



Register in the PPSR - PPS-03

In order to register financing statement information in the PPSR, you must first register as a Secured Party Group (SPG). You will be allocated a unique SPG ID number and password that will be linked to all financing statements for that group.

What data will I need before I register in the PPSR?

1. Details of the Secured Party (the creditor, or holder of the security interest)

- Name (of individual or organisation)
- Organisation Type (where secured party is an organisation)
- Name of the person acting on behalf of the organisation (where secured party is an organisation)
- Address, E-mail address, Fax Number

Note: Full Secured Party details are only entered once. For subsequent registrations the details are saved and accessed using an SPG ID.

2. Details of the debtor (the person or organisation who owes payment or performance of an obligation)

- Full Name (of individual or organisation)
- Date of Birth (where debtor is an individual)
- Name of the person acting on behalf of the organisation (where the debtor is an organisation)
- Type of Organisation (Company, Incorporated Society etc...)
- Incorporation Number (For an Incorporated organisation e.g. Company)
- Address

Note: Secured Parties should familiarise themselves with the Debtor Name Rules contained in the PPS Regulations 2001.

3. Details of the Collateral (the personal property over which the security is held)

- A Collateral type (and description where the description field is mandatory. You will also need to enter serial numbers for motor vehicles or aircraft)

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How do I register the Financing Statement?

1. Select **PPSR Registration** then **Create Financing Statement**
2. Enter in your **SPG ID** and **Password**
3. Enter in the **Expiry Date** (the system automatically supplies a default date of 5 years from the registration date, but an earlier date may be selected)
4. Enter in your **Debtor Details** (It is important that these details are correct, check for transposed numbers or spelling mistakes)
5. Select the **Collateral Type** and enter **Collateral Details**
6. Check the details you have entered then **Pay** - \$3.07 per registration
7. Choose to receive your verification statement online, by e-mail, or both (Make sure you record/save the Financing Statement Number, Debtor PIN and Financing Statement PIN)

Note: The Secured Party must send a copy of the verification statement to the Debtor (unless the Debtor has waived, in writing, the right to receive this)