secured Parties   Collateral   Other Information

To add a party, click the 'Add Additional Party' button.

		Party Name	Party Address
✎	🗑	test 30 t30@pa.com	adsf, asdf, Papua New Guinea

(1) →   **+ Add Additional Party**

- Click the "Add Additional Party" button, (1), to add a secured party to the notice. A blank secured party entry form will be opened.

- Enter the corresponding information into the appropriate text boxes, (1) and click 'Update' link (2).

- The secured party will be added to the notice and displayed in the Secured Parties grid.

Amendment Registration

👁 Review   ⊘ Cancel

General   Debtors   Secured Parties   Collateral   Other Information

To add a party, click the 'Add Additional Party' button.

		Party Name	Party Address
☑	🗑	test 30 t30@pa.com	adsf, asdf, Papua New Guinea
☑	🗑	Secured Party B spb@thesecondbank.com	63 West Ave, Port Moresby, Papua New Guinea

(1)

➕ Add Additional Party

- Adding multiple secured parties? Just click the "Add Additional Party" button (1) and repeat the above steps.

- When entering a new description of collateral, one will be directed to the Collateral screen, which will automatically be filled with the current collateral information on file.

Amendment Registration

[👁 Review] [⊘ Cancel]   [❓]

General   Debtors   Secured Parties   **Collateral**   Other Information

You must at least enter a Description, a real property identification number or motor vehicle serial/VIN , or Attach a PDF File. Caution: You do not need to enter the loan amount or payment terms to make an effective filing. You only need to enter a description of the collateral here.

Description

```
All assets of the company.
```

Real Property Identification Number and Motor Vehicle Serial/VIN

	Number Type	Number	Re-enter Number	
✕	{Click to Select} ▾			

[➕ Add Additional Number]

PDF Attachment:

[➕ Select File]

(1)

Amendment Registration

👁 Review   ⊘ Cancel   ❓

General   Debtors   Secured Parties   **Collateral**   Other Information

You must at least enter a Description, a real property identification number or motor vehicle serial/VIN , or Attach a PDF File.
Caution: You do not need to enter the loan amount or payment terms to make an effective filing. You only need to enter a description of the collateral here.

Description

assets of the company.

Real Property Identification Number and Motor Vehicle Serial/VIN

Number Type	Number	Re-enter Number	
✕ {Click to Select} ▼			

(3)

➕ Add Additional Number

PDF Attachment:

(2) ➕ Select File

The same four ways are available to update or add collateral information as with the initial Notice registration:

1) Type or copy a narrative description of up to 4,000 characters in the text box.

2) Attach a PDF file containing a description of the collateral.

3) One or more Vehicle VIN Numbers as collateral – to add additional serials, click the Add Additional Number button

4) Add Real Land ID # if needed

- When Editing or deleting an existing Debtor, one will be directed to the Debtors tab, with a list of all current Debtors listed on the Security Interest Notice.

Amendment Registration

Review | Cancel

General | Debtors | Secured Parties | Collateral | Other Information

(1)

To add a party, click the 'Add Additional Party' button.

		Party Type	Party Name	Party ID Number	Party Address
✏	🗑	Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Pa
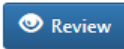
+ Add Additional Party

- To edit an existing debtor, select the "Edit" icon in front of the desired debtor from the list (1).

- You will be taken to the debtor information screen, which will be automatically filled with the current information on file.

Amendment Registration

👁 Review   ⊘ Cancel   ❓

General   Debtors   Secured Parties   Collateral   Other Information

The entity registration number is the number issued by the Investment Promotion Authority upon incorporation of the entity. It may be found on the Certificate of Incorporation issued by the IPA.

Party Type

Company ▼

Entity Registration Number   **Re-enter Entity Registration Number**

123456789   123456789

(1)

Company Name

Debtor A

PO/Street Address

634 Harbor Lane
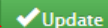
Town   **Province/State (if any)**   **Country (edit if not PNG)**

Port Moresby   Papua New Guinea

(2)   ✔ Update   ⊘ Cancel   **(3)**

- Update the desired information in the appropriate text box (1).
- When all desired changes have been made, click the "Update" command button (2).
- If you decide you do not desire to make the changes, click the "Cancel" command button (3).

- To delete an existing debtor, select the "Delete" icon in front of the desired debtor from the list (1).

Amendment Registration

Review   Cancel

General   Debtors   Secured Parties   Collateral   Other Information

(1)

To add a party, click the 'Add Additional Party' button.

		Party Type	Party Name	Party ID Number	Party Address
	🗑	Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Pap

+ Add Additional Party

- When Editing or deleting an existing Secured Party, one will be directed to the Secured Parties tab, with a list of all current Secured Parties listed on the Security Interest Notice.

Amendment Registration

Review | Cancel

General | Debtors | Secured Parties | Collateral | Other Information

(1)

To add a party, click the 'Add Additional Party' button.

		Party Name	Party Address
✎	🗑	test 30 t30@pa.com	adsf, asdf, Papua New Guinea
✎	🗑	Secured Party B spb@thesecondbank.com	63 West Ave, Port Moresby, Papua New Guinea

+ Add Additional Party

- To edit an existing Secured Party, select the "Edit" icon in front of the desired Secured Party from the list (1).

- You will be taken to the Secured Party information screen, which will be automatically filled with the current information on file.

- Update the desired information in the appropriate text box (1).
- When all desired changes have been made, click the "Update" command button (2).
- If you decide you do not desire to make the changes, click the "Cancel" command button (3).

- To delete an existing Secured Party, select the "Delete" icon in front of the desired Secured Party from the list (1).

Amendment Registration

Review   Cancel

General   Debtors   **Secured Parties**   Collateral   Other Information

(1)

To add a party, click the 'Add Additional Party' button.

		Party Name	Party Address
✏	🗑	test 30 t30@pa.com	adsf, asdf, Papua New Guinea
✏	🗑	Secured Party B spb@thesecondbank.com	63 West Ave, Port Moresby, Papua New Guinea

➕ Add Additional Party

- When editing or deleting a description of collateral, one will be directed to the Collateral screen, which will automatically be filled with the current collateral information on file.

Amendment Registration

👁 Review   ⊘ Cancel   ❓

General | Debtors | Secured Parties | Collateral | Other Information

You must at least enter a Description, a real property identification number or motor vehicle serial/VIN , or Attach a PDF File.
Caution: You do not need to enter the loan amount or payment terms to make an effective filing. You only need to enter a description of the collateral here.

Description

All assets of the company.

(1) →

(2) →

Real Property Identification Number and Motor Vehicle Serial/VIN

Number Type	Number	Re–enter Number	
✕ Motor Vehicle Serial/VIN ▼	123454321	123454321	The motor vehicle serial/VIN must be alphanumeric and up to 20 characters. Hyphens are permitted.

➕ Add Additional Number

(3) →

PDF Attachment:

🗑 uploadtest2.pdf

➕ Select File

- To edit the description of collateral, simply make the desired changes into the appropriate text box (1).
- To delete an existing VIN Number, click the "X" icon to the left of the correct Serial Number (2).
- Click "Select File" to upload on or more PDF attachments describing the collateral. To delete an existing PDF attachment, click the trash can icon next to the attachment.

- When adding or editing a description of Other Information, one will be directed to the Other Information screen, which will automatically be filled with the current Other Information on file. If there is none, this will be blank.
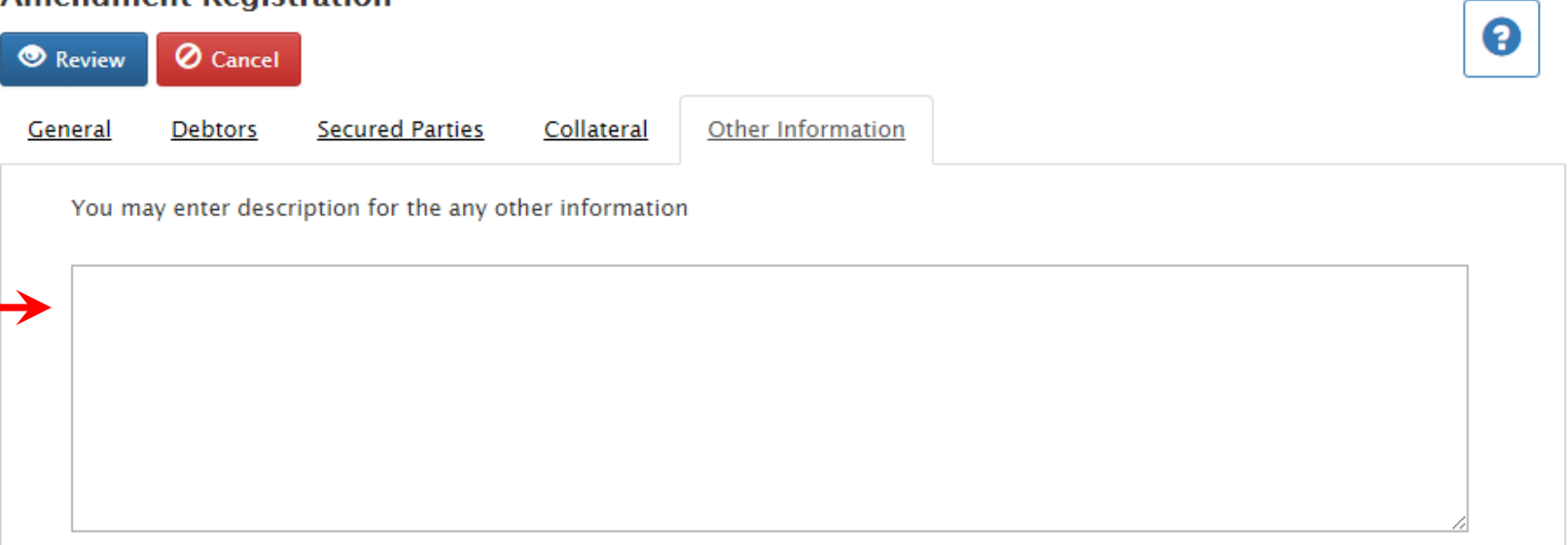
- To add or edit the description of Other Information, simply make the desired changes into the Other Information text box (1).

- Once all registration information has been updated, you may press "Review" on the registration to review all registration details.

Amendment Registration

[👁 Review] [⊘ Cancel]   [❓]

| General | Debtors | Secured Parties | Collateral | Other Information |

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Execution
Creditor – Amendment

Number of Initial Notice
1000542026

Date of Initial Notice
17/01/2016 08:43 AM

Lapse Date
17/01/2021

Authorizing Parties

Authorizer ⬇	Party Name ⬍	Party Address ⬍
☐	test 30 t30@pa.com	adsf, asdf, Papua New Guinea
☐	Secured Party B spb@thesecondbank.com	63 West Ave, Port Moresby, Papua New Guinea

- One will be taken to a Change Notice Registration page to review and finalize submittal once all information is correct.

- If the updates looks correct upon review, then press the "Confirm" button, (1) to submit the registration.

- Otherwise, press the "Edit" button, (2) to return to the tabbed form and make corrections.

- Once confirmed, one will be taken to a receipt of the updated registration, which can be printed for one's records.

Amendment Registration

🖨 Print   ❓

Registration Detail

The following amended notice of security interest was registered in Papua New Guinea Personal Property Securities Register at the date and time indicated.

Registrant Name and Address	**Notice Type**	**Number of Initial Notice**
test 30	Notice of Execution Creditor –	1000542026
adsf, asdf, Papua New Guinea	Amendment	

Date of Initial Notice
17/01/2016 08:43 AM

PPSA Registration Number   **Registration Date**
10006538   17/01/2016 09:33 AM

Authorizing Parties

Authorizer	Party Name	Party Address
☑	test 30 t30@pa.com	adsf, asdf, Papua New Guinea

Debtors

Party Type	Party Name	Party ID Number	Party Address
Company	Debtor A	Entity Registration Number: 123456789	634 Harbor Lane, Port Moresby, Papua New Guinea

Secured Parties

Party Name	Party Address
test 30 t30@pa.com	adsf, asdf, Papua New Guinea

Collateral

Collateral Description
All assets of the company.

Registering a Termination

- Once "termination" is selected as the amendment type, the screen is <u>automatically filled</u> with information about you or your company or institution and the notice you are terminating.

(2)

(1)

Change Registration

👁 Review   ⊘ Cancel

❓

General

Registrant Name and Address	Notice Type	Number of Initial Notice
test 30	Notice of Security Interest –	1000541903
adsf, asdf, Papua New Guinea	Termination	
		Date of Initial Notice
		17/01/2016 08:18 AM

Authorizing Parties

Authorizer	Party Name	Party Address
☐	Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

- Tick the box of the party authorizing the termination registration(1).
- Then click on the 'Review' link (2). You will then be directed to the Termination Registration review screen.

- Upon review of the intended termination, Click on the 'File In Registry' link, (1).

- If there are changes to be made, click the 'Edit' link, (2).

Change Registration

(1) → ⬇ File In Registry   ✏ Edit   ⊘ Cancel   ❓

(2) →

Registration Detail

Registrant Name and Address	**Notice Type**	**Number of Initial Notice**
test 30	Notice of Security Interest –	1000541903
adsf, asdf, Papua New Guinea	Termination	
		Date of Initial Notice
		17/01/2016 08:18 AM

Authorizing Parties

Party Name ⬍	Party Address ⬍
Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

- Once confirmed, you will be given a receipt of the terminated registration, which can be printed for your records.

Change Registration

🖨 Print ❓

Registration Detail

The following termination statement was registered in Papua New Guinea Registry at the date and time indicated.

Registrant Name and Address	**Notice Type**	**Number of Initial Notice**
test 30	Notice of Security Interest –	1000541903
adsf, asdf, Papua New Guinea	Termination	

Date of Initial Notice
17/01/2016 08:18 AM

PPSA Registration Number   **Registration Date**
10006540   17/01/2016 09:49 AM

Authorizing Parties

Party Name	Party Address
Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

Registering a Continuation

- Once "continuation" is selected as the amendment type, the screen is <u>automatically filled</u> with information about you or your company or institution and the notice you are terminating.

Change Registration

[Review] [Cancel]

General

Registrant Name and Address	Notice Type	Number of Initial Notice
test 30	Notice of Security Interest – Continuation	1000541903
adsf, asdf, Papua New Guinea		

Date of Initial Notice
17/01/2016 08:18 AM

Authorizing Parties

Authorizer	Party Name	Party Address
☐	Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

- Please Note: Continuations may only be filed within 6 months of the lapse date.

- A continuation notice will automatically extend the lapse date an additional 5 years from the date the registration would have lapsed

Change Registration

(2)

Review **Cancel**

General

Registrant Name and Address	Notice Type	Number of Initial Notice
Test 02	Notice of Security Interest –	1000543363
101 Brampton Street, Port Moresby, Papua New Guinea	Continuation	
		Date of Initial Notice
		01/02/2016 08:22 AM

Lapse Date

01/02/2026

Please insert the date this registration lapses in "dd/mm/yyyy" format. If no date is selected, it will lapse in 5 years.

(1)

Authorizing Parties

Authorizer	Party Name	Party Address
☐	Test 02 jk@paradigmapps.com	101 Brampton Street, Port Moresby, Papua New Guinea

- Tick the box of the party authorizing the continuation registration (1).
- Then click on the 'Review' link (2). You will then be directed to the Continuation Registration review screen.

- Upon review of the intended continuation, Click on the 'Confirm' link, (1).
- If there are changes to be made, click the 'Edit' link, (2).

(1)

(2)

Change Registration

File In Registry   Edit   Cancel

Registration Detail

Registrant Name and Address
test 30
adsf, asdf, Papua New Guinea

Notice Type
Notice of Security Interest –
Continuation

Number of Initial Notice
1000541903

Date of Initial Notice
17/01/2016 08:18 AM

Authorizing Parties

Party Name	Party Address
Secured Party A sp@thebank.com	653 Harbor Lane, Port Moresby, Papua New Guinea

- Once confirmed, you will be given a receipt of the terminated registration, which can be printed for your records.

Change Registration

[Close] [Print] [?]

Registration Detail

The following continuation statement was registered in Papua New Guinea Personal Property Securities Register at the date and time indicated.

Registrant Name and Address
Test 02
101 Brampton Street, Port Moresby, Papua New Guinea

Notice Type
Notice of Security Interest –
Continuation

Number of Initial Notice
1000543363

Date of Initial Notice
01/02/2016 08:22 AM

PPSA Registration Number
10006559

Registration Date
01/02/2016 08:24 AM

Lapse Date
01/02/2026

Authorizing Parties

Party Name	Party Address
Test 02 jk@paradigmapps.com	101 Brampton Street, Port Moresby, Papua New Guinea

Searching the Registry

There are two types of searches

- Free, called the "Public Search"
  - Because these are free, there is no need to log on via a Client Account
  - By far the most common
- Certified
  - There is a fee.
  - Typically only needed if going to court
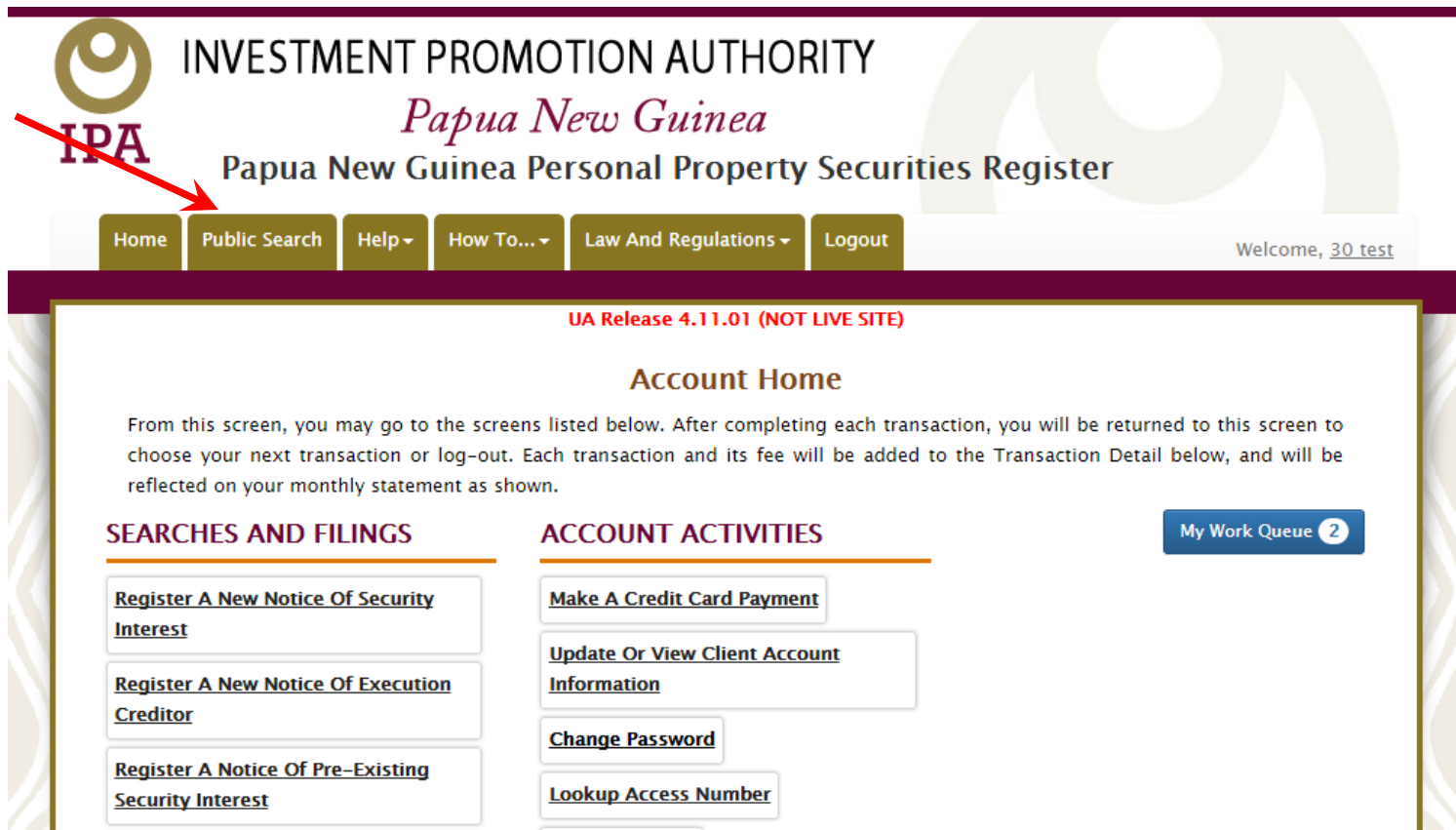
NOTE Clients MAY perform a free search using the same link from the Client Home Page as the certified search, by not ticking the "Certified Result" box.

Searches are conducted based upon one (or more) of the following criteria:

- Registration Number:
  - the number assigned to a Notice of Security Interest or Execution Creditor upon successful registration.

- Debtor Name:
  - Companies, overseas companies, associations and business groups are searched by their incorporation number. For other legal entities (such as a PNG Incorporated Land Group) searches are by their proper name.
  - Individuals are searched by their proper last names, with first name as an optional—but potentially helpful—field that may be searched

- Serial/Land Number:
  - VIN of a vehicle used as collateral in a Notice, or the Real Land Registration number (Volume and Folio) if the collateral is associated with land

"Public Search" of the Registry

- Go to the "Welcome" screen and select the **Public Search** option from the header task bar.

- When Searching by Debtor, one will be directed to the Debtor tab, with a blank Debtor information screen.

(2)

Public Search Result

[🔍 Search] [⊘ Cancel]

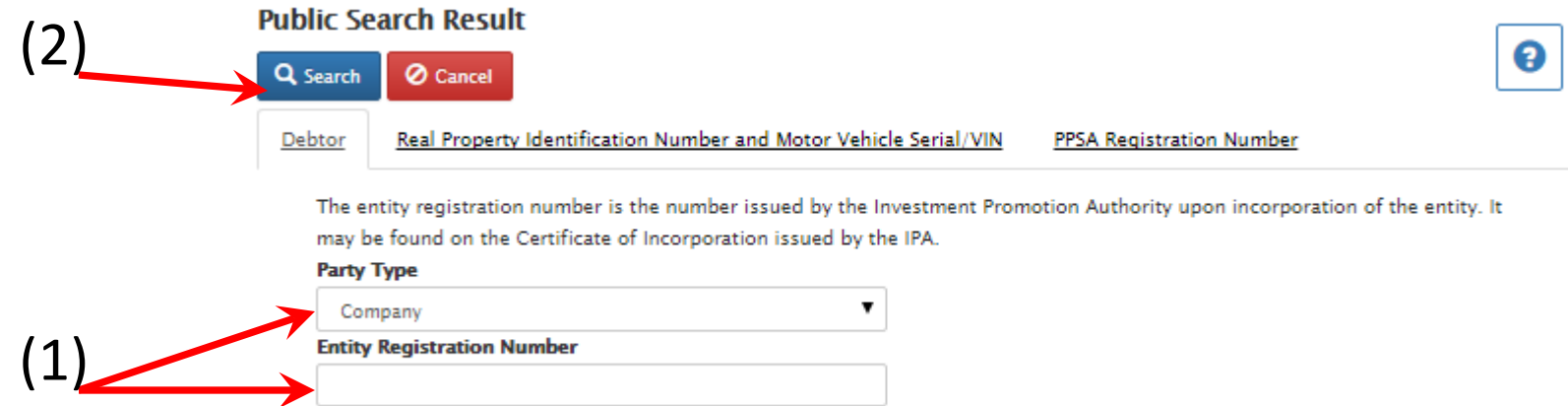| Debtor | Real Property Identification Number and Motor Vehicle Serial/VIN | PPSA Registration Number |

The entity registration number is the number issued by the Investment Promotion Authority upon incorporation of the entity. It may be found on the Certificate of Incorporation issued by the IPA.

Party Type

[Company ▼]

Entity Registration Number

[   ]

(1)

- Select the appropriate debtor type (type of incorporated entity or individual) from the drop-down box and enter the appropriate information into the text box (1).
  - This will be either registration number or surname
- To submit the info for search, click the Submit icon, (2). To add more information, click on the desired tab.

- When searching by the Registration Number of the original Notice, one will be directed by the Registration Number tab to a blank Registration Number input screen.

(2)

(1)

Public Search Result

Q Search   ⊘ Cancel   ?

Debtor   Real Property Identification Number and Motor Vehicle Serial/VIN   PPSA Registration Number

Enter the registration number of the original PPSA Notice filed in this registry against the Debtor. Do not enter any numbers for amendments or other subsequent filings.
PPSA Notice Registration Number

- Enter the desired registration number into the appropriate text box (1).
- To submit the info for search, click the Submit icon (2). To add more information, click on the desired tab.

- When searching by Serial Number, one will be directed by the Serial Number tab to a blank Serial Number input screen.

(2)

Public Search Result

Q Search   ⊘ Cancel   ❓

Debtor | Real Property Identification Number and Motor Vehicle Serial/VIN | PPSA Registration Number

You may search for a specific motor vehicle (car or truck) by its VIN number. You may search by the land registration number to determine if a notice has been filed against movable property associated with a specific parcel of land.

Number Type

{Click to Select}   ▼

Number

(1)

- Select the serial number type, then enter the desired serial number into the appropriate text box (1).
- To submit the info for search, click the Submit icon (2). To add more information, click on the desired tab.

- All matching records (and any change registrations) will be displayed in registration number order, along with information for each notice.

Public Search Result

🖨 Print

(1)

The following records in Papua New Guinea Registry were identified in a search on:

Requesting Party: test 30
Search Date/Time: 17/01/2016 10:14 AM
Company Registration Number: 654323456

Notice of Security Interest - 1000542138
Initial

Registration Number	Registration Date/Time	Expiration Date
1000542138	17/01/2016 10:10 AM	17/01/2021

Debtors

Party Type	Name	Number	Address
Company	Debtor A	Entity Registration Number: 654323456	43 Harbor Street , Port Moresby, Papua New Guinea

Secured Parties

Name		Address
test 30		adsf , asdf, Papua New Guinea
t30@pa.com		

Collateral Description
All assets of the company.

Amendment

Registration Number	Registration Date/Time	Expiration Date
10006542	17/01/2016 10:13 AM	17/01/2021

Authorizing Parties

Name	Address
test 30	adsf , asdf, Papua New Guinea
t30@pa.com	

Debtors

- You may print the notice for your records (1). Certified copies require a fee, so you must have a client account that is funded.

Searches Requiring a Certified Search Report

- One must first log in to their Client Account.
- From the Client Account Home page, click on the 'Search for notices of security interest or request a certified search report' link.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out. Each transaction and its fee will be added to the Transaction Detail below, and will be reflected on your monthly statement as shown.

SEARCHES AND FILINGS

- Register A New Notice Of Security Interest
- Register A New Notice Of Execution Creditor
- Register A Notice Of Pre-Existing Security Interest
- Register A Notice Of Pre-Existing Execution Creditor
- Change An Existing Notice Of Security Interest Or Execution Creditor
- Search For Notices Or Request A Certified Search Report
- Data Upload

ACCOUNT ACTIVITIES

- Make A Credit Card Payment
- Update Or View Client Account Information
- Change Password
- Lookup Access Number
- Client Briefcase
- Active Notices

My Work Queue 2

- Searches are conducted just like regular, non-certified searches. The only difference is that the user must tick the "Certified Result" tick box (1). The desired information may then be entered as described in the Public Free Search section.

(2)

Search Result

Q Search   ⊘ Cancel

❓

☐ Certified Result (Fee is K5)

| Debtor | Real Property Identification Number and Motor Vehicle Serial/VIN | PPSA Registration Number |

(1)

The entity registration number is the number issued by the Investment Promotion Authority upon incorporation of the entity. It may be found on the Certificate of Incorporation issued by the IPA.

Party Type

Company ▾

Entity Registration Number

- Once one has entered all of desired fields and clicked 'Submit' (2), the system will identify matching notices and display all information for each notice in registration number sequence.

- All change notices will be shown with the initial notice to which they are related. You may print the notice for your records.

Search Result

[Print]

The Personal Property Securities Register of Papua New Guinea certifies that the following are the effective notices of security interest found in a search of the records on the following criterion on this date and time. This certified report is an official record of the Registry.

Certificate Document Number: 10346
Requesting Party: Test 02
Search Date/Time: 01/02/2016 08:27 AM
Company Registration Number: 999999999

Notice of Security Interest – 1000543475

Initial

Registration Number	Registration Date/Time	Expiration Date
1000543475	01/02/2016 08:27 AM	01/02/2021

Debtors

Party Type	Name	Number	Address
Company	Debtor A	Entity Registration Number: 999999999	10 East Street , Port Moresby, Papua New Guinea

Secured Parties

Name	Address
Test 02 jk@paradigmapps.com	101 Brampton Street , Port Moresby, Papua New Guinea

Collateral Description

All assets of the company.

Signed:

Financial Services Commission

Certified Search Report Details

- The results of the search will include certification language and a seal of the Registrar

- It will also include a unique number for the certified search report that can be used to retrieve the report from the Personal Property Securities Registry database if needed later.

- The certified search report is an official record of the Personal Property Securities Registry, and you can use the printed report as evidence of the state of the record on the date of the certified report.

- If no records were found that match the search criteria, that result can also be certified.