

1.1. Opening of a New Account in the Registry

Introduction

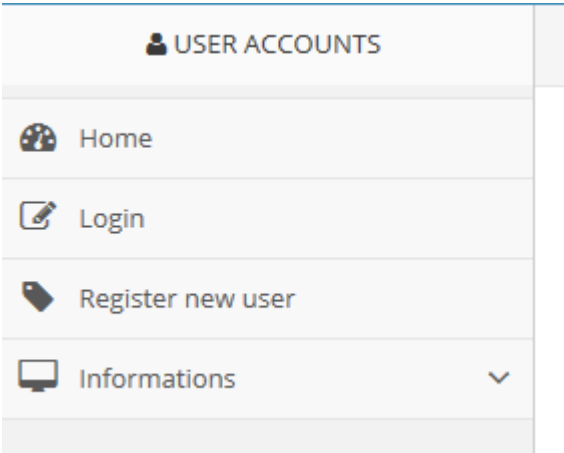

Introduction

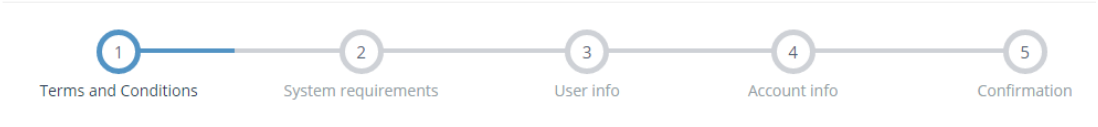

This function allows the user to enter the application and use the functionalities in accordance with the defined access authorization. Once the user has entered the application, he/she can do registrations, amendments and changes.

New user wants to use the application, but has no user account opened and can only access the Collateral Registry (CR) home page. User must enter personal data, necessary to open the user account. The account will be activated once it is verified by the authorized administrator.

Procedure

Follow the steps below to open a new account in the CR.

STEP	ACTION
1.	<p>Opening the new account enables accessing the data in the Collateral Registry database in order to perform the registration and search functions. The account number must be a unique company number issued by the authorized institution. The unique number for an individual is a personal ID number from the ID card issued by the authorized body. Opening an account procedure should be conducted in a way that Registry application must strictly support the written process of account opening. A request for opening an account can only be submitted electronically using the Registry web application.</p> <p>The user will log in into the STR home page and will select Register New User option.</p>  <p>The user will click on  button.</p>

STEP	ACTION
2.	<p>The application provides general instructions for creating a new account.</p> <p>Registering new user</p>  <p style="text-align: right; color: blue;">STEP 1 - General Terms and Conditions</p> <p>To go to the next step the user should select option.</p>
4.	<p>The application provides the option for further confirmation of the account opening process and displays the "General Terms and Conditions" of the use of Registry.</p> <p>Terms and conditions for the use of Registry</p> <p style="text-align: center;">GENERAL TERMS AND CONDITIONS FOR THE USE OF THE MOVABLE COLLATERAL REGISTRY (REGISTRY)</p> <div style="border: 1px solid #ccc; padding: 10px;"> <ol style="list-style-type: none"> 1. The Customer's acceptance of the General Terms and Conditions is required, for the customer to be the user account's owner within the Registry in light of the rights and obligations contained in the Security Interest in Movable Property Act (hereinafter: "the Law"), and the Security Interests in Movable Property (Registry) Regulations passed in accordance with the Law and General Terms and Conditions herein. 2. By opening the User Account with the Movable Collateral Registry (hereinafter: "the Registry"), the Owner of the User Account gains access to the Registry services, consisting of the following: <ol style="list-style-type: none"> a. User Account service b. Online registration and amendments of registration c. Online search of Registry Database d. Issuance of the Movable Collateral Registration Certificate by the Registry in accordance with the Security Interest in Movable Property Act and Security Interests in Movable Property (Registry) Regulations e. Keeping a cash balance (fee) in the Owner's Account within the Registry and anytime access to the balance account by the Owner </div>
5.	<p>Accepting Terms and Conditions</p> <p>After General Terms and Conditions are displayed, the application shows options "Accept" and "Do Not Accept."</p> <p>In the case that user does not accept of selection the user must click of the  option, the application returns the user to the home page of the application. In the case of acceptance of the General Terms and Conditions, the application displays the form to enter the data required to open an account.</p> <p style="text-align: center;"><input type="checkbox"/> ACCEPT GENERAL TERMS AND CONDITIONS</p>

6.

Form for the entry of the user information

The suggested sequence for entry of the data required for opening an account is as follows:

- *Entity type.
 - o Individual or Business entity
- *Business ID.
 - o Company Name, or
 - o
- * National ID:
 - o Name
 - o Surname
- * Address:
 - District
 - Country (Saint Lucia)
- * Telephone
- * E-mail address
- * E-mail address
- * Authorized representative: Name
- * Authorized representative: Surname
- * Username (log in)
- * Password

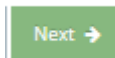
Note: * Mandatory fields of entry in the application

Note: For two types of user accounts: for Business ID: the company name is mandatory; for National ID: the name and surname are mandatory. Validation algorithm will be run against the national or business ID.

7.

Validation and confirmation of entered data

The user validates the entered data and confirms by selecting the **Next** option.



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Account Info

The user will enter the required data in the form provided for the entry of the Master Account Information.

Form for the entry of the Account's Information

STEP 4: Master Account Info

Name
Name is required.

Surname
Surname is required.

Email
Email field is not a valid email address.

Username
Username is required.

Password

Confirm New Password

PIN
PIN is required.

The suggested sequence for entry of the data required for opening an account is as follows:

- *Name
- * Surname
- * Email
- * User
- * Password
- * Confirm Password
- * PIN (Alfa/Numeric)

Note: * Mandatory fields of entry in the application

Note: For two types of user accounts: for Business ID: the company name is mandatory; for National ID: the name and surname are mandatory. Validation algorithm will be run against the national or business ID.

9.

Validation and confirmation of user registration.

Registering new user



✔ User and Application user registration completed

← Back to main menu

Click

NOTE: User will receive a notification on registration via email.

NOTE 2: User need to submit paper based supporting documents (as prescribed in Act and/or Regulation) to Registry in order to have his account approved/activated.

Users are to comply with any further terms and conditions for opening an account as prescribed by the Act or the Regulations