

4 Maintaining Secured Party Groups on the PPSR


- Update Secured Party Group Details
- Change the Contact Details for a Secured Party within a Secured Party Group
- Change the Secured Party Group currently assigned to your User ID
- Transfer Financing Statements from one Secured Party Group to Another
- Change Secured Party Group Email Options
- Maintain User Web Preferences
- View Financing Statement Details

What you need to know

- It is FREE - there are no fees for using any of the options to maintain Secured Party Groups.
- Changes you make to a Secured Party Group will apply to all financing statements for that Secured Party Group. To change the person acting on behalf of a secured party group for one financing statement refer to Chapter 2.
- You cannot change the actual membership of a Secured Party Group [SPG] – that is, add or remove members. If the membership of a Secured Party Group changes, create a new Secured Party Group [Chapter 1] and transfer the financing statements to the new group.
- You cannot change the name of a secured party within a Secured Party Group. If the name of a secured party group changes, create a new secured party group and transfer the financing statements to it.
- Your Secured Party Group ID and password are a critical and sensitive piece of information. If you suspect that security has been compromised, change the password immediately.
- Use the 'View Financing Statement Details' option to see detailed information about a specific financing statement, including information that is not publicly available using the PPSR Search options [e.g. The Debtor PIN and the name of the user that created or changed the information in the financing statement]. You can also request a copy of the verification statement - FREE.

The steps to maintain secured party group details

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the PPSR Registration menu choose **Secured Parties – Maintain Secured Party Group**.
4. Enter the Secured Party Group ID and password and click 'Continue'.
5. Click on the Secured Party Group member's name [there may be one or more members in a Secured Party Group] to update their details [e.g. Contact Details such as Addresses, Phone, Fax details].
6. Review the contact details and make any changes necessary then click 'Save'.
7. If you need to update details for another member of the Secured Party Group, repeat steps 5 and 6.
8. When all the changes have been made, submit them by clicking 'Register Changes'.
9. The PPSR will prompt you to confirm that you want the saved changes to be applied to all registered and pending financing statements belonging to the Secured Party Group. If you choose 'Yes' you will also receive onscreen advice that Financing Change Statements and Verification Statements will be generated for all affected registered financing statements – click 'OK'.

 Your User ID is a nine-digit number and your password is seven alpha-numeric characters and is case sensitive.

123 The steps to maintain your secured party group password

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the **PPSR Registration** menu choose **Secured Parties – Change Secured Party Group Password**.
4. Enter the existing Secured Party Group ID and password. Then enter and confirm the new Password and click 'OK'.
5. You will also receive onscreen confirmation that the password has been changed. In addition to this onscreen advice, an email will be sent to all members of the Secured Party Group advising them of the password change.

123 The steps to change the Secured Party Group ID assigned to your User ID

Your User ID recalls the last Secured Party Group ID it used. It uses this information to:

- Enter that Secured Party Group's details on a new Financing Statement.
- Enable the user to maintain financing statements for that secured party group.

To select a specific Secured Party Group:

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the **PPSR Registration** menu, choose **Miscellaneous – Change Currently Assigned Secured Party Group**.
4. The existing Secured Party Group ID and Name will be displayed. To work on a different Secured Party Group, enter the new Secured Party Group ID and password and click 'OK'.
5. You will also receive onscreen confirmation that you have been assigned to the new Secured Party Group.


123 The steps to transfer financing statements between secured parties

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the **PPSR Registration** menu choose **Secured Parties – Transfer Financing Statement**.
4. Enter the Secured Party Group ID and password for the **current** Secured Party Group then enter the Secured Party Group ID and password for the **future** Secured Party Group.
5. Choose '**Global Transfer**' to transfer all financing statements from the current Secured Party Group to the future Secured Party Group.
6. Choose '**Selective Transfer**' to transfer particular financing statements from the current Secured Party Group to the future Secured Party Group. Where you are transferring up to five financing statements enter the Financing Statement Registration Numbers on the initial page. Where you are transferring more than five financing statements choose '**Selective Transfer**' then tick the boxes beside the appropriate financing statements to indicate which statements are to be transferred.
7. Confirm the financing statement transfer.

Notes

Your User ID is a nine-digit number and your password is seven alpha-numeric characters and is case sensitive.

Use the Global Transfer option when you need to make changes to the name or membership of a Secured Party Group. First create a new Secured Party Group [Chapter 1] then transfer the financing statements to the new group.

 A financing change statement is created for **every** financing statement transferred. A verification statement for every financing change statement will be sent to each secured party within the secured party groups of both the current and future secured party groups. The future secured party is required to supply a copy of the verification statement to every debtor unless those debtors have waived in writing their right to receive one.

123 The steps to view financing statement details

Use the 'View Financing Statement Details' option to see detailed information about a specific financing statement, including information that is not publicly available using the PPSR Search options [e.g. The Debtor PIN and the name of the user that created or changed the information in the financing statement]. You can also request a copy of the verification statement – FREE.

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the PPSR Registration menu choose Secured Parties – View Financing Statement Details.
4. Enter the Financing Statement Registration Number and PIN, and click 'Continue'.
5. Enter the Secured Party Group ID and password and click 'Continue'.
6. Review the financing statement onscreen. You will automatically see the current version of the financing statement but you can also choose to view the 'History'.
7. If you choose 'Deliver Verification Statement Copy' a copy of the verification statement will be emailed to the current Secured Party Group members as well as the logged on User.

123 The steps to choose which emails you will receive during the registration process

Secured party group email options

The PPSR generates a range of emails during each registration process. To ensure you receive all the emails you expect, check both the Secured Party Group email options [described below] and your settings under User Web Preferences.

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the PPSR Registration menu choose Secured Parties – Set Secured Party Group Email Options.
4. Enter the Secured Party Group ID and password and click 'Continue'.
5. Review the email options available to your Secured Party Group and make any changes. Click 'Save' to activate those changes or 'Exit' to leave this screen without saving any changes you might have made.

User web preferences

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the PPSR Registration menu choose Miscellaneous – Maintain User Web Preferences.
4. Review the options available for your User ID and make any changes. Click 'Save' to activate those changes or 'Exit' to leave this screen without saving any changes you might have made.



Your User ID is a nine-digit number and your password is seven alpha-numeric characters and is case sensitive.