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# HOW TO:

## 1.0 ACCESS THE COLLATERAL REGISTRY WEBSITE

The collateral registry website can be access in three different ways. The kind of access to the collateral registry website that the user requires depends on the kind of transaction to be undertaken. It also depends on whether the user is:

- a legal entity
- an individual going to use the registry to register financing statement (FS)
  - regularly
  - only once or infrequently
- a public user who only search the registry system for search reports.

### 1.1 PUBLIC ACCESS (NON-CLIENT)

For users who only want to perform search for an existing financing statement, click on the search icon or button on the home page. This will take the user to the search page to choose either a flexible search or a legally effective search to go to the search screen. In that case, there will be no need to login to the website, and no fees are charged for obtaining uncertified search report but fees will be charged for obtaining certified search report. Payment can be made at appointed paypoint offices around the country. The user will be required to supply a payment receipt number on the users payment receipt before certified search report can be generated. The same receipt may be used for multiple certified search transactions till the credit amount is used up.

### 1.2 POSTPAID REGISTERED USER CLIENT ACCESS

For users with a financial institution or company or an individual that will register financing statement on a regular basis, the financial institution or company should open a client account in the collateral registry system. This will allow the institution through its authorized users to login to the website to register notices or financing statement and to request for a certified and an uncertified search report. To setup a client account, return to the Home Page and select the "Apply for Account" button of "Register" icon to open user Account Setup Page, which the user can complete and submit on-line.

Fees for registering and requesting certified search reports are automatically deducted to the users membership account with the collateral registry system and charge to your account with the Central Bank of Liberia for Commercial Banks. Other institutions or individuals may use a commercial bank as a representative bank to be debited at the end of the month for their chargeable transactions. A statement is generated for the client at the end of each month, detailing all completed chargeable transactions.

## 1.3 PREPAID REGISTERED USER CLIENT ACCESS

For users (individual or company) who register notices or request certified search reports only once or infrequently, or if your institution is not a commercial bank and does not have an account with the Central Bank of Liberia, the user must pay the fees in advance. The user should first determine how many notices the user wants to register and how many certified search reports the user needs. Return to the welcome screen and select the fees option to view the fee schedule. Determine the total amount of fees for all the services the user wants to do. Then pay that amount at the Central Bank of Liberia or designated paypoint offices around the country to get your account credited.

The user can also pay more than the amount the user wishes to use at a single time and the balance payment can remain in your account for future use. The paypoint officer at CBL or the designated paypoint will enter the payment into the collateral registry system to get your account credited. The user may then login to the Collateral Registry website and register your notices or request certified search reports and chargeable transaction will be deducted from your account.

The Collateral Registry system will assign a number to your client account after registration, which the user must provide to the paypoint officer when the user makes payments for the users account to be credited.

# 2.0  CREATE AND MANAGE CLIENT ACCOUNT

## 2.1  CREATING AN INDIVIDUAL CLIENT ACCOUNT

An individual is required to create an account to be able to register a financing statement or file notices of securing charge in the Collateral Registry. Account application does not require any approval from the collateral registry. To create an account:

1. Enter www.registry.cbl.org.lr in the users browser.
2. On the Home page click on the Register icon or "Apply for Account" button.
3. On the "Choose Client Type" click the drop down to select "Individual"
4. Click on "Continue" Button to "Setup Account Profile" page.
5. Fill the "Individual Client Profile" form.
6. Read and check to agree to Terms and Conditions if required
7. Type the Security Check image and click "Submit".
8. "Your client account has been created" message appears
9. Open the email supplied and click on the link to activate the client account
10. A page will open to confirm successful registration of client account.
11. The user can login with the Username and Password supplied during registration to login to the collateral registry system.

## 2.2.1  CREATING A LEGAL ENTITY CLIENT ACCOUNT

If the users business expects to register a financing statement or file notices of securing charge in the Collateral Registry on regular basis e.g. Commercial Banks, Microfinance companies, leasing companies' etc. The user will be required to create a client account in the registry website. Account application does not require any approval from the collateral registry. To create an account:

1 Enter www.registry.cbl.org.lr in the users browser.
2 On the Home page click on the Register icon or "Apply for Account" button.
3 On the "Choose Client Type" click the drop down to select "Legal Entity"
4 Click on "Continue" Button to "Setup Account Profile" page.
5 Fill the "Legal Entity Profile" form.
6 Fill the "Security Administrator Profile" form.
7 Read and check to agree to Terms and Conditions if required
8 Type the Security Check image and click "Submit".
9 "Your client account has been created" message appears
10 Open the email supplied under Security Administrator Profile form and click on the link to activate the users account
11 A page will open to confirm successful registration of client account.
12 The Security Administrator can login with the Username and Password supplied during registration to login to the collateral registry system.

## 2.3 ADDING AND MANAGING LEGAL ENTITY CLIENT ACCOUNT USERS

If the users business becomes a client of the Collateral Registry, the account may have any number of individual authorized users (for example, Officers, Authorizers, Client Administrators etc.). The designated client security administrator has additional rights beyond those of general users. Those rights will include the right to add or delete authorized users, and to update information about the client account (for example, an address change). The first user added on the account during account creation is assigned as the client security administrator by default. General users may have the right to register a financing statement or file notices of securing charge in the Collateral Registry and change their own passwords. A client is responsible for the security practices of its users and for all fees charged for transactions by its users.

Add a user and assign role:
1. Login the website as the Security Administrator
2. Select "Administration" on the menu and choose "My Users"
3. On the Users page, Click on "Create New User" button
4. Complete the new user creation form
5. Choose how the user wants the user to be notify about their account details
6. On first login, the user is taken to the change password page to change their password.
7. The user gain access to the website.

## 3.0   CHANGE OR RESET PASSWORD

A user may change or reset his or her password by following these steps: The user may change password by yourself as follows:

1   Go to the Collateral Registry website at Enter [www.registry.cbl.org.lr](www.registry.cbl.org.lr)
2   On the Home page click on the Client Login icon or "Client Login" button.
3   Login Page will open, Click on forgot password link.
4   A Password Reset Page will open, Enter your email, Security Capture and click on the "Reset" Button
5   Password Reset Confirmation page will open to confirm password reset.
6   Open your email supplied and click on the link to open "Change Password" page
7   Enter your new password in the "New Password" field and the same password in the "Confirm New Password" field.
8   Type the Security Check image and click "Submit".
9   A page will open to confirm successful registration of client account
10  "Your client account has been created" message appears
11  You may log out by clicking the log out button on the top left of the screen.

# 4.0 SEARCH FOR FINANCING STATEMENTS OR NOTICES

If the user wants to search for a financing statement or notices that identify a particular security interest, the user may search as a registered user or public user. There are two Search options namely Legally Effective Search and Flexible Search. The certified search report is an official record of the Collateral Registry, and the user can use the printed report as evidence of the state of the record on the date of the certified report

The user may select the Search option either from the "Home Page" without logging in or from the "Search Financing Statement" page, select the "Search" menu to choose Legally Effective Search" or "Flexible Search"

## 4.1 LEGALLY EFFECTIVE SEARCH

The user can search by the debtor name and/or identification number and/or the collateral serial number.

1. To perform a search, from the home page click on the "Search" icon or the "Search" button
2. This takes the user to the legally effective Search Financing Statement page by default.
3. Select the Debtor Type (Individual and Legal Entity)
4. Enter debtor name and/or identification number and/or the collateral serial number for vehicles and motor cycles.
   - If the user are searching for a financing statement or notices by debtor name, enter the full name for the individual as shown of official document the user want to search and if the debtor is a company or organization enter the name as shown on organizational document in the displayed field, and click the "Submit Search" button.
   - If the user are searching for a financing statement or notices by debtor Identification number, enter the full name for the individual as shown of official document the user want to search and if the debtor is a company or organization enter Tax Identification Number exactly as it appears on its organizational document in the displayed field, and click the "Submit Search" button.
   - If the user are searching for a financing statement or notices by a serial number of the collateral, enter the serial number in the displayed field, and click the "Submit Search" button.
5. A message displays the number of records generated by the search
6. Click Ok to go to search financing statement page
7. Click on "Generate Report" to "Generate Search Report" page
8. Select an "Uncertified Search Report" and click "Generate Search Report" to download free Uncertified Search Report which comes as a pdf file.
9. Select a "Certified Search Report" enter payment receipt number for public users and click "Generate Search Report"
10. If the user is a registered user, select a "Certified Search Report" and click "Generate Search Report" fees shall be debited to your prepaid or postpaid account.

## 4.2 FLEXIBLE SEARCH

The user can search by the Debtor Name or Identification Number or Email or Date of Birth or Collateral Serial Number or Collateral Description.

1. To perform a search, from the home page click on the "Search" icon or the "Search" button
2. This takes the user to the legally effective Search Financing Statement page by default.
3. Select the Debtor Type (Individual and Legal Entity)
4. Enter debtor name and/or identification number and/or the collateral serial number for vehicles and motor cycles.
5. If the user is searching for a financing statement or notices by debtor name, enter the full name for the individual as shown of official document the user want to search and if the debtor is a company or organization enter the name as shown on organizational document in the displayed field, and click the "Submit Search" button.
6. If the user is searching for a financing statement or notices by debtor Identification number, enter the full name for the individual as shown of official document the user want to search and if the debtor is a company or organization enter Tax Identification Number exactly as it appears on its organizational document in the displayed field, and click the "Submit Search" button.
7. If the user is searching for a financing statement or notices by an Email of the debtor, enter the email address in the displayed field, and click the "Submit Search" button
8. If the user is searching for a financing statement or notices by a date of birth of the Debtor, enter the date of birth in the displayed field, and click the "Submit Search" button.
9. If the user are searching for a financing statement or notices by a serial number of the collateral, enter the serial number in the displayed field, and click the "Submit Search" button.
10. If the user are searching for a financing statement or notices by a Collateral Description number of the collateral, enter the Collateral Description in the displayed field, and click the "Submit Search" button.
11. A message displays the number of records generated by the search
12. Click Ok to go to search financing statement page
13. Click on "Generate Report" to "Generate Search Report" page
14. Select an "Uncertified Search Report" and click "Generate Search Report" to download free Uncertified Search Report which comes as a pdf file.
15. Select a "Certified Search Report" enter payment receipt number for public users and click "Generate Search Report"
16. If the user is a registered user, select a "Certified Search Report" and click "Generate Search Report" fees shall be debited to your prepaid or postpaid account.

# 5.0 REGISTER FINANCING STATEMENT OR NOTICE

## 5.1    HOW DO I REGISTER A FINANCING STATEMENT?

To register a financing statement or notices of securing charge, the user must create account and log in to the website, whether the user is an individual with a prepaid or postpaid account or an organization with a prepaid or postpaid account. A prepaid user must ensure there is enough fund for the transaction to be undertaken.

Once the user logs in, the user will be taken to the Home page from which the user can select the action the user wants to perform from the top Menus. If the user wants to register an initial financing statement or notice of securing charge, Click on "Financing Statement" Menu and select **Create New Financing Statement** option from the drop down to go to the **Create New Financing Statement** page. The registration page is quite simple and intuitive to use.

The **Create New Financing Statement** page has two sections; the first is the "Loan Information" form and the second "Other Details" that has three tabs that the user can choose to fill in any order.

The "Loan Information" form is displayed automatically when the screen is open. Fill all the mandatory fields in the loan information form as required. Select the "loan Type" in the drop down, the "Currency", "Maximum Amount", "Expiry Date" "Security Agreement Date" which is mandatory for consumer goods and attach any document if required. Security agreement date for the registration cannot be more than five (5) years for consumer goods collateral.

Click on the "Secured Party" tab under "Other Detail" "to display the "Secured Party" form.
- If a secured party is a company or organization, Name, Company No. (Tax Identification Number), Email, Phone No. Address, City (Town or Village), Country, County, Nationality and Secured Party Type will be filled automatically.
- If a secured party is an individual, Title, First Name, Middle name, Surname, ID Document, ID No. Gender, Date of Birth, Email, Phone No. Address, City (Town or Village), Country, County and Nationality will be filled automatically.
- If there are two or more secured parties, the user can continue to add secured parties by clicking the Add New Individual Secured Party button if the additional secured party is an individual or by clicking on the Add New Institutional Secured Party button if the additional secured party is an institution.
- In each situation enter the information in the required fields ensuring that all mandatory fields are entered.

Click on the "Debtor" tab under "Other Detail" and select the appropriate debtor type. Select "Add New Individual Debtor" if the debtor is an individual or "Add New Institutional Debtor" if the debtor an organization or company.
- If the debtor is a company or organization, provide: the Name, Company No. (Tax Identification Number), Email, Phone No., Address, City (Town or Village), Country,

County, Nationality and Debtor Type. Select Gender Composition, Relationship with Debtor and Sector of Operation.

- If the debtor is an individual, provide: First Name, Middle Name, and Surname, ID Document, ID No. Gender, Date of Birth, Email, Phone Number, Address, City (Town or Village), Country, County, Nationality and select Sector of Operation. Click on "Add New Identification" in situation where the debtor provides more than one government issued identification document. Enter his or her name and Identification number exactly as it appears on their government issued identification card

- If there are two or more debtors, the user can continue to add secured debtors by clicking the "Add New Individual Debtor" button if the additional debtor is an individual or by clicking on the "Add New Institutional Debtor" button if the additional debtor is an institution.

In each situation enter the information in the required fields ensuring that all mandatory fields are entered.

The Third tab is the "Collateral" tab. It is used to enter a description of the movable property that secures the obligation. The description of the collateral may be general or specific, so long as it informs a person who reads it whether particular property is covered by the securing charge.

- To fill the collateral information, select the "Collateral Type" whether it is Consumer Goods collateral, Commercial Collateral or Both. Select the "Collateral Sub Type" in the drop down then provide the collateral description in the "Description" Field. The user may enter a narrative description of any length in the text box.

- It is mandatory to enter the serial number of motor vehicle and motorcycle collaterals. The serial number for a motor vehicle and motorcycle is the number attached on the body of the vehicle by the manufacturer and not the license plate number. To add additional rows for serial number, click the "Add New Collateral" button.

    Once all Financing Statement information has been entered, review to ensure all mandatory field information has been provided the registration looks correct. Check the message box that reads, "By clicking on this checkbox I have accepted that a thorough review has been done on the above information", and then press "Submit for Authorization" button

    If the registrant is an individual client or a legal entity user that has both Officer and Authorizer role, upon submitting the registration, a registration confirmation page is displayed with the registration number of the financing statement and a copy of verification statement is sent to the registrant's email as part of the registration confirmation.

    If the registrant is legal entity user that has only Office role, upon submitting the registration, a registration submission confirmation page is displayed with a temporal registration number for the Authorizer for review. The Authorizer may approve, deny or resend to the registrant of correction and resubmission. Upon submitting the registration by the Authorizer a registration submission confirmation page is

displayed with a registration number of the financing statement and a copy of verification statement is sent to the registrant's email as part of the registration confirmation.

# 6.0   AMEND A FINANCING STATEMENT

There are four main types of amendments that can be registered on a registered financing statement. These are:
- Update
- Full and Partial Assignment
- Subordination
- Discharge (Full and Partial Discharge) of financing statement.

To register a financing change statement, one must log in to the website, and should be a user for a legal entity or an individual registered client with a client account. Once the user logs in, the user will be taken to the Home Page, from the home page select "Financing Statement" and from the dropdown, select "My Financing Statements" which takes the user to my financing statement list page. In the list of financing statement, click on the "Amend Financing Statement" icon (pencil) of the financing statement the user would like to amend to display the amendment page from which the user can select the amendment the user wants to perform. If the user want to update, discharge, subordinate to other secured party or assign to other secured party. Select the respective option and click "Continue" button below the page to go to the particular amendment page.

## 6.1   UPDATE OF FINANCING STATEMENT

For an update of financing statement, the user may add, delete or change the loan information including: maximum amount, date of expiry and secured party agreement date. The user may change information on, secured party, debtor and collateral by selecting the tab for the type of information to be added, deleted or changed.
- If the Change Financing Statement is to add a secured party, click the appropriate button on the "Add New individual Secured Party" or "Add New Institutional Secured Party" button and complete the form.
- If the Change Financing Statement deletes a secured party, identity the secured party in the list and click the "X" icon on the top right of the entry to delete the secured party.
- If the Change Financing Statement is to add a debtor, click the appropriate button on the "Add New individual Secured Debtor" or "Add New Institutional Debtor" button and complete the form.
- If the Change Financing Statement deletes a debtor, identity the debtor in the list and click the "X "icon on the top right of the entry delete the debtor.
- If the Change Financing Statement is to add collateral, click the "Add New Collateral" button and complete the form.
- If the Change Financing Statement deletes collateral, identity the collateral in the list and click "Delete" on the right of the entry to delete the collateral.
- If the Change Financing Statement replaces an attached document, click on the "Choose File" browse button under loan information to attach a new document or replace and existing document.

Once all change financing statement information has been entered, review to ensure all mandatory field information has been provided. Check the message box that reads, "By clicking on this checkbox I have accepted that a thorough review has been done on the above information", and then press "**Submit for Authorization**" button or "Submit" if the registrant is an individual or legal entity configured not to use workflow for update of financing statement.

- If the registrant is an individual client or a legal entity configured not to use workflow for update of financing statement or the registrant has both Officer and Authorizer role for legal entity configured to use workflow for update of financing statement, upon submitting the update registration, a registration confirmation page is displayed with the registration number of the change financing statement and a copy of verification statement is sent to the user email as part of the registration confirmation.
- If the registrant is legal entity configured to use workflow, upon submission by the registrant (Officer), registration submission confirmation page is displayed with a temporal registration number and sent to the Authorizer for review.

If the change must be authorized, once the Authorizer login, activities waiting for his or her attention will be displayed in the dashboard under "Pending Task" with date and the messages. Message for update shall read "Update of new financing statement, waiting for authorization" Select the "My Tasks" menu and click "My pending Tasks" in the drop down to see the list of all task waiting to be reviewed to be approved, denied or resend to the registrant (Officer) for correction and resubmission. Click "Handle" button on the left of the task to open the "Task Handler" page. Select authorize and click on "Submit", a successful authorization message "You have successfully authorized the financing statement with registration xxxxx" is displayed in the page. A verification statement of the financing statement is sent to the registrant's email and any other user configured to receive verification statements.

## 6.2 DISCHARGE OF FINANCING STATEMENT

For a discharge of financing statement, the user may partially discharge collateral in a financing statement or fully discharge the financing statement if the financing statement has only one collateral. On the "Select Amendment Type Page" Select "Discharge" and click "Continue" button to open "Discharge" page. There will be only "Full Discharge" and will be selected automatically. Type comment in the comment box if any and click on "Submit for Authorization" button in the case of legal entity with configured to go through or "Submit" button in the case of individual registered client or legal entity not configured for registration of discharge to go through workflow.

If the financing statement is more than one collateral, there will be two options under "Select Discharge Type" under discharge to select "Full Discharge" or "Partial Discharge" with the list of collaterals. A selection "Full Discharge" will check all the collaterals in the list but a selection of "Partial Discharge" will give the user the option to check one or more collaterals to be discharged. Type comment in the comment box if any and click on "Submit for Authorization" button in the case of legal entity with configuration to go workflow and user has not been assign both officer and authorizer role or "Submit" button in the case of individual registered client or legal entity not configured for registration of discharge to go through workflow or in the case of legal entity with configuration to go workflow and user

but registrant has been assigned both officer and authorizer role.

If the discharge must be authorized, once the Authorizer login, activities waiting for his or her attention will be displayed in the dashboard under "Pending Task" with date and the discharge message. Message for discharge shall read "Discharge of Financing Statement, waiting for authorization" Select the "My Tasks" menu and click "My pending Tasks" in the drop down to open the list of all tasks waiting to be reviewed to be approved or denied. Click on "Handle" button to the left of the task to open the "Task Handler" page. Select "Authorize" or "Deny" and click on "Submit", a successful authorization message "You have successfully authorized the financing statement with registration xxxxx" is displayed in the page if authorize was selected or "You have successfully denied amendment on the financing statement with registration xxxxx" is displayed in the page if "Deny" was selected. A verification statement of the financing statement of the amendment is sent to the registrant's email and any other user configured to receive verification statements.