

## 1.4. Amendments

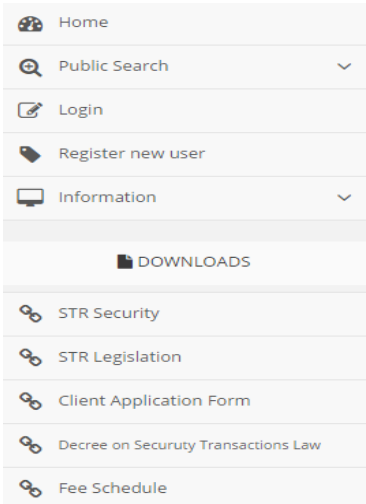

### Introduction

This function allows the registered users to amend the registration, and every amendment to be registered and associated with the existing registration. Amendments must be valid and in the order of established priorities.

User wants to amend the data of existing registration, either if it is the registration that contains wrong information or if the update of registration data is required. The possibility to make these changes must be provided to the users. Registration amendment must be created and printed out, and it will serve as a basis for legal certification of the pledge.

### Procedure

Follow the steps below to do the amendment:

STEP	ACTION
1.	<p>1. Process starts with the user deciding to register assets in the Collateral Registry</p> <p>2. User needs to enter the application portal.</p> <div data-bbox="699 909 1065 1409" data-label="Image"></div> <p>The user will log in into the CR home page and will select <b>Login registered user</b></p> <div data-bbox="345 1488 474 1524" data-label="Image"></div> <p>option.</p> <p>When <b>Login registered user</b> option is selected pop up window opens, where user enters the user ID and password. User will select “<b>Log in</b>” to enter the registry.</p>

STEP	ACTION
	<div data-bbox="701 226 1081 340" data-label="Image"> </div> <div data-bbox="651 401 1128 758" data-label="Form"> <p>Please enter your information.</p> <input type="text" value="Username"/> <input type="password" value="Password"/> <p>Login</p> <p>Register new user</p> </div> <p data-bbox="329 783 1438 846">If no user or password is entered at the top corner of the page, <b>Incorrect User or Password</b> message will appear.</p>
2.	<p data-bbox="329 852 1438 951">At initial user screen, user chooses “<b>Amendment</b>” option from the main menu on the left side.</p> <div data-bbox="428 884 867 947" data-label="Image"> </div>
3.	<p data-bbox="329 995 1438 1125">The first step is to validate the ownership of the registration that should be amended. The software application has to do it in the following way: the user has to enter the following information on the basis of which the application will approve the options for different amendments:</p> <ul data-bbox="378 1167 1438 1304" style="list-style-type: none"> <li>• Registration number of the previous registration entry (unique registration number)</li> <li>• Identification number of one of the debtors from required registration</li> <li>• PIN security code of the logged on user</li> </ul> <p data-bbox="329 1341 1438 1404">Only in the case of a positive response to all three processes described above, the application can allow the user continuing to the next level for amendments of registration.</p> <p data-bbox="345 1409 448 1430">Amendment</p> <div data-bbox="345 1444 1438 1745" data-label="Form"> <p>Registration Number <input type="text"/></p> <p>Debtor/Grantor Unique Identification Number <input type="text"/></p> <p>PIN <input type="text"/></p> <p>← Back to main menu   Next →</p> </div> <p data-bbox="329 1755 1299 1787">This option allows the user to preview the registration that is being amended.</p>

STEP	ACTION
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INITIAL NOTICE
***** REGISTRATION P-20230813-1 *****

PART-1 GENERAL DATA:
Registration number: P-20230813-1
Registration date: 13.08.2023
Registration time: 19:13:58
Registration term (years): 1
Registration expiry date: 13.08.2024

PART-2 CREDITOR:
ID Number: 88888 Address:
Name and Surname Address
Testor Testor Country
SAINT LUCIA
Community: 444 Phone: 555
Email: some@some.bs Fax: 555

PART-3 DEBTOR:
ID Number: 7777 Address:
Name and Surname Address
Debtor Test Debtor Test Country
SAINT LUCIA
Community: #44 Phone: 444
Email: someemail@some.bs Fax: 444

PART-4 PROPERTY DESCRIPTION:
GENERAL COLLATERAL:
*****
SERIAL NUMBER COLLATERAL:
SERIAL NUMBER MANUFACTURER PRODUCTION YEAR
12345 XXXX 2023

PART-5 ADDITIONAL INFORMATION:
ADDITIONAL INFORMATION: REF NUMBER:
test 123

***** END OF REGISTRATION P-20230813-1 *****
END OF DOCUMENT

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User enters the required data and clicks “Next” option to find and double check the registration user wants to amend.

4. A window opens up where users can choose the edit that will like to make to the registration.

Amendment

A horizontal progress bar with five steps: 1 Select (checked), 2 Preview (checked), 3 Edit, 4 Review, and 5 Complete. Steps 1 and 2 are highlighted with blue circles and checkmarks, while steps 3, 4, and 5 are in grey circles.

Please select edit type.

- Extend duration of registration
- Delete registration
- Delete creditor from the registration
- Delete debtor from registration
- Delete serial collateral
- Delete general collateral from registration
- Add new creditor
- Edit creditor
- Edit debtor

Authorized person

1

Creditor ID

Debtor ID


Serial number

Creditor ID

Debtor ID

← Back Next → Expiration date: 27.04.2023.

With the registration confirmed, system displays menu with possible change(s) to the registration:

STEP	ACTION
	<ul style="list-style-type: none"> <li>- Continuation of notice</li> <li>- Delete notice</li> <li>- Change of registration</li> <li>- Change of creditor</li> <li>- Change of debtor/grantor</li> <li>- Change of specific collateral</li> <li>- Change of general collateral</li> <li>- Adding creditor</li> </ul> <p>User needs to mark the changes he/she wants to make by selecting check mark "√" next to the change category.</p> <p>If changes are done to creditor, debtor or collateral, user must also enter the identification number for that specific item.</p> <p>On the right side, the user can see the prices of chosen change categories.</p> <p>There is also a field to enter the name of the authorized person at the bottom left corner.</p> <p>User go at the bottom of the page or go to the next step by pressing <b>Next</b> </p> <ul style="list-style-type: none"> <li><input type="radio"/> Extension duration of registration</li> <li><input type="radio"/> Delete registration</li> <li><input type="radio"/> Delete creditor in registration</li> <li><input type="radio"/> Delete debtor in registration</li> <li><input type="radio"/> Delete serial collateral</li> <li><input type="radio"/> Delete general collateral</li> <li><input type="radio"/> Add new creditor</li> </ul>

5.

Before amendment is completed, authorized person information needs to be entered.

Please Select Edit type

Extension duration of registration

2 ▾

Delete registration

Delete creditor in registration

Creditor ID

Delete debtor in registration

Debtor ID

Delete serial collateral

Serial number

Delete general collateral

Add new creditor

Authorised person

9595

Next →

Once the types of changes are chosen, user needs to click on “Next” and new window for entering amendments is opened.

6.

A window opens up displaying entered data for double checking.

Edit Registration



Find



Preview



Edit



Review



Complete

⚠ You are about to change Registration duration, are you sure?


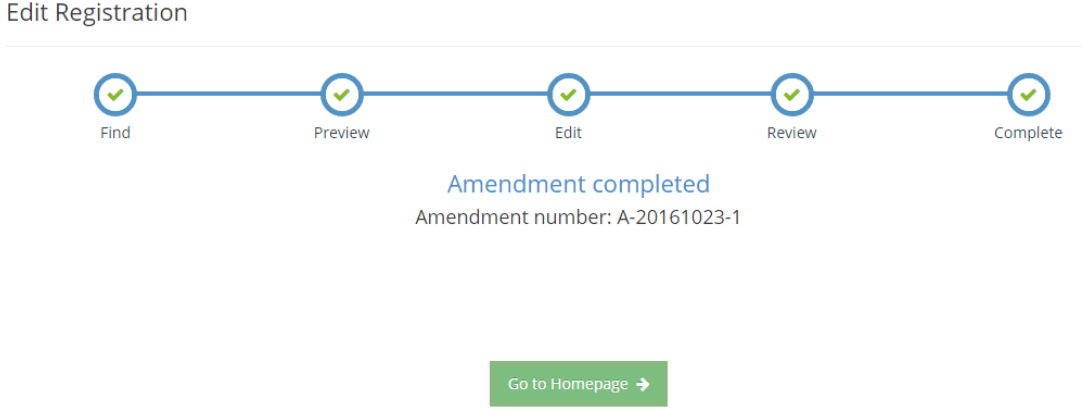
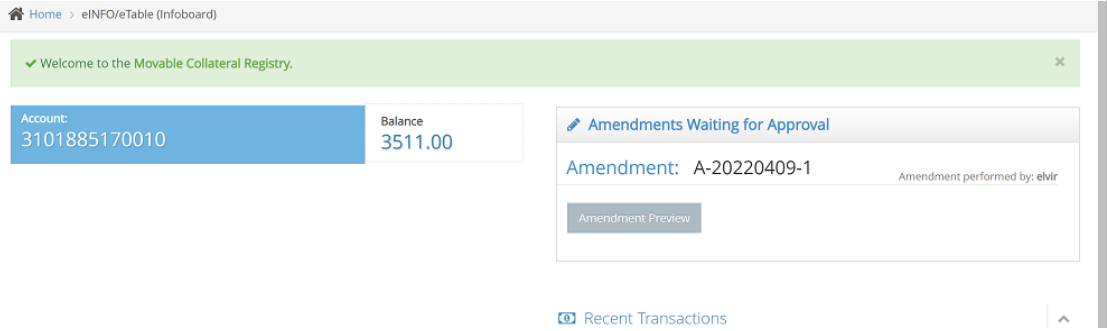
2

← Back

Finish Amendment →

When confirmation is made, amendment process will be finalized and amendment will wait for approval.

**Important Note:** Until amendment is approved by another user of the same account, amendment is not active and it will not be shown in registration certificate. Only after amendment is approved, changes will be recorded in registration certificate and amendment will become effective.

7.	<p>To verify all the changes that user entered, including that they are part of changed registration, after double checking, user will press </p>
8.	<p>System has created the new registration form that includes the amendments that user entered and this form is available on user's (company or individual) account to be authorized by the appropriate supervisor.</p>  <p>User will be shown the following message <b>“Amendment Completed.”</b></p>
9.	<p>Upon completion of amendment, the application shows the notification that the amendment of registration must be approved by an authorized person, as well as the possibility to find more details about it on the “Bulletin board” of the home page of the Registry web application.</p> 
8.	<p>Only authorized users will be able to see, review and accept or reject amendment. The user which performed initial amendment cannot approve same amendment and will not be able to see that this specific amendment approval is pending.</p>

By clicking on “Amendment Preview” authorized user will be able to review amendment.

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Registration time: 19:13:58
Registration term (years): 1
Registration expiry date: 13.08.2024

PART-2 CREDITOR:
ID Number: 8888 Address:
Name and Surname Address
Tester Tester Castries
Community: 444 Phone: 555
Email: some@some.ba Fax: 555

PART-3 DEBTOR:
ID Number: 7777 Address:
Name and Surname Address
Debtor Test Castries
Community: 444 Phone: 444
Email: someemail@some.ba Fax: 444

PART-4 PROPERTY DESCRIPTION:
GENERAL COLLATERAL:
*****
SERIAL NUMBER COLLATERAL:
SERIAL NUMBER: MANUFACTURER: PRODUCTION YEAR:
12345 XXXX 2023
*****

PART-5 ADDITIONAL INFORMATION:
ADDITIONAL INFORMATION: REF. NUMBER:
test 123

***** END OF REGISTRATION P-20230813-1 *****
END OF DOCUMENT
```

9.

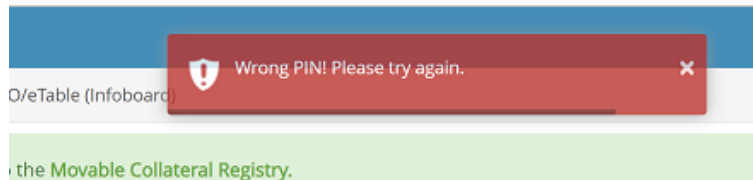
Upon reviewing amendment user can

1. Leave amendment pending by closing review window
2. Confirm amendment
3. Reject amendment

PIN:

In order to Confirm or Reject amendment user need first to enter his/her PIN

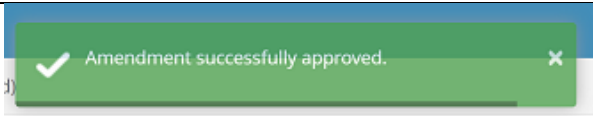
If wrong PIN is entered preview window will close and user will receive error notification



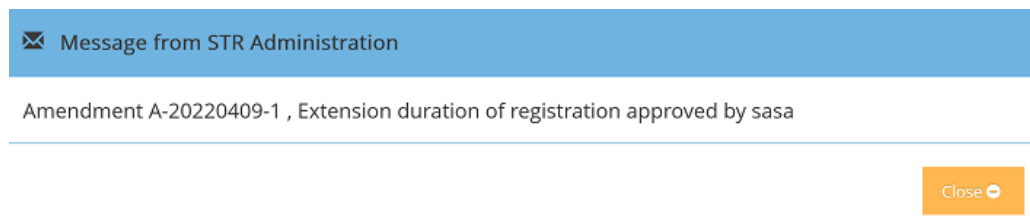
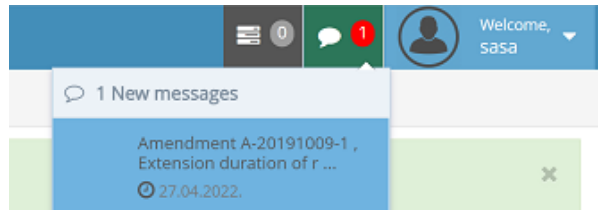
9.

By clicking on  button, amendment will be confirmed, user account will be charged for amendment, PDF certificate updated and amendment will become active.

System will close review window and display message to the user that amendment is successfully approved.



User which initially performed the amendment will receive system message that amendment is accepted with name of user that accepted amendment.

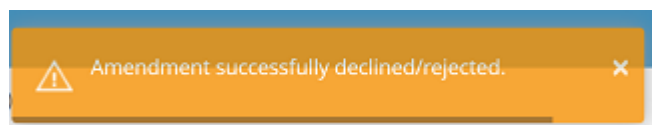


10.

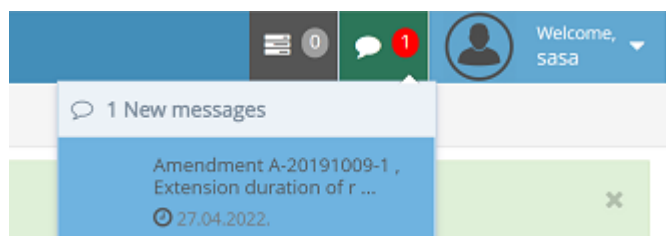
Reject amendment

By clicking on **Reject amendment** button amendment will be rejected/discarded. There will be no charge to user account and there will be no change in original PDF certificate.

System will close review window and display message to the user that amendment is successfully rejected.



User which initially performed amendment will receive system message that amendment is rejected with name of user that rejected amendment.



✉ Message from STR Administration

Amendment A-20191009-1 , Extension duration of registration declined by piva

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Close 