



Registering a financing statement

There are three basic steps to registering on the PPSR.

1. [Register as a user \(Get a User ID and password\)](#); then
2. [Register as a Secured Party Group \(SPG\)](#); then
3. [Register your financing statement\(s\)](#).

This guide will take you through **Step 3 - Register your financing statement(s)**.

How do I register a financing statement?

1. Log on using your User ID and password.
2. From the **PPSR Registration** menu choose **Financing Statements – Create Financing Statement**.
3. Enter your Secured Party Group ID and password then click the **Continue** button.

Enter 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.

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'.

From the Debtor List screen choose to either:

Add Another Debtor to your financing statement (repeat step 5 above 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.

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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 more 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.

From the 'Collateral List' screen choose to either:

Add Another Collateral to your financing statement (repeat step 7 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.

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 should not 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 any 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.

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.

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Verification statement

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. To set the default Secured Party Group, logon 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.

 [Register a financing statement now \(You will need to log on first\).](#)

[Tips for processing a Financing Statement \(FS\)](#)

Useful tips to help you register your financing statements on the PPSR.

[Incomplete registration](#)

Any time you are disconnected from the PPSR during the process to create a financing statement, the system will save a copy of the information you have already entered.

[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.