

1.2. Registration

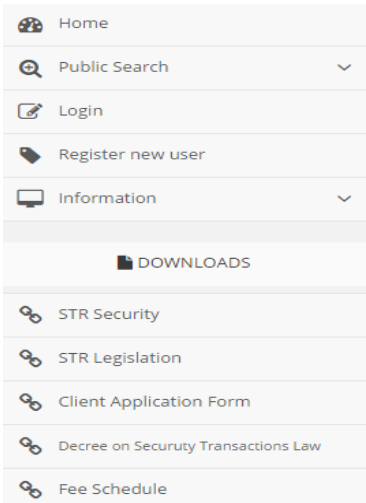

Introduction


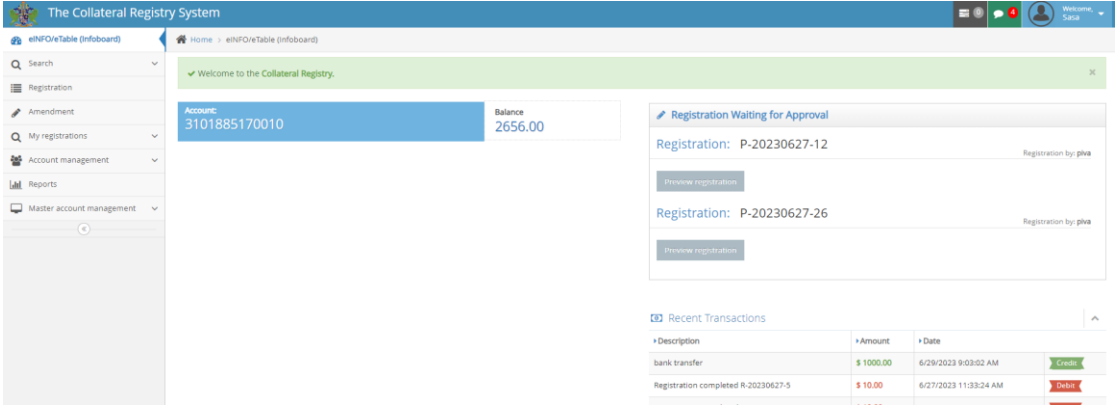
This function allows the registered user to do the real-time registry searches of existing registrations, which in turn allows him/her seeing pledge priority order. User is given possibility to register the property and create registration document.

User intends to register a moveable asset but first needs to check if the property is already pledged. It is necessary to provide user information on chosen property in real-time, with user entering all the necessary data. User must be given information of the costs at any given time, and cost must be evident on the user's account. Registration document must be created and printed out, and it will serve as a basis for legal certification of the pledge.

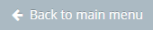
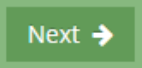
Procedure

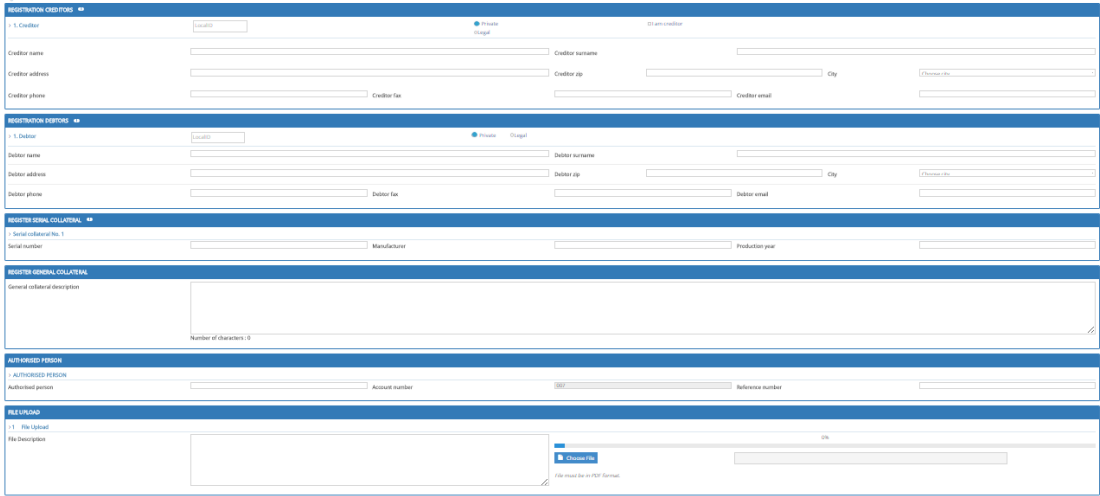
Follow the steps below to do the registration:



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="699 942 1062 1442" data-label="Image"></div> <p>The user will log in into the CR home page and will select Login registered user</p> <div data-bbox="345 1524 474 1558" data-label="Image"></div> <p>option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p>

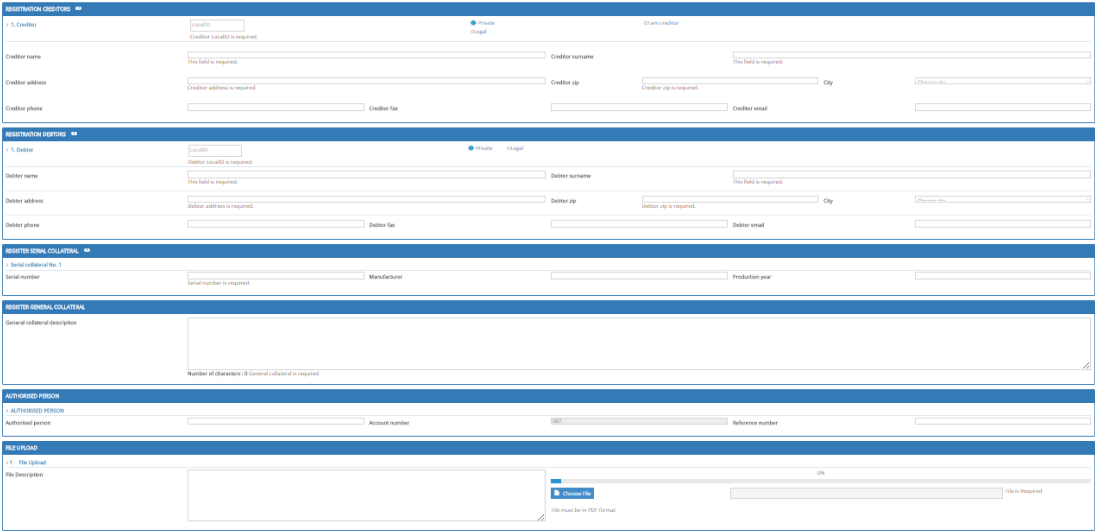
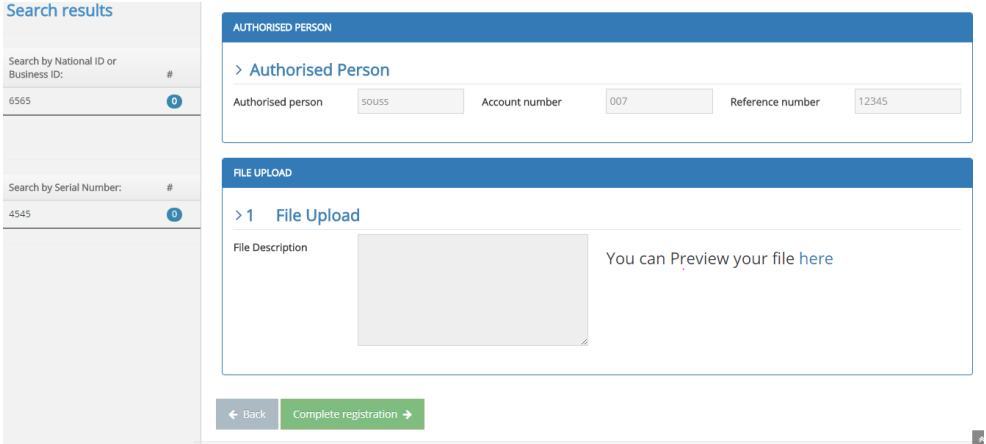

STEP	ACTION												
	<div data-bbox="701 226 1081 340" style="text-align: center;">  <h2 style="margin: 0;">The Collateral Registry</h2> </div> <div data-bbox="654 403 1128 436" style="text-align: center;"> <p>Please enter your information.</p> </div> <div data-bbox="654 472 1128 514" style="text-align: center;"> <input type="text" value="Username"/> </div> <div data-bbox="654 525 1128 567" style="text-align: center;"> <input type="password" value="Password"/> </div> <div data-bbox="966 604 1128 651" style="text-align: center; margin-top: 20px;"> <input type="button" value="Login"/> </div> <div data-bbox="641 703 1144 756" style="text-align: center; margin-top: 20px;"> <input type="button" value="Register new user"/> </div> <p data-bbox="329 781 1440 848">If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>												
2.	<p data-bbox="329 852 1440 919">On the user home page, there is an info board, which shows summary functions and information dashboard.</p>  <table border="1" data-bbox="974 1260 1429 1354" style="margin-top: 10px;"> <caption>Recent Transactions</caption> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Date</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>bank transfer</td> <td>\$ 1000.00</td> <td>6/29/2023 9:03:02 AM</td> <td>Credit</td> </tr> <tr> <td>Registration completed R-20230627-9</td> <td>\$ 10.00</td> <td>6/27/2023 11:33:24 AM</td> <td>Debit</td> </tr> </tbody> </table>	Description	Amount	Date	Type	bank transfer	\$ 1000.00	6/29/2023 9:03:02 AM	Credit	Registration completed R-20230627-9	\$ 10.00	6/27/2023 11:33:24 AM	Debit
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3	<p data-bbox="329 1392 1440 1459">By clicking on the option Registration, user opens the registration menu with the Balance of funds available for user id login in this session.</p>												

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	<div data-bbox="347 226 691 583"> </div> <p data-bbox="716 331 1425 468">Main menu functions Please note: Main menu functions will depend on user's rights. If some rights are not assigned to the user, menu option will not be presented to user.</p> <div data-bbox="347 684 691 730"> </div> <p data-bbox="716 678 1425 711">Balance of funds available for user id login in this session.</p> <div data-bbox="347 772 691 1066"> <table border="1" data-bbox="347 793 691 1066"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Date</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Search 5-20161021-3</td> <td>\$ 5.00</td> <td>10/21/2016 7:51:48 AM</td> <td>Debit</td> </tr> <tr> <td>Search 5-20161021-1</td> <td>\$ 5.00</td> <td>10/21/2016 7:49:56 AM</td> <td>Debit</td> </tr> <tr> <td>Search 5-20161020-1</td> <td>\$ 5.00</td> <td>10/20/2016 9:43:50 AM</td> <td>Debit</td> </tr> <tr> <td>Internal Tran.</td> <td>\$ 10.00</td> <td>10/18/2016 11:26:05 AM</td> <td>Credit</td> </tr> <tr> <td>Internal Tran.</td> <td>\$ 100.00</td> <td>10/18/2016 11:14:01 AM</td> <td>Debit</td> </tr> <tr> <td>Internal Tran.</td> <td>\$ 100.00</td> <td>10/18/2016 11:14:01 AM</td> <td>Credit</td> </tr> <tr> <td>Internal Tran.</td> <td>\$ 300.00</td> <td>10/18/2016 11:12:25 AM</td> <td>Debit</td> </tr> <tr> <td>Internal Tran.</td> <td>\$ 300.00</td> <td>10/18/2016 11:12:25 AM</td> <td>Credit</td> </tr> <tr> <td>Search 5-20161018-8</td> <td>\$ 5.00</td> <td>10/18/2016 11:11:17 AM</td> <td>Debit</td> </tr> <tr> <td>From PayPal</td> <td>\$ 600.00</td> <td>9/24/2016 2:38:07 AM</td> <td>Credit</td> </tr> </tbody> </table> </div> <p data-bbox="716 909 1386 942">The list of most recent fees and payment transactions</p> <div data-bbox="477 1100 557 1163"> </div> <p data-bbox="716 1100 1039 1134">Interactive Help Function</p> <div data-bbox="477 1199 557 1262"> </div> <p data-bbox="716 1199 1078 1232">Control Validation Follow up</p> <div data-bbox="477 1289 557 1352"> </div> <p data-bbox="716 1289 933 1323">Internal Message</p>	Description	Amount	Date	Type	Search 5-20161021-3	\$ 5.00	10/21/2016 7:51:48 AM	Debit	Search 5-20161021-1	\$ 5.00	10/21/2016 7:49:56 AM	Debit	Search 5-20161020-1	\$ 5.00	10/20/2016 9:43:50 AM	Debit	Internal Tran.	\$ 10.00	10/18/2016 11:26:05 AM	Credit	Internal Tran.	\$ 100.00	10/18/2016 11:14:01 AM	Debit	Internal Tran.	\$ 100.00	10/18/2016 11:14:01 AM	Credit	Internal Tran.	\$ 300.00	10/18/2016 11:12:25 AM	Debit	Internal Tran.	\$ 300.00	10/18/2016 11:12:25 AM	Credit	Search 5-20161018-8	\$ 5.00	10/18/2016 11:11:17 AM	Debit	From PayPal	\$ 600.00	9/24/2016 2:38:07 AM	Credit
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3.	<p data-bbox="329 1465 1435 1499">By clicking on the option Registration, user opens the registration menu.</p> <div data-bbox="347 1499 634 1551"> </div>																																												
4.	<p data-bbox="329 1623 1435 1724">With selection of the chosen values for each field, there is a drop-down menu in the form. On the right side of the field, the fee is shown for each parameter of registration, as well as the total registration fee, which is visible at the bottom of the form ("Total Fee").</p>																																												

STEP	ACTION
	<div data-bbox="360 235 1435 592" data-label="Form"> </div> <p data-bbox="331 615 1435 680">The user chooses duration of the pledge, number of creditors, data - if specific or general property is being pledged, and value of basic fee.</p> <p data-bbox="331 716 1435 747">On the page “Registrations”, user sees the table with following options:</p> <ul data-bbox="378 751 1435 919" style="list-style-type: none"> - Years - to choose how long the registration will last. Options are from 1 to 10 years. - Number of creditors, from 1 to 5 - Number of debtors, from 1 to 5 - Serial number collateral, from 1 to 20, or 0 when there is none to register - General collateral, Yes or No choice <p data-bbox="331 924 1435 989">Below the options above, there is a Total fee field, which automatically shows the amount of fee for the registration of the chosen combination of property.</p> <p data-bbox="331 1024 1435 1089">Also, next to every registration category, user can see fee of that individual category for that specific registration, which changes depending of the chosen value.</p> <p data-bbox="331 1115 1435 1180">If the user clicks the Back to main menu  option, the system will take the user to the main menu.</p> <p data-bbox="331 1232 1435 1297">If the user clicks Next  option, the system will first check if the PIN number is valid. If the PIN is not valid, the system will show the message Wrong PIN.</p> <p data-bbox="331 1335 1435 1367">If the PIN is valid, the system will generate a form for registration entry.</p> <p data-bbox="331 1404 1435 1470">The information on registration fees will be shown to the user. Upon completion of the process, user is ready for next Step – registration entry form.</p>
5.	<p data-bbox="331 1476 1435 1541">The user enters the required information in the empty fields in sections from 1 to 7 of the form.</p> <ol data-bbox="475 1577 938 1808" style="list-style-type: none"> 1. Registration of Creditors 2. Registration of Debtors/Grantors 3. Register Serial Collateral 4. Register General Collateral 5. Credit Data 6. Additional Information 7. File Upload

STEP	ACTION
	 <p>Part 1 – Creditor – is where user enters the data about the creditor(s). In the title banner, there is a field Personal/Business ID to enter creditor ID number.</p> <p>Below the title, the form starts with two sections:</p> <ul style="list-style-type: none"> - Individual - Company <p>User needs to enter data in one of these sections, depending if creditor(s) is a company or an individual.</p> <p>Below there are fields for the address and various contact options, city, country, phone, fax & email (the last two are not mandatory fields).</p> <p>Part 2 – Debtor/Grantor – is where user enters the data about the debtor(s). In the title banner, there is the field Personal/Business ID to enter debtor ID number.</p> <p>Below the title, the form starts with two sections:</p> <ul style="list-style-type: none"> - Individual - Company <p>User needs to enter data in one of these sections, depending if debtor(s) is a company or an individual.</p> <p>Down below are fields for the address and various contact options, city, country, phone, fax & email (the last two are not mandatory fields).</p> <p>Part 3 – Register Serial Collateral. This section has one part:</p> <ul style="list-style-type: none"> - Specific property sections – the users will see the following three fields here: <ul style="list-style-type: none"> ○ “Serial number”- to be entered as written on the specific property ○ “Manufacturer” ○ “Year” of production fields <p>Part 4 – Register General Collateral. This section has one part:</p>

STEP	ACTION
	<ul style="list-style-type: none"> - General property – to enter description or any other relevant data referring to the general property being pledged. Below the text box, there is “Number of characters” field counting the used number of characters as user types. There will be no fee charged for number of characters entered. <p>Part 5 – Credit Data section has one field:</p> <ul style="list-style-type: none"> - Loan Amount - to enter the amount of loan. <p>Part 6 – Additional information: In the additional information section, the user must have an option to enter the following data:</p> <ul style="list-style-type: none"> - Additional information, - Reference Number. <p>The first field – a unique number field – is for the company ID number, which was used to open the user’s account. The data is automatically filled by the application and application does not allow any changes to this number.</p> <p>The second field is the free field for the entry of additional information. Use can enter any information they deem necessary to further reinforce their claim.</p> <p>The third field is the reference number field. It is a free field in which the user will enter their control number or connected credit number or other number client use to identify user.</p> <p>Note: This is not a mandatory field and it is optional to enter the name of the responsible person for the registration.</p> <p>Part 7 – File Upload section has three fields:</p> <p>The user has the option to upload one pdf document as a supporting document to the registration. The system accepts documents only in pdf format and the maximum size of document is 5MB.</p> <ul style="list-style-type: none"> - “File Description” Detail or name of the document will be uploaded into the registration. - Choose the library that document will be uploaded. <p>At the bottom of the form there are two buttons:</p> <div style="display: flex; justify-content: center; gap: 20px; margin: 10px 0;"> <div data-bbox="355 1501 506 1570" style="background-color: #d3d3d3; padding: 5px 10px; border: 1px solid #ccc;">← Back</div> <div data-bbox="511 1501 662 1570" style="background-color: #4CAF50; color: white; padding: 5px 10px; border: 1px solid #ccc;">Next →</div> </div> <ul style="list-style-type: none"> - “Back” that takes user back to the home page  - “Next” takes the user to the next step 

STEP	ACTION
<p>6.</p>	<p>To double check the data entered into the system, it shows the user the form filled out with user's data.</p>  <p>User confirms everything is correct and registration is archived in the database.</p> <p>If everything is correct, user can continue with the registration by selecting “Next” option and registration is entered into database. User has the option to make correction to this document by clicking “Corrections” button at the bottom of the page, or to cancel the entire registration process by clicking the button “Exit”, on the left side at the bottom of the page.</p>
<p>7.</p>	<p>After completion of registration, a new window opens where the user is required to enter the registration survey data.</p>  <p>After the entry of the survey data, the user has to select the “Complete registration” option, which takes the user to the next step.</p>
<p>9.</p>	<p>System will display a success message of successfully completion</p> 

STEP	ACTION																																																				
10.	<p data-bbox="329 233 1433 296">At the moment data is saved in the database, a registration document is generated (user should print it out) and the fees are collected from the user account.</p> <div data-bbox="410 373 1308 1272" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">INITIAL NOTICE</p> <p style="text-align: center;">***** REGISTRATION P-20230813-1 *****</p> <hr/> <p>PART-1 GENERAL DATA:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Registration number:</td> <td>P-20230813-1</td> </tr> <tr> <td>Registration date:</td> <td>13.08.2023</td> </tr> <tr> <td>Registration time:</td> <td>19:13:58</td> </tr> <tr> <td>Registration term (years):</td> <td>1</td> </tr> <tr> <td>Registration expiry date:</td> <td>13.08.2024</td> </tr> </table> <hr/> <p>PART-2 CREDITOR:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">ID Number:</td> <td style="width: 30%;">88888</td> <td style="width: 30%;">Address:</td> <td></td> </tr> <tr> <td>Name and Surname</td> <td>Tester Tester</td> <td>Address</td> <td>Castries SAINT LUCIA</td> </tr> <tr> <td>Community:</td> <td>444</td> <td>Phone:</td> <td>555</td> </tr> <tr> <td>Email:</td> <td>some@some.ba</td> <td>Fax:</td> <td>555</td> </tr> </table> <hr/> <p>PART-3 DEBTOR:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">ID Number:</td> <td style="width: 30%;">7777</td> <td style="width: 30%;">Address:</td> <td></td> </tr> <tr> <td>Name and Surname</td> <td>Debtor Test</td> <td>Address</td> <td>Castries SAINT LUCIA</td> </tr> <tr> <td>Community:</td> <td>444</td> <td>Phone:</td> <td>444</td> </tr> <tr> <td>Email:</td> <td>someemail@some.ba</td> <td>Fax:</td> <td>444</td> </tr> </table> <hr/> <p>PART-4 PROPERTY DESCRIPTION:</p> <p>GENERAL COLLATERAL:</p> <p>XXXXXX</p> <p>SERIAL NUMBER COLLATERAL:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">SERIAL NUMBER:</td> <td style="width: 30%;">MANUFACTURER:</td> <td style="width: 30%;">PRODUCTION YEAR:</td> </tr> <tr> <td>12345</td> <td>XXXX</td> <td>2023</td> </tr> </table> <hr/> <p>PART-5 ADDITIONAL INFORMATION:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">ADDITIONAL INFORMATION:</td> <td style="width: 30%;">REF. NUMBER:</td> </tr> <tr> <td>test</td> <td>123</td> </tr> </table> <p style="text-align: center;">***** END OF REGISTRATION P-20230813-1 *****</p> <p style="text-align: center;">END OF DOCUMENT</p> </div> <p data-bbox="329 1354 1433 1451">System automatically generates/saves the PDF document (as user sees it). It will remain available in the Registry. In addition to the registration data archived in the database, the original document created at the time of registration is also being archived.</p>	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	ID Number:	88888	Address:		Name and Surname	Tester Tester	Address	Castries SAINT LUCIA	Community:	444	Phone:	555	Email:	some@some.ba	Fax:	555	ID Number:	7777	Address:		Name and Surname	Debtor Test	Address	Castries SAINT LUCIA	Community:	444	Phone:	444	Email:	someemail@some.ba	Fax:	444	SERIAL NUMBER:	MANUFACTURER:	PRODUCTION YEAR:	12345	XXXX	2023	ADDITIONAL INFORMATION:	REF. NUMBER:	test	123
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