

1.4.1 Special Amendments – Add debtor – Add Collateral

Introduction

You cannot add Debtor or collateral to already existing registration by using Amendment function of the system.

In order to add Debtor or Collateral to already existing registration **user need to perform a “special” amendment process.**


Special Amendment process is in effect a regular registration but data entered in registration need to be according to amendment you plan to do.

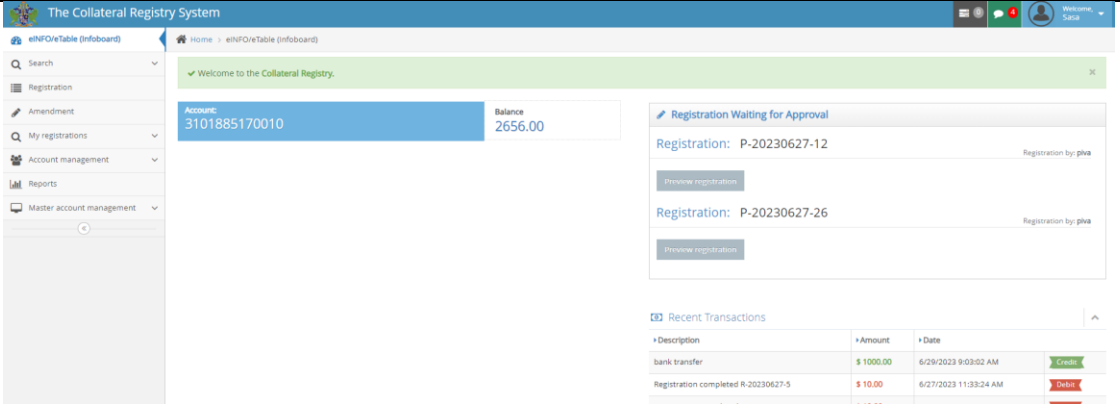
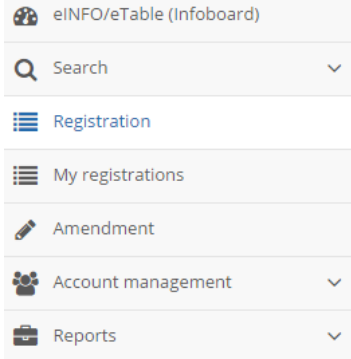

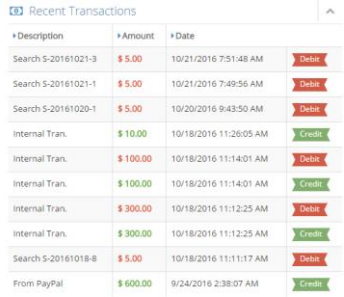



- In case user want to **add Debtor** he will only enter original creditor information and new debtor information (It is not necessary to register debtors from previous registration). For collateral same collaterals as in original registration need to be entered.
- In case user want to **add Collateral** he will enter identical information on Creditor and Debtor as in original registration and information on new collateral – It is not necessary to register (enter) collateral from previous (original) registration
- In case user want to **add Debtor and add Collateral** he will enter original Creditor information, new debtor information and information on new collateral. It is not necessary to enter data on previous debtors or previous collateral.
- Finally **user need to “link” new amendment registration with original registration.** This is done in Additional information section of registration. First user need to clearly state that this is an amendment to original registration. User can write any other information as it see fit as long as it is clear that this registration is amendment to already existing registration. Under reference number user need to enter exact registration number of the registration that he is amending (for example R-20230905-16)

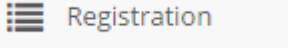
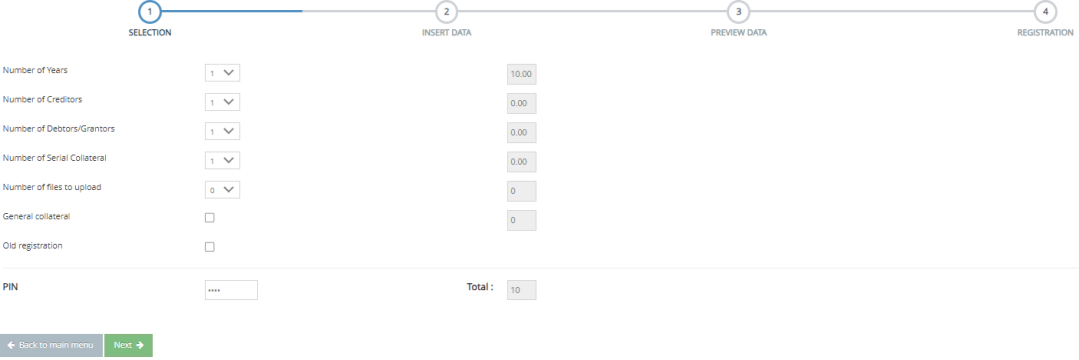
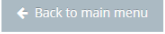

Procedure

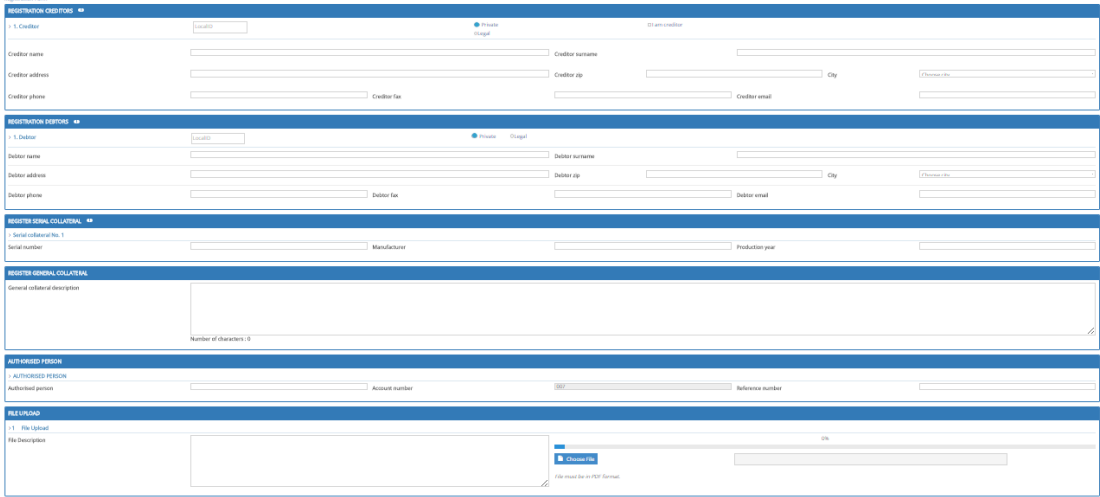
Follow the steps below to do the amendment:

STEP	ACTION
1.	<ol style="list-style-type: none">1. Process starts with the user deciding to amend already existing registration but it is not possible to perform amendments than new registration is required (special amendment)2. User needs to enter the application portal.

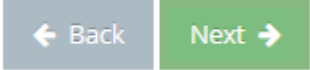


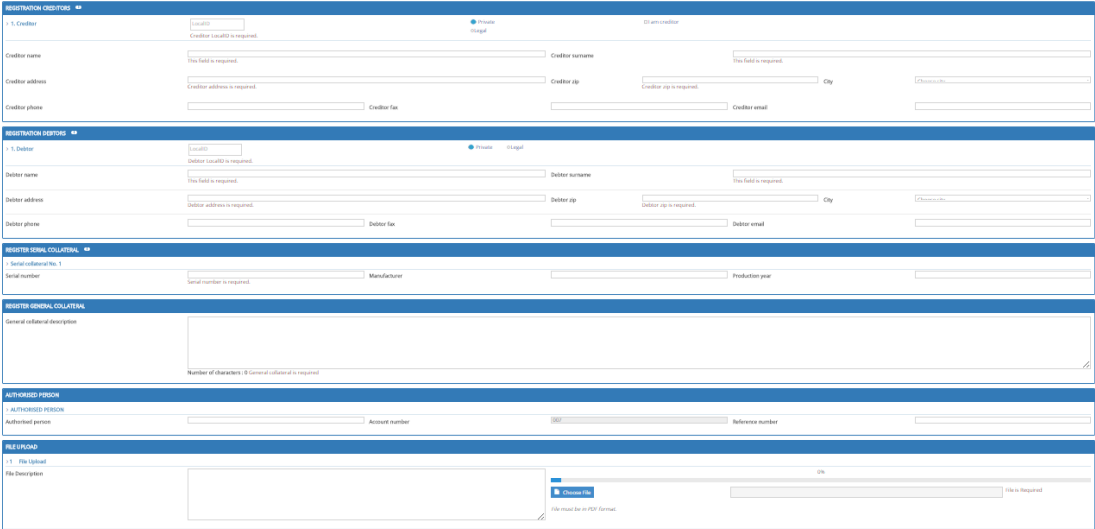
STEP	ACTION
	<div data-bbox="699 226 1065 726" data-label="Image"> </div> <p data-bbox="329 758 1438 867">The user will log in into the CR home page and will select Login registered user  Login option.</p> <p data-bbox="329 905 1438 972">When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p> <div data-bbox="654 1003 1146 1539" data-label="Image"> </div> <p data-bbox="329 1560 1438 1623">If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
2.	On the user home page, there is an info board, which shows summary functions and information dashboard.

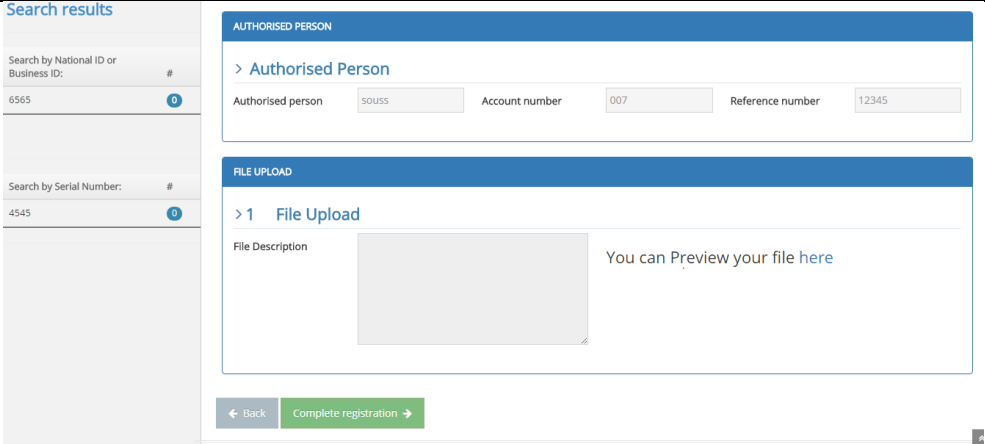
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	 <p>The screenshot shows the 'The Collateral Registry System' dashboard. On the left is a navigation menu with options: Search, Registration, Amendment, My registrations, Account management, Reports, and Master account management. The main content area displays a welcome message, account information for 'Account: 3101885170010' with a 'Balance: 2656.00', and a 'Registration Waiting for Approval' section with two entries for registrations P-20230627-12 and P-20230627-26. At the bottom, there is a 'Recent Transactions' table.</p> <table border="1" data-bbox="971 556 1429 630"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Date</th> <th></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-20230627-5</td> <td>\$ 10.00</td> <td>6/27/2023 11:38:24 AM</td> <td>Debit</td> </tr> </tbody> </table>	Description	Amount	Date		bank transfer	\$ 1000.00	6/29/2023 9:03:02 AM	Credit	Registration completed R-20230627-5	\$ 10.00	6/27/2023 11:38:24 AM	Debit																																
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3	<p>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> <div style="display: flex; justify-content: space-between;"> <div data-bbox="342 766 690 1123" style="width: 45%;">  <p>eINFO/eTable (Infoboard) Search Registration My registrations Amendment Account management Reports</p> </div> <div data-bbox="714 871 1429 1008" style="width: 50%;"> <p>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> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="349 1228 690 1270" style="width: 45%;">  <p>Account: 007 Balance: 590.00 \$</p> </div> <div data-bbox="714 1218 1429 1260" style="width: 50%;"> <p>Balance of funds available for user id login in this session.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="349 1312 690 1606" style="width: 45%;">  <table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Date</th> <th></th> </tr> </thead> <tbody> <tr><td>Search S-20161021-3</td><td>\$ 5.00</td><td>10/21/2016 7:51:48 AM</td><td>Debit</td></tr> <tr><td>Search S-20161021-1</td><td>\$ 5.00</td><td>10/21/2016 7:49:56 AM</td><td>Debit</td></tr> <tr><td>Search S-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 S-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> <div data-bbox="714 1449 1429 1491" style="width: 50%;"> <p>The list of most recent fees and payment transactions</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="479 1638 560 1701" style="width: 30%;">  </div> <div data-bbox="714 1638 1039 1680" style="width: 65%;"> <p>Interactive Help Function</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="479 1732 560 1795" style="width: 30%;">  </div> <div data-bbox="714 1732 1079 1774" style="width: 65%;"> <p>Control Validation Follow up</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="479 1827 560 1890" style="width: 30%;">  </div> <div data-bbox="714 1827 933 1869" style="width: 65%;"> <p>Internal Message</p> </div> </div>	Description	Amount	Date		Search S-20161021-3	\$ 5.00	10/21/2016 7:51:48 AM	Debit	Search S-20161021-1	\$ 5.00	10/21/2016 7:49:56 AM	Debit	Search S-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 S-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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STEP	ACTION
3.	<p>By clicking on the option Registration, user opens the registration menu.</p> 
4.	<p>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>  <p>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>On the page "Registrations", user sees the table with following options:</p> <ul style="list-style-type: none"> - Years - to choose how long the registration will last. Options are from 1 to 10 years. <u>For special amendment registration user should match original registration expiry date. For example if original registration was valid for 10 years but amendment registration is done 2 years later terms of the registration should be 8 years.</u> - 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>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>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>If the user clicks the Back to main menu  option, the system will take the user to the main menu.</p> <p>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>If the PIN is valid, the system will generate a form for registration entry.</p> <p>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>

STEP	ACTION
5.	<p>The user enters the required information in the empty fields in sections from 1 to 7 of the form.</p> <ol 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  <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>For special amendment registration User needs to enter exact data of creditor as in original registration.</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>For special amendment registration and depending on type of amendments user need to enter</p> <ul style="list-style-type: none"> ✓ In case no new debtor is added – exact data on debtors as in original registration ✓ In case a new debtor is added – information on new debtor. No need to enter information on other debtors from original registration. <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”

STEP	ACTION
	<p data-bbox="472 233 857 264">○ “Year” of production fields</p> <p data-bbox="331 302 1438 363">For special amendment registration and depending on type of amendments user need to enter:</p> <ul data-bbox="378 369 1438 543" style="list-style-type: none"> ✓ In case no new collateral is added – original serial information as it is in original registration ✓ In case new collateral is added – information on new serial collateral. No need to enter information on serial collaterals from original registration. <p data-bbox="331 613 1130 644">Part 4 – Register General Collateral. This section has one part:</p> <ul data-bbox="378 648 1438 779" 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 data-bbox="331 821 857 852">Part 5 – Credit Data section has one field:</p> <ul data-bbox="378 856 980 888" style="list-style-type: none"> - Loan Amount - to enter the amount of loan. <p data-bbox="331 926 1438 987">Part 6 – Additional information: When doing special amendment registration, the user need to enter the following data:</p> <ul data-bbox="425 1024 1438 1157" style="list-style-type: none"> - Additional information. In case of special registration amendment <u>user need to clearly state that this is an amendment to original registration.</u> - Reference Number. In case of special registration amendment <u>user need to enter exact registration number of the registration that he is amending</u> <p data-bbox="331 1194 1438 1293">The first field – Account number field – is for the TIN 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> <div data-bbox="342 1371 1422 1671" data-label="Form"> </div> <p data-bbox="331 1724 891 1755">Part 7 – File Upload section has three fields:</p> <p data-bbox="425 1759 1438 1850">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>

STEP	ACTION
	<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="text-align: center;">  </div> <ul style="list-style-type: none"> - “Back” that takes user back to the home page  - “Next” takes the user to the next step 
6.	<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>
7.	<p>The user has to select the “Complete registration” option, which takes the user to the next step.</p>

STEP	ACTION																																																												
	 <p>The screenshot shows a web interface with a search results sidebar on the left and a main content area. The sidebar has two search sections: 'Search by National ID or Business ID' with a search box containing '6565' and a magnifying glass icon, and 'Search by Serial Number' with a search box containing '4545' and a magnifying glass icon. The main content area has a blue header 'AUTHORISED PERSON' and a sub-header '> Authorised Person'. Below this are input fields for 'Authorised person' (containing 'SOUSS'), 'Account number' (containing '007'), and 'Reference number' (containing '12345'). There is also a 'FILE UPLOAD' section with a sub-header '> 1 File Upload' and a 'File Description' field. A placeholder image is shown with the text 'You can Preview your file here'. At the bottom of the main content area are two buttons: 'Back' and 'Complete registration'.</p>																																																												
9.	<p>System will display a success message of successfully completion</p> <p style="text-align: center;">Registration completed Registration with number: R-20161023-2 created successfully</p>																																																												
10.	<p>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> <p style="text-align: center;">***** INITIAL NOTICE ***** ***** REGISTRATION P-20230919-2 *****</p> <hr/> <p>PART-1 GENERAL DATA:</p> <table border="0"> <tr><td>Registration number:</td><td>P-20230919-2</td></tr> <tr><td>Registration date:</td><td>19.09.2023</td></tr> <tr><td>Registration time:</td><td>19:42:07</td></tr> <tr><td>Registration term (years):</td><td>1</td></tr> <tr><td>Registration expiry date:</td><td>19.09.2024</td></tr> </table> <hr/> <p>PART-2 CREDITOR:</p> <table border="0"> <tr><td>ID Number:</td><td>3101995170010</td><td>Address:</td><td>Neka ulica</td></tr> <tr><td>Company name:</td><td>Sasa Cosic</td><td></td><td>Castries</td></tr> <tr><td></td><td></td><td></td><td>SAINT LUCIA</td></tr> <tr><td>Community:</td><td>71000</td><td>Phone:</td><td>+387 62 555 666</td></tr> <tr><td>Email:</td><td>sasa.cosic@gmail.com</td><td>Fax:</td><td>cisija@gmail.com</td></tr> </table> <hr/> <p>PART-3 DEBTOR:</p> <table border="0"> <tr><td>ID Number:</td><td>123321</td><td>Address:</td><td>test</td></tr> <tr><td>Company name:</td><td>test</td><td></td><td>Castries</td></tr> <tr><td></td><td></td><td></td><td>SAINT LUCIA</td></tr> <tr><td>Community:</td><td></td><td>Phone:</td><td></td></tr> <tr><td>Email:</td><td></td><td>Fax:</td><td></td></tr> </table> <hr/> <p>PART-4 PROPERTY DESCRIPTION:</p> <p>SERIAL NUMBER COLLATERAL:</p> <table border="0"> <tr><td>SERIAL NUMBER:</td><td>MANUFACTURER:</td><td>PRODUCTION YEAR:</td></tr> <tr><td>123321</td><td>toyota</td><td>2023</td></tr> </table> <hr/> <p>PART-5 ADDITIONAL INFORMATION:</p> <table border="0"> <tr><td>ADDITIONAL INFORMATION:</td><td>REF. NUMBER:</td></tr> <tr><td>This is an amendment to existing registration No: R-20230905-16. New debtor and new serial collateral added</td><td>R-20230905-16</td></tr> </table> <p style="text-align: center;">***** END OF REGISTRATION P-20230919-2 ***** END OF DOCUMENT</p> <p>System automatically generates/saves the PDF document (as user sees it). It will remain</p>	Registration number:	P-20230919-2	Registration date:	19.09.2023	Registration time:	19:42:07	Registration term (years):	1	Registration expiry date:	19.09.2024	ID Number:	3101995170010	Address:	Neka ulica	Company name:	Sasa Cosic		Castries				SAINT LUCIA	Community:	71000	Phone:	+387 62 555 666	Email:	sasa.cosic@gmail.com	Fax:	cisija@gmail.com	ID Number:	123321	Address:	test	Company name:	test		Castries				SAINT LUCIA	Community:		Phone:		Email:		Fax:		SERIAL NUMBER:	MANUFACTURER:	PRODUCTION YEAR:	123321	toyota	2023	ADDITIONAL INFORMATION:	REF. NUMBER:	This is an amendment to existing registration No: R-20230905-16. New debtor and new serial collateral added	R-20230905-16
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STEP	ACTION
	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.