

Renew a financing statement



PPSR Renewals

Unless renewed, a financing statement registered on the Personal Property Securities Register (PPSR) will automatically expire at a date and time which is five years after the financing statement was registered, or at an earlier date where a lesser term has been specified in the financing statement.

You will need to renew your Financing Statement before it expires to maintain its priority.

When do my financing statements expire?

- [To help keep track of when your registered financing statements are due to expire you can create reports on the PPSR for free.](#)
- [Learn more about expired financing statements.](#)

Step by step instructions

How do I renew my financing statements?

1. Log on using your User ID and password.
2. 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 renew registered financing statement screen choose **Renew**.
7. Enter a new expiry date, and then choose **Renew Now** to pay the NZ\$3.07 registration fee and renew your financing statement.

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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 however 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.

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