

PPSR Training Guide



The Personal Property Securities Register (PPSR) is a form of electronic notice board where secured parties can record specific details about security interests in personal property. Registration in the PPSR will be one way to secure priority over personal property that is subject to a security interest.

Check us out online at www.ppsr.govt.nz

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1 Getting started

- How to access the PPSR website
- Connection requirements
- How to find your way around the PPSR website
- Learn about Secured Party Groups [SPGs]
- The steps to create a Secured Party Group

What you need to know

We have designed this training guide to teach you how to use the PPSR website, to create and maintain Secured Party Groups, register and maintain financing statements and search the PPSR. It is not a complete guide to the Personal Property Securities Act 1999. If you are new to the PPSR, we recommend reading our pamphlets:

- An Introduction to the PPSR [PPS-01]
- Register in the PPSR [PPS-03]
- Search the PPSR [PPS-04]
- Information for Consumers [PPS-02]
- Renew your Financing Statements [PPS-06]

Before you can access the PPSR there are a few things you will need to know and have access to:

- A User ID and password for using the PPSR [Refer to our Registered User Administration Training Guide for full details of how to Get a User ID]
- A credit card or a direct debit facility already established with us
- An active email address
- A computer installed with PDF reader software [e.g. [Adobe Acrobat Reader 4.0](#) or above].

If you have not used the PPSR before we also recommend reading our Registered User Administration Guide. That guide contains information on:

- Opening a customer account to register as a user [Get User ID]
- The administrator's functions
- Adding users to a customer account
- Maintaining your customer account and user details
- Payment options – direct debit and credit card.

Once you have registered as a customer with the PPSR, you can use the same User ID to access all of our participating websites. You should keep your User ID and password in a safe place for future reference.

Connection requirements

Before using our online services, please check the **Optimal Site Settings** [under **Site Information** on our website] – especially if this is the first time you have used our website.

There are links on the website to download the software you require. Select the **Site Information** menu option, and then **Site Software**. If you do not have access to the internet, you may wish to consider the following options:

- Use the internet access that is available in many public libraries and independent Internet terminal providers.
- Consult a legal or financial advisor or a search & registration service provider.



How do you find your way around the PPSR website?

Navigate the PPSR website using the menu on the left hand side of the screen. First, select the type of service that you require, and then choose the specific service from the menu screen.

The following services are available on the PPSR website:

- **User Administration**
Maintain Customer Details | Branch Details | User Details | Prohibited Password Administration | Invoices.
 Some options on the User Administration menu are available only to users with Administrator privileges.
- **PPSR Registration**
 - **Financing Statements**
Create | Pending | View | Maintain
 - **Secured Parties**
Create SPG | Maintain SPG | Transfer Financing Statements | Change SPG Password | View Financing Statement Details | Set Secured Party Group Email Options
 - **Financing Statement Change Demands**
Lodge | Withdraw | View | Accept
 - **Miscellaneous**
Change Currently Assigned Secured Party Group | Maintain User Web Preferences | Change Financing Statement PIN | Change Debtor PIN | Registered Financing Statement Report | Financing Statement List
- **PPSR Search**
Debtor Person | Debtor Organisation | Financing Statement Registration Number | Motor Vehicle Serial Number | Aircraft Serial Number | View Session Log
- **Services and Fees**
View the current Services and Fees for the PPSR and other Business Units.
- **Site Information**
Optimal Site Settings | Related Sites | Site Software | Privacy Statement
- **Information Library**
About PPSR | FAQs | Fees | Training Materials | Accessing PPSR | Pamphlets | Government to Business | Plus links to the New Zealand Legislation website, the Business Update Newsletter site and to our online Ask us a Question service.
- **Contact Us**

As well as this training guide, there are a number of resources available on our website to help you learn how to use the PPSR:

- A tutorial is available by selecting the **TUTORIAL** button in the bottom right hand corner of the website
- **HELP** is available online in the bottom right hand corner of the website.
- A range of resources and information is available under the **Information Library** menu option.
- Ask us a Question online using the **Contact Us** menu option.

What you need to know about Secured Party Groups [SPGs]

You must register a Secured Party Group [SPG] in order to register a financing statement.

- Secured Party Groups are a central identity within the PPSR. Essentially, a secured party creates a Secured Party Group [SPG] to represent itself on the PPSR the first time it accesses the PPSR. After this initial SPG registration, all financing statements are registered against that Secured Party Group.
- Each Secured Party Group is identified by way of a Secured Party Group ID and password. The Secured Party Group ID and password are critical pieces of information that you must keep confidential. Secured Party Groups can change their password online at any time.
- Secured Party Groups may consist of one or more secured parties [people or organisations].
- A change to secured party group details will generate a financing change statement for every financing statement already registered by the secured party group. To change the membership of a secured party group you must first create a new secured party group then use the global transfer feature to transfer all financing statements from the old, to the new secured party group. [Secured Parties – Transfer Financing Statement]
- Each secured party within a secured party group must have an email address.
- A secured party organisation must nominate a person to act on their behalf. This may be the name of a person within the organisation or their job title. The person acting on behalf of a secured party organisation must also have an email address.



Email is the primary contact point for the PPSR. A variety of communications may be sent to secured parties via email. What emails you actually receive depends on which options have been selected under Web User Preferences and what onscreen choices are made by the person entering details onto the PPSR. It is critical to have a stable, long-term email address when registering your secured party group. One that doesn't change even if your staff do.

What communications will you get from the PPSR?

The PPSR generates a range of emails during each registration process. You can choose which emails to receive by selecting them in your User Web Preferences. [Visit PPSR at www.ppsr.govt.nz, logon then select **Miscellaneous – Maintain User Web Preferences**]

The PPSR will NOT generate emails to:

- Advise that a pending financing statement or pending financing change statement has been deleted at 60 days.
- Advise you when financing statements have expired or are about to expire

Tips on PINS

It is your responsibility to look after and keep track of your:

- User ID and password
- SPG ID and password
- Financing Statements Numbers and PINs [including Debtor PINs].

Below is an example of a quick template that you could use to record and store the pins and IDs generated by the PPSR during the registration process. It is easy to set up a spreadsheet similar the example given below then store it for quick future reference.

Debtor Name	Debtor Reference	FS Creation Date	FS Expiry Date	Financing Statement Registration Number	Debtor PIN	Financing Statement PIN
EXAMPLE ONLY						

The steps to create a 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 **Secured Parties – Create Secured Party Group**.
4. Select whether the first [or only] member of your Secured Party Group is a **Person** or an **Organisation**.
5. Complete the details required in the 'Create Secured Party Group' screen then click 'Save'. [Fields marked with an * must be completed].
6. From the Secured Party Group List choose to either:



- 'Add Another Member' to your Secured Party Group [repeat steps 4-5 until your Secured Party Group accurately represents all of the secured parties].
- 'Remove Selected' member from your Secured Party Group [first put a tick in the box beside the Secured Party Member you wish to remove].
- Check or edit the details of a Secured Party Member by clicking on their name in the list.
- 'Exit' – to cancel registration of this Secured Party Group. The details you have entered will not be saved.
- 'Register Group' – when you have successfully added all the members of the Secured Party Group [there may be several members or only be one.]
 - Take note of your case-sensitive Secured Party Group ID and password.
 - Click 'OK' to confirm the registration or choose 'Change Password' to select a Secured Party Group password that is easier to remember.

You are now set up to register financing statements.

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

2 Registering Financing Statements on the PPSR

- What are the different registration screens and content requirements?
- How do I create and register a new financing statement?
- What does it mean to save a financing statement as pending?
- What information do I need to maintain and discharge a financing statement?
- How do I set up who receives emailed copies of the verification statements and financing statement PINs?

What you need to know

This section of the training guide is designed to teach you how to use the PPSR website to register financing statements.

Before you begin your financing statement registration there are a few things that you are going to need to know and/or have access to.

- A User ID and password for using the PPSR [Refer to our Registered User Administration Training Guide for full details of how to Get a User ID]
- A credit card or a direct debit facility already established with us
- A Secured Party Group [Refer to the previous section for details on creating a Secured Party Group]
- Be familiar with the Debtor Name Rules
- Be familiar with the range of Collateral Types and the requirements for describing each
- An active email address
- A computer that is installed with PDF reader software [e.g. [Adobe Acrobat Reader 4.0](#) or above]

What you need to know about debtors

Debtor name rules explained

Everyone needs to enter the debtor name on the same basis. The Personal Property Securities Regulations 2001 set out the requirements for recording the debtor's name on the financing statement. These are referred to as the 'Debtor Name Rules'. Having a set of rules such as these makes searching the PPSR easier and more reliable.

Debtor name rules – individuals

The debtor's full name must be entered, including their first, middle and last names. Where there is more than one middle name, enter as many middle names as the register allows, in the same order that they appear on official documentation. The name of the debtor must be the same as their name as stated on official documentation. For the purposes of the PPSR, examples of official documentation are:

- a birth certificate
- a marriage certificate
- a New Zealand certificate of citizenship
- a passport
- a driver's licence

[Reference Schedule 1, Clause 2 – Personal Property Securities Regulations 2001]

The Regulations also prescribe what to do in the following situations:

- Where the debtor's name consists of one word – enter that word as the debtor's first and last names.
- Where the debtor uses both a married name and an alternate name – the debtor may be entered under both of those names as if they were two separate individuals.
- Where the debtor is an individual carrying on business as a sole trader under a name other than their own name – enter the debtor's own name.

[Reference Schedule 1, Clauses 3, 4 and 5 – Personal Property Securities Regulations 2001]



SENTE

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SENTE

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Tips about entering debtor information – individuals

- The PPSR recognises that not all people have a middle name so that field is not mandatory. If a debtor has any middle names you must enter them.
- Debtors must be between 16 and 120 years old.

Debtor – Organisations

Organisation means any body or organisation, whether incorporated or not, including a:

- Company
- Incorporated society
- Incorporated charitable trust board
- Industrial and provident society
- Building society
- Friendly society or Credit union
- Partnership
- Trust
- Other.

[Reference Section 16 Personal Property Securities Act 1999]

Debtor name rules – organisations

If the organisation is incorporated, you must enter the statutory or registered name. If the organisation is not incorporated, enter the name of the organisation as set out in its constitution or other document defining its constitution. If the organisation has no constitution, enter the trading name or name by which the organisation is commonly known.

[Reference Schedule 1, Clause 6 – Personal Property Securities Regulations 2001]

Tips about entering debtor information – organisations

- If the debtor organisation is incorporated, enter either the full correct name or the incorporation number. When you save the debtor party details, the system will check the registers held at the Companies Office to ensure that the name and/or number supplied is valid. If the name is not found, the system displays a 'Locate Company' button. Use this button to display a list of companies with names similar to the name you have entered in the 'Organisation Name' field. Select the correct company from that list.
- Overseas companies not registered in New Zealand should use the 'Other' organisation type. Do not enter any incorporation number.
- To keep a high level of data integrity, you must enter details into the register with the correct spelling.

What you need to know about collateral

What is collateral?

Collateral is personal property that is subject to a security interest.

Collateral types

Each item of collateral may be described by one or more of the collateral type. There are a total of 13 different collateral types to choose from.

A standard screen format is used for each of the following collateral types [i.e. a single text box]:

- Goods – Livestock [e.g. livestock: cows, sheep, ostriches]
- Goods – Crops [e.g. crops: pip fruit crop, grape production, wheat production]
- Documents of Title [e.g. bills of lading, warehouse receipts]
- Chattel Paper [e.g. hire purchase agreements]
- Investment Securities [e.g. shares, options]
- Negotiable instruments [e.g. a promissory note, a letter of credit]
- Money [e.g. NZ dollars, Japanese yen, bank deposit of \$NZ8 million lodged with a bank]
- Intangibles [e.g. trademarks, patents and copyright, accounts receivable]
- All Present and After Acquired Personal Property

For each of these collateral types you will see an 'Expand' button beside the 'Description' field. For a larger field choose the 'Expand' option. The description field can hold up to 4000 characters of text, but you cannot insert images. When using the expanded description box click on the 'Return' button to go back to the 'Collateral Details' screen.

The system uses more specific screen formats for the following collateral types:


- Goods – Other and All Present and After Acquired Personal Property Except
- Goods - Motor Vehicles [e.g. a car, motor cycle]
- Goods - Aircraft [e.g. aircraft: a helicopter, aeroplane, glider]

Specific fields for describing motor vehicles

Enter the following mandatory fields and any other relevant information:

- Make
- Model
- Year [of manufacture]

You must complete at least one of the three following fields: VIN, chassis number or registration number. Wherever possible, enter details in all fields.

 It is critical that the correct collateral type or types are entered. Failure to record this information correctly may result in financing statements becoming invalid if seriously misleading. If in doubt seek legal assistance.

Describing collateral that are not serial number goods

When entering a description for goods that contains an identification number, you must also include additional data to adequately describe those goods.

An identification number is a number that is permanently marked on, or attached to, the collateral by the manufacturer. It includes only alpha numeric characters [A-Z, 0-9], but does not include punctuation [e.g. hyphen, dashes, asterisks, full stops] or other markings.

Where an identification number has non-alphanumeric characters enter the identifier on the register **without** the non-alphanumeric characters. E.g. A00fkf-39023SDJK-JSDFHSF98 would be entered as A00fkf39023SDJKJSDFHSF98 [Reference Clause 10 – Personal Property Securities Regulations 1999]

What you need to know about verification statements

- It is critical that you obtain a copy of the verification statement in some form, regardless of whether the debtor has waived their right to receive one under section 148 of the Personal Property Securities Act 1999. If, for some reason, the Verification Statement is mislaid, you can request another copy through the website.
- Secured parties are required to supply debtors with a copy of the verification statement within 15 working days unless the debtor waives, in writing, the right to receive one.
- The verification statement records both the Financing Statement Registration Number and Debtor PIN.
- The system supplies the Financing Statement PIN separately and is a critical piece of information for the Secured Party. It is required whenever you need to maintain or discharge the financing statement. Take great care to avoid sending the financing statement PIN to the debtor as this is one of the two identifiers required to discharge the financing statement.
- There are two forms of verification statement. One displayed on the screen and the emailed version. The emailed version is a tidier layout for printing. The registering party can choose whether they are to be sent a verification statement and financing statement PIN via separate email. [Visit PPSR at www.ppsr.govt.nz, logon then select Miscellaneous – Maintain User Web Preferences]
- The PPSR will only send each member of the secured party group a verification statement and financing statement PIN when the User chooses yes to the prompts at the end of the registration process.
- The person acting on behalf of a secured party organisation is the primary contact point for email. This can be a named individual or a position within the organisation [e.g. The Manager, Credit Controller].
- The secured party organisation and person acting on behalf will each receive emails from the system. Where those email addresses are the same, the PPSR will send only one email to the shared address.

Tips for processing your financing statements

- If you register Financing Statements for more than one Secured Party Group, it will be much faster to register your financing statements in batches for each Secured Party Group. By doing this you will save time by not having to enter new Secured Party Group details for each new registration.
- When entering information into the relevant text box you are able to copy and paste from an electronic document you may already have.
- Financing statements reflect the substance of the security agreement[s] and interest[s] – Debtor Details, Collateral Details and Secured Party Details.
- You may register financing statements prior to attachment.
- Registration of a financing statement does not replace the need for or function of the underlying security agreement.
- A financing statement can be stored in the pending area of the PPSR for up to 60 days for administrative reasons, but is not given a date and time of registration until actually registered.
- Your financing statement may reflect one or more security interests.
- You can record as many debtors and items of collateral as may be appropriate for the security interest[s] on one financing statement for a single fee of \$NZ3.07.

123 The steps to create a financing statement

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 Financing Statements – Create Financing Statement
4. Enter your Secured Party Group ID and password then click the 'Continue' button.
5. Enter the Financing Statement Details
 - From the list of steps to create your financing statement choose 1. Financing Statement Details
 - You have two choices here.
 - Either accept the default/maximum term for a financing statement of five years or
 - Enter an earlier date to reflect a shorter term.
 - Choose 'Save' to return to the create financing statement menu

CREATE FINANCING STATEMENT

[SAVE IN PENDING](#) | [EXIT](#)

Please enter the details by pressing each of the following steps.

At any stage, you may save the financing statement in pending status by pressing 'SAVE IN PENDING'.

To submit the registration, select 'REGISTER FINANCING STATEMENT' below.

[1. Financing Statement Details](#)
[2. Debtor Details](#)
[3. Collateral Details](#)
[4. Secured Party Group Details](#)
5. Register Financing Statement

6. Enter Debtor Details

- From the list of steps to create your financing statement, choose **2. Debtor Details**
- **Debtor type** – choose whether the debtor is a person or an organisation, then click 'Continue'.
- In the 'Debtor Party Details' screen enter the debtor information for each debtor. Fields marked with an asterisk * must be completed.
- Choose 'Add Another Debtor' to add second and subsequent debtor persons or organisations in the same manner described above.
- Choose 'View' to take a look at the financing statement with the information you have loaded so far. From the 'View' screen you can also 'Print' the financing statement
- Select 'Save' or 'Exit' to review the 'Debtor List'.

DEBTOR PARTY DETAILS

SAVE | VIEW | ADD ANOTHER DEBTOR | EXIT TOP OF PAGE

Please enter the debtor details and press 'SAVE'.
Note: Fields marked by an asterisk (*) must be completed for registration.

Debtor Type: Organisation

Organisation Name:

Organisation Type: * Company

Incorporation Number:

Debtor Reference:

Email Address:

Fax:

Contact Telephone:

Contact Address: *

Suburb:

City/Town: *

7. From the Debtor List screen choose to either:

- 'Add Another Debtor' to your financing statement [repeat step 6 until your financing statement accurately represents all of the debtors involved].
- 'Remove Selected' debtor from your Debtor List [first put a tick in the box beside the debtor you wish to remove].
- Check or edit the details of a Debtor by clicking on their name in the list.
- **Continue** – to accept the details you have entered and move to the next step in the process of creating your financing statement.

8. Enter Collateral Details

- From the list of steps to create your financing statement, choose **3. Collateral Details**
- Choose the appropriate **Collateral Type** then click 'Continue'.
- Enter an appropriate description of the first item of collateral. Fields marked with an asterisk * must be completed.
- Choose 'Add Another Collateral' to add second and subsequent items of collateral in the same manner described above.
- Choose 'View' to take a look at the financing statement with the information you have loaded so far.
- Select 'Save' or 'Exit' to review the **Collateral List**.

9. From the 'Collateral List' screen choose to either:

- 'Add Another Collateral' to your financing statement [repeat step 8 until your financing statement accurately describes all of the collateral involved].
- 'Remove Selected' collateral from your Collateral List [first put a tick in the box beside the item of collateral you wish to remove].
- Check or edit the details of an item of collateral by clicking on the description in the list.
- Choose 'View' to take a look at the financing statement with the information you have loaded so far.
- **Continue** – to accept the details you have entered and move to the next step in the process of creating your financing statement.

10. Enter Secured Party Group Details

Depending on the current settings for your User ID the appropriate Secured Party Group Details should have already been entered for you. If you register Financing Statements for only one Secured Party Group you shouldn't need to enter or check these details as they will not change. If you register Financing Statements for more than one Secured Party Group you should use this step to check that the right Secured Party Group has been selected for this Financing Statement.

- From the list of steps to create your financing statement, choose **4. Secured Party Group Details**
- You should now see the name and location of the currently selected **Secured Party Group [SPG]**.
 - Check or edit the details of the Secured Party Group by clicking on the name. The only detail you can change for the existing Secured Party Group now is for the **'Person Acting on Behalf'**. The details you choose now will also become the default for this and subsequent registration(s). You can enter either a person's name or their job title within the organisation [e.g. The Manager, Credit Controller].
 - Choose **'View'** to take a look at the financing statement with the information you have loaded so far.
 - Choose **'Change Secured Party Group'** – to select another SPG for this financing statement. You will need the SPG ID and password of the Secured Party Group you select. The SPG you choose now will also become the default for this and subsequent registrations.
 - Choose **'Create Secured Party Group'** – to create a new SPG for this financing statement.
- Select **'Exit'** to return to the Create Financing Statement menu and move to the next step in the process of creating your financing statement.

11. Register Financing Statement

This is the final step to create your financing statement. You should check that all the details entered are correct before proceeding.

- Click on the **'View'** option to review the unregistered financing statement.
- Click on any of the four items in the **Create Financing Statement** menu to check and correct information.
- Choose **'Save in Pending'** to store the financing statement in a pending status for up to 60 days.
- When you are satisfied that your financing statement is complete choose **5. Register Financing Statement**.
 - Review the summary screen presented to you, especially if this financing statement has been in the **'Pending'** status for some time.
 - Click on the **'Exit'** option to return to the **Create Financing Statement** menu to correct information or to save the financing statement as **'Pending'**.
 - Click on the **'Register Now'** option to pay the \$NZ3.07 registration fee and register your financing statement.

Your payment options are:

- **'Charge Account'** to pay by Direct Debit
- **'Pay by Card'** to pay by Credit Card
- **'Exit'** to return to the main menu without being charged. This also means your financing statement is NOT registered. (Your Financing Statement will be saved into your pending Financing Statement list)

The screenshot displays a web interface for creating a financing statement. At the top, it says "CREATE FINANCING STATEMENT" with a "PRINT | EXIT" button. Below that is a navigation bar with "FINANCING STATEMENT | DEBTOR | COLLATERAL | SECURED PARTY" and "TOP OF PAGE". The main section is titled "FINANCING STATEMENT DETAILS" and shows:

- Date of Expiry:** 30-Oct-2011 16:24:41
- Status:** Un-completed

Below this is the "DEBTOR" section with the following details:

- First Name:** Debtor
- Middle Names:**
- Last Name:** Person
- Date of Birth:** 01-Jan-1901
- Debtor Reference:**
- Email Address:**
- Fax:**
- Contact Telephone No:**
- Contact Address:** 3 Kingston Street
- Suburb:**
- City/Town:** AUCKLAND
- Post Code:**
- Country:** New Zealand

Your verification statement options are:

- **'Show verification statement online'** – to see a copy of the verification statement on screen. You can also print a copy of this screen.
- **'Send verification statement via email'** – to receive an emailed copy of the verification statement that you can print or even forward to other interested parties [e.g. the debtor].
- **'Retain these settings for this session'** – to save these settings and not see this window again [for this session only].

Notes

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

If you only register for one Secured Party Group add the Secured Party Group ID and password to your User ID and these details will be automatically entered for you each time. [Visit PPSR at www.ppsr.govt.nz, log on and choose the User Administration menu option then select User Details – Modify User and add the details under 'Default PPSR Secured Party Group']

Depending on the debtor type chosen, we will present you with a **Debtor Party Details** screen suitable for recording individual details or organisational details.

Depending on the collateral type chosen, we will present you with a **Collateral Details** screen suitable for recording details for that collateral category.

Saving financing statements as pending

At any time during the process to create a financing statement you can choose **'Save in Pending'** to store the financing statement in a pending status for up to 60 days. This can be useful if you get part way through the registration process and find that you are missing a piece of information.

- We will confirm that the financing statement has been saved in pending status and will provide the following details to help identify the pending financing statement at a later date or time.
 - Financing Statement Number
 - Financing Statement PIN
 - Debtor PIN
- Pending financing statements have no legal status and do not appear on the Personal Property Securities Register.
- The system only allocates a registration date and time for a financing statement once it is registered.

123 The steps to complete registration of a pending financing statement

1. Log on using your User ID and password.

From the PPSR Registration menu choose **Financing Statements – Pending Financing Statement**

2. We will display a List of Pending Financing Statements [even if there is only one]. From this list select the statement you wish to complete and choose **'Open'**.
3. Review the details already entered. Complete any details that are missing, and correct any that are wrong, in the same way as you would create a new financing statement including step 5. **Register Financing Statement.**

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

What happens if I do not complete my registration?

If at any time during the process to create a financing statement you are disconnected from the PPSR we will save a copy of the information you have already entered. Next time you access the **Register Financing Statement** menu you will be prompted to **'Open'** or **'Delete'** the incomplete financing statement.

- **'Open'** the financing statement if you wish to complete and register it or save it as **'Pending'**.
- **'Delete'** the financing statement if you have decided to discontinue the registration.
- Choose **'Continue'** if you wish to register another financing statement immediately.

If you have saved a financing statement as **'Pending'** and do not return to complete it within 60 days, the saved details will be deleted. In this case you will need to begin your registration again.

3 Maintaining Financing Statements on the PPSR

- Amend a Financing Statement [Add or Remove Debtor Details. Amend, Add or Remove Collateral Details]
- Renew a Financing Statement
- Discharge a Financing Statement
- Subordinate and Unsubordinate a Financing Statement
- Lodge a Change Demand – Debtor or Interested Party
- Respond to a Change Demand by Accepting it – Secured Party
- Respond to a Change Demand by Filing a Court Order – Secured Party
- Withdraw a Change Demand – Debtor or Interested Party

What you need to know about maintaining financing statements

- When you maintain a financing statement, the changes you make only affect that financing statement. A change to secured party group details will generate a financing change statement for every financing statement already registered by the secured party group.
- Secured Party Groups can amend, renew or discharge financing statements via the '**PPSR Registration – Financing Statements – Maintain Registered Financing Statement**' menu option.
- A debtor or interested party can also initiate a compulsory amendment or discharge to a registered financing statement via the '**PPSR Registration – Financing Statement Change Demands**' menu option.
- You can only maintain active financing statements. You can not reactivate a discharged or expired financing statements using any of the maintenance options, nor can you alter any registered details.
- When you are registering a change of debtor or collateral details, you can hold a financing change statement in '**Pending**' status for up to 60 days. Access a pending financing change statement by revisiting the '**Amend**' menu option for that financing statement. You can either '**Continue**' with the previous financing change statement or '**Delete**' it and start afresh. You must either complete a discharge, renewal or subordination in one session or abandoned completely.
- Every change to a financing statement registered generates a financing change statement and the PPSR sends an updated verification statement.
- Financing change statements retain the same registration number as the original financing statement, but a suffix is added to that number that indicates both the origin of the change and its order in history.
 - A **C** indicates a change initiated by the secured party. **D** indicates a change initiated by the debtor.
 - The number [e.g. **0001**] indicates how many versions of the financing change statement exist. The original registration becomes **0000**.
For example a financing statement with a suffix of **C0003** indicates that this is the third change to the financing statement and it was initiated by the secured party.
- The following information is required for a secured party to maintain a financing statement:
 - Secured Party Group ID and password
 - Financing Statement Registration Number and PIN.
- Before you amend any details on a financing statement check to ensure you have selected the right statement.
- A debtor or interested party need both the **Financing Statement Registration Number** and the **Debtor PIN** to lodge a change demand.
- It is every secured party's responsibility to keep a record of their PPSR passwords and PINs, however if you have a problem with a financing statement PIN or cannot recall your Secured Party Group ID and password call us on freephone **0508 777 746** during business hours for assistance.
- To extend the expiry date, renew the financing statement [**PPSR Registration – Financing Statements – Maintain Registered Financing Statement – Renew**]. If the financing statement needs to be removed prior to the expiry date, discharge it [**PPSR Registration – Financing Statements – Maintain Registered Financing Statement – Discharge**].

123 The steps to amend a financing statement

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
From the PPSR Registration menu choose **Financing Statements – Maintain Registered Financing Statement – Amend**.
3. Enter the Financing Statement Registration Number and PIN for the financing statement you want to amend, then click the 'Continue' button.
4. If prompted, enter the Secured Party Group ID and password then click the 'Continue' button.
From the list of steps to amend your registered financing statement choose either
 2. Debtor Details or
 3. Collateral Details.
5. Make your changes then select '**5. Register Changes**'.

A verification change statement will be generated. Your verification statement options are:

- 'Show verification statement online' – to see a copy of the verification statement on screen. You can also print a copy of this screen.
- 'Send verification statement via email' – to receive an emailed copy of the verification statement that you can print or even forward to other interested parties [e.g. the debtor].
- 'Retain these settings for this session' – to save these settings and not see this window again [for this session only].

Notes


Your User ID is a nine-digit number and your password is seven alpha-numeric characters and is case sensitive. You should only be prompted for the SPG ID and password if you register financing statements for more than one Secured Party Group and the SPG ID and password chosen by default does not match the financing statement you wish to amend.

There is no fee associated with amending a financing statement.

123 The steps to change a Financing Statement PIN

Your Financing Statement PIN is a critical piece of information. You need it any time you need to maintain the financing statement [including renewing or discharging it]. If you suspect that this PIN has been compromised you can change it at any time.


1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
From the PPSR Registration menu choose **Miscellaneous – Change Financing Statement PIN**.
3. Enter the Financing Statement Registration Number and current PIN for the financing statement you want to amend, and then click the 'Change PIN' button.
4. The system will automatically generate a new Financing Statement PIN. A copy is sent via email to each member of the Secured Party Group.

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

123 The steps to change a Debtor PIN

The Debtor PIN is a critical piece of information for the debtor. It is used primarily by a debtor or interested party to lodge a Change Demand. If you suspect that it has been compromised, the secured party can change it at any time.

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 Debtor PIN.
4. Enter the Financing Statement Registration Number and Financing Statement PIN for the financing statement you want to amend, and then click the 'Change PIN' button.
5. The system will automatically generate a new Debtor PIN. The PPSR will send the new Debtor PIN via email to the User registering the change and the secured party must then send this to the Debtor.

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

123 The steps to renew a financing statement

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
From the PPSR Registration menu choose Financing Statements – Maintain Registered Financing Statement – Renew.
3. Enter the Financing Statement Registration Number and PIN for the financing statement you want to renew, then click the 'Continue' button.
4. If prompted, enter the Secured Party Group ID and password then click the 'Continue' button.
5. Check that you have selected the correct financing statement by reviewing the details on screen.
6. From the discharge registered financing statement screen choose 'Renew'.
7. Enter a new expiry date, and then choose 'Renew Now' to pay the \$NZ3.07 registration fee and renew your financing statement.

Your payment options are:

- 'Charge Account' to pay by Direct Debit
- 'Pay by Card' to pay by Credit Card
- 'Exit' to return to the main menu without being charged. This also means your financing statement is NOT registered. (Your Financing Statement will be saved into your pending Financing Statement list)

A verification change statement will be generated. Your verification statement options are:

- 'Show verification statement online' – to see a copy of the verification statement on screen. You can also print a copy of this screen.
- 'Send verification statement via email' – to receive an emailed copy of the verification statement that you can print or even forward to other interested parties [e.g. the debtor].
- 'Retain these settings for this session' – to save these settings and not see this window again [for this session only].

Notes

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

You should only be prompted for the SPG ID and password if you register financing statements for more than one Secured Party Group and the SPG ID and password chosen by default does not match the financing statement you wish to renew.

123 The steps to discharge a financing statement

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 **Financing Statements – Maintain Registered Financing Statement – Discharge**.
4. Enter the **Financing Statement Registration Number** and **PIN** for the financing statement you want to discharge, then click the **'Continue'** button.
5. If prompted, enter the Secured Party Group ID and password then click the **'Continue'** button. Check that you have selected the correct financing statement by reviewing the details on screen.
6. From the discharge registered financing statement screen choose **'Discharge'**.
7. Click on the **'Yes'** button to confirm the discharge.

A verification change statement will be generated. Your verification statement options are:

- **'Show verification statement online'** – to see a copy of the verification statement on screen. You can also print a copy of this screen.
- **'Send verification statement via email'** – to receive an emailed copy of the verification statement that you can print or even forward to other interested parties [e.g. the debtor].
- **'Retain these settings for this session'** – to save these settings and not see this window again [for this session only].

Notes

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

You should only be prompted for the SPG ID and password if you register financing statements for more than one Secured Party Group and the SPG ID and password chosen by default does not match the financing statement you wish to discharge.

There is no fee for discharging a financing statement – it is FREE.

Financing statement reports and lists

There are two main reporting options within the PPSR to help Secured Parties manage their registered Financing Statements. Choose either a **Registered Financing Statement Report** or a **Financing Statement List**.

In both cases you have the option of:

- emailing a PDF version to the email address of your choice or
- displaying the information in Excel format that can be saved to your PC or viewed onscreen.

The **Registered Financing Statement Report** creates a summary style report giving you the total registrations for the various registration options over a given month and year. For example, for a given SPG ID you will see the number of new registrations and discharges registered. How many financing statements expired and how many remain on the register. You will not, however, see any details of the financing statements themselves.

On the other hand the **Financing Statement List** creates a detailed report for your Secured Party Group. You can choose to get a list of the Financing Statements that are due to expire in a given timeframe as well as those that were registered in a given timeframe.

Included in the report are details of individual Financing Statements including:

- Financing Statement Registration Number
- Registration Date
- Discharge
- Expiry Date

123 The steps to generate a Registered Financing Statement Report

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
From the PPSR Registration menu choose **Miscellaneous – Registered Financing Statement Report**.
3. Enter the Secured Party Group ID and password then click the 'Continue' button.
4. Enter the month and year that you want to report to cover.
5. The default option is to receive the report in PDF format via email and your email address will be automatically entered based on your User ID. If you would prefer to see the report in MS Excel format, tick the checkbox **and** delete the email address.
Click on the 'Deliver' button to receive your report.

123 The steps to generate a Financing Statement List

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 – Financing Statement List**.
 4. Enter the Secured Party Group ID and password then click the 'Continue' button.
 5. If you want a list of Financing Statements that are due to expire, enter:
 - Both the start and end dates to determine the period that you want to list to cover or
 - The first Financing Statement Number that you want included in the list.
 6. If you want a list of Financing Statements that were registered over a specific period of time, enter:
 - Both the start and end dates to determine the period that you want to list to cover or
 - The first Financing Statement Number that you want included in the list.
- The default option is to receive the report in PDF format via email and your email address will be automatically entered based on your User ID. If you would prefer to see the report in MS Excel format, tick the checkbox **and** delete the email address.

Click on the 'Deliver' button to receive your report.

Notes

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

When choosing the dates for a:

- **Registered Financing Statement Report** - use the drop-down list to pick the month and type in the year using a 4-digit year format e.g. 2006 not 06.
- **Registered Financing Statement List** - use the date format **dd-mon-yyyy** e.g. To choose the date 31 December 2006 you would enter 31-Dec-2006.

What you need to know about subordinations and unsubordinations

- The principle behind both subordinations and unsubordinations is that the party with priority must access the financing statement maintenance service and defer to the inferior financing statement. Subordinations are visible when searching in the form of a link between both financing statements.
- Subordinations have their own term. They can last for the duration of the subordinating financing statement or a lesser period as mutually agreed. The expiry date must be the same as [or pre-date] the earlier of the two financing statement expiry dates.
- Renewing financing statements does not automatically renew subordinations recorded on them. You need remember to extend notice of the subordination by processing another subordination at the time you renew your financing statement.

123 The steps to subordinate one financing statement to another

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 **Financing Statements – Maintain Registered Financing Statement – Subordinate**.
4. Enter the **Financing Statement Registration Number** and **PIN** to locate the financing statement you want to subordinate.
5. If prompted, enter the Secured Party Group ID and password then click the **'Continue'** button.
6. Check that you have selected the correct financing statement by reviewing the details on screen.
7. From the subordinate financing statement screen choose **'Subordinate'**.
8. Now enter the Financing Statement Registration Number that is to become superior and an expiry date for the subordination then click the **'Continue'** button.
9. Review and confirm the subordination details then click the **'Register Subordination'** button.

A verification change statement will be generated. In this instance the verification statement reflects both financing statements. Your verification statement options are:

- **'Show verification statement online'** – to see a copy of the verification statement on screen. You can also print a copy of this screen.
- **'Send verification statement via email'** – to receive an emailed copy of the verification statement that you can print or even forward to other interested parties [e.g. the debtor].
- **'Retain these settings for this session'** – to save these settings and not see this window again [for this session only].

Notes

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

You should only be prompted for the SPG ID and password if you register financing statements for more than one Secured Party Group and the SPG ID and password chosen by default does not match the financing statement you wish to discharge.

There is no fee for subordinating a financing statement – it is FREE.

123 The steps to un subordinate one financing statement to another

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 **Financing Statements – Maintain Registered Financing Statement – Un subordinate**.
4. Enter the **Financing Statement Registration Number** and **PIN** to locate the financing statement you want to un subordinate.
5. If prompted, enter the Secured Party Group ID and password then click the **'Continue'** button.
6. Check that you have selected the correct financing statement by reviewing the details on screen.
7. From the un subordinate financing statement screen choose **'Un subordinate'**.
8. Now click on the link that identifies the subordination that you wish to remove.
9. Review and confirm the un subordination details then click the **'Register Un-Subordination'** button.

A verification change statement will be generated. In this instance the verification statement reflects both financing statements. Your verification statement options are:

- **'Show verification statement online'** – to see a copy of the verification statement on screen. You can also print a copy of this screen.
- **'Send verification statement via email'** – to receive an emailed copy of the verification statement that you can print or even forward to other interested parties [e.g. the debtor].
- **'Retain these settings for this session'** – to save these settings and not see this window again [for this session only].

Notes

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

You should only be prompted for the SPG ID and password if you register financing statements for more than one Secured Party Group and the SPG ID and password chosen by default does not match the financing statement you wish to discharge.

There is no fee for un subordinating a financing statement – it is FREE.

What you need to know about change demands

Lodging a change demand is a serious action from which court action and considerable costs can arise. Debtors and interested parties are strongly advised to resolve issues directly with the secured party. Where this is not possible, seek legal advice before lodging a change demand. Follow the notice procedure set out in sections 162 – 169 of the Personal Property Securities Act 1999 [PPSA].

The grounds on which a change demand can be lodged are:

- All obligations performed s162(a) (discharge)
- Collateral released by secured party consent s162 (b)
- Collateral details incorrect s s162(c)
- No security agreement exists s162(d)
- Security interest extinguished s162(e)

A secured party may:

- actively accept a change demand online at www.ppsr.govt.nz,
- do nothing and passively accept the change demand, or
- obtain a court order preventing the registration of a financing statement arising from a change demand.

Please refer to sections 162 – 169 of the PPSA for information relating to obtaining that court order.

In brief:

- A secured party must obtain a court order to prevent the registration of a financing change statement arising from a change demand.
- The Court may make an order maintaining the financing statement or discharging or amending it, or it can direct other such action as the Court thinks proper e.g. an interim injunction.
- That court order must be served upon the Registrar of Personal Property Securities within 15 working days of the notice referred to in section 165(2) being given to the secured party. PPSA section 166.
- The method of service under the PPSA is set out in section 185 of the PPSA.

The address for service of the Registrar of Personal Property Securities is:

Level 18 ASB Centre
135 Albert Street
Auckland 1010
New Zealand

Private Bag 92061
Auckland Mail Centre
Auckland 1142
New Zealand

Facsimile: + 64 9-916-4559
Email: registrar@ppsr.govt.nz

123 The steps to lodge a change demand – debtor or interested party

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
From the PPSR Registration menu choose **Financing Statement Change Demands – Lodge Change Demand**.
3. Enter the Financing Statement Registration Number and Debtor PIN and click 'Continue'.
4. Complete the details required in the **Lodge Financing Statement Change Demand** screen and click 'Continue'.
5. If you are seeking changes to the collateral details recorded in the financing statement, an appropriate link will appear. Follow this link, make your changes then click 'Submit Change Demand'.
6. Review and confirm the changes you are seeking and click 'Continue' to lodge the change demand.
7. Record your **Financing Statement Change Demand PIN** and click 'OK'.
8. As soon as you lodge a change demand, the PPSR will email a notice to each member of the secured party group. Secured parties can also monitor change demands using the **View Change Demand** menu.

123 The steps to respond to a change demand – where the secured party accepts change

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
From the PPSR Registration menu, choose **Financing Statement Change Demands – Accept Change Demand**.
3. Enter the Financing Statement Registration Number and PIN and click 'Continue'.
4. Click on the link to choose which demand to display.
5. Review and confirm the changes and click 'Accept' to accept the change demand.
6. Confirm acceptance by entering your Secured Party Group ID and password then click 'Yes'.
7. A verification statement will be sent to each secured party within the secured party group.

123 The steps to withdraw a change demand – debtor or interested party

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
From the PPSR Registration menu choose **Financing Statement Change Demands – Withdraw Change Demand**.
3. Enter the Financing Statement Registration Number, Debtor PIN and Change Demand PIN and click 'Continue'.
4. Review and confirm the withdrawal of the change demand by clicking 'Withdraw'.
5. Confirm your withdrawal action by clicking 'OK'.
6. A verification statement will be sent to each secured party within the secured party group.

Notes

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

There is no fee for lodging, accepting or withdrawing a change demand – it is FREE.

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.

5 Searching the PPSR

- Update Secured Party Group Details
- Understand the searching process and related screens
- Be able to search by:
 - Debtor - person;
 - Debtor - organisation;
 - Financing statement registration number;
 - Motor vehicle registration number; and
 - Aircraft serial number.
- Be able to print a search screen and obtain a copy via email.
- Understand search history.
- Be able to use the session search log.

What you need to know

- You may only search the PPSR for a legitimate purpose [as defined by Section 173 of the Personal Property Securities Act 1999]. Ensure you review and understand what is defined as a 'legitimate purpose'. You should ensure that any searches you undertake meet the Act's requirements. Every time you conduct a search of the PPSR you must declare that the search you are about to conduct is for legitimate purposes only.
- It is critical that you use the correct search type and search criteria when searching. If in doubt seek legal assistance.
- We recommend saving searches you conduct on the PPSR – either as a printed or emailed report.
- A PPSR search includes all financing statement data registered at the date and time the search was performed. The exception to this is that a search by financing statement number will also return any expired or discharged financing statement.
- Discharged or expired financing statements could, in rare circumstances, be restored by a Court Order. There may also be a pending financing statement in the process of being registered. You should consider the value of conducting another search later.
- You will need to know the full details of a debtor person or organisation to conduct a search.
- There are five types of search in the PPSR:
 - Debtor Person
 - Debtor Organisation
 - Financing Statement Registration Number
 - Motor Vehicle Registration Number
 - Aircraft Serial Number
- All searches cost \$NZ1.02 and you must pay this search fee regardless of whether your search returns any results. Note that a search conducted using appropriate criteria that returns no results can be just as useful as one returning registered financing statements.
- In some instances you may be able to use the 'Wild Card' character in your search criteria. The asterisk character [*] is the 'Wild Card' within the PPSR system.
 - When positioned at the end of text the * tells the system (in context with the rest of the query) to find all records that start with that text.
 - When positioned in the middle of text the * tells the system (in context with the rest of the query) to find all records that begin with and end with the text separated by the wild card character.
 - Only one wild card character [*] is permitted per field but it can take the place of one or many characters.
- Searches are not case sensitive.
- Discharged or expired financing statements do remain on the system but can only be retrieved using the 'Financing Statement Registration Number Search'.
- The PPSR does not hold copies of security agreements. Section 177 of the Personal Property Securities Act 1999 details the information that a secured party is required to provide relating to a security interest.

Understanding your search results


Where a search produces no results, a screen will announce that the search found no security interests for the search criteria specified.

Where one financing statement matches the search criteria, the PPSR will display only that financing statement. To obtain a list screen for a search that identifies only one financing statement click 'Exit' to go back to list view.

Where several financing statements all match the search criteria, the PPSR will produce a list. This list may span several pages. Control the number of results displayed per page by editing your **User Web Preferences**.


When the 'Search Results List' contains a lot of entries, you will have access to 'Next' and 'Previous' buttons to help you move through a long list.

From the 'Search Results List' you can choose:

- 'Deliver' to email a PDF version of the search results list [recommended].
- 'Print' to print a copy of the search results list.
 -  To deliver or print copies of the financing statements you first need to view the statement[s] of interest by choosing:
 - 'Select All' to select all of the financing statements in the list or tick one or more of the boxes, then Click 'View Selected' to see those financing statements.
 - Just one financing statement by clicking on the link in the list that describes the statement you want to view.
- 'New Search' to return to the search criteria screen and carry out a completely new search.
- 'Search Again' to return to the search criteria screen and modify the existing search criteria [the search criteria fields will still contain the details you entered originally for you to edit].

Financing statement details:

- Use the purple navigation buttons to move quickly to specific sections of the financing statement on screen.
 - **Financing Statement** [incl. Registration Number, Registration Time and Date, Expiry Time and Date, Current Status on Register]
 - **Debtor** [Debtor's details as entered by the secured party]
 - **Collateral** [Collateral details as entered by the secured party]
 - **Secured Party** [incl. Name and contact details for all members of the Secured Party Group]
 - **Top of Page**
- Where you have chosen to view more than one financing statement you will have the option of clicking 'Next' and 'Previous' to move to the next or previous financing statement.
- Click 'Deliver' to email a PDF version of the Financing Statement Details. Confirm/edit your email address and click 'Deliver' again. The Financing Statement Details Report will arrive via email in Adobe Acrobat Portable Data File (PDF) format.
- Choose 'Print' to print a copy of the Financing Statement Details.
- Choose 'History' to navigate to the 'History of Financing Change Statements Screen'. From that screen, you can view any previous versions of the financing statement.
- Where changes have been made to any items of collateral from the Financing Statement Details Screen click on 'Collateral History' or 'Item History' in the body of a financing statement to see a useful summary of changes to collateral or item descriptions.
- Choose 'Change Demands' to check whether any change demands have been registered.
- Subordination details are noted on the financing statement.

 Financing statements with a history have an additional suffix on the registration number [version number]. The version number begins with **C** - when a financing change statement was initiated by the secured party and **D** - when a financing statement was initiated by the debtor.

Important

Search reports delivered by email do not display the financing statement's history.

Information about a change demand will not appear in the register until registered. A secured party has up to 15 working days to respond to a change demand. While nothing on the financing statement itself records that a change demand has been registered, you can check this by clicking the **'Change Demands'** button.

Search for a debtor – person

There are two ways to search for debtors on the PPSR – either by **Debtor Person** or **Debtor Organisation**.

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the **PPSR Search** menu, choose **Debtor Person Search**.
4. Enter your search criteria.
5. Click **'Submit Query'** to start searching.
6. **'Pay Now'** for your search – via Direct Debit or Credit Card.

Notes

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

You must enter a minimum of two characters in both the **First Name** and **Last Name** fields.

The **'Wild Card' [*]** cannot be used in the **Date of Birth** field.

The **more criteria** you enter, the **narrower** your search becomes. [e.g. If you wish to refine your search by collateral type, click on the **'Choose'** button and select one or more collateral types.

Search for a debtor – organisation

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the **PPSR Search** menu choose **Debtor Organisation Search**.
4. Enter your search criteria.
5. Click **'Submit Query'** to start searching.
6. **'Pay Now'** for your search – via Direct Debit or Credit Card.

Notes

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

You must enter either an organisation name or an incorporation number. Locate and incorporation number by searching the registers at the Companies Office at www.companies.govt.nz.

The **'Wild Card' [*]** cannot be used in the **Incorporation Number** field.

The **more criteria** you enter, the **narrower** your search becomes. [e.g. If you wish to refine your search by collateral type, click on the **'Choose'** button and select one or more collateral types]. As a general rule, it is probably better not to narrow your search too much.

123 Search by motor vehicle serial number

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the PPSR Search menu, choose **Motor Vehicle Serial Number Search**.
4. Enter your search criteria.
5. Click **'Submit Query'** to start searching.
6. **'Pay Now'** for your search – via Direct Debit or Credit Card.

Notes

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

When searching, enter only alphanumeric characters e.g. A-Z and 0-9. If the person registering the financing statement entered non-alphanumeric characters, these will have been removed for searching purposes.

The more criteria you enter, the wider your search becomes. As a general rule, it is probably better not to narrow your search too much.

123 Search by financing statement registration number

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the PPSR Search menu, choose **Financing Statement Registration Number Search**.
4. Enter one or more numbers, separated by a comma or a space.
5. Click **'Submit Query'** to start searching.
6. **'Pay Now'** for your search – via Direct Debit or Credit Card.

Notes

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

Searching by financing statement registration number is an important type of search because it is the only way to locate information about discharged or expired financing statements.

123 View session search log

The PPSR maintains a search log for your current searching session [while you were logged on]. Once you log out, these details will no longer be available.

1. While still logged on to the PPSR
2. Go to the PPSR Search menu and choose **View Session Search Log**
3. You can now see a list of searches conducted during your present session.



SENTE

Tips About Entering Debtor Information – Individuals